

# Student-Parent Handbook



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**Note: Due to COVID-19, some policies and procedures described in this handbook have been modified. The contents of this handbook are secondary to the 2021-22 LPCS Return to Learn Plan, which is located on our school website, as well as any other COVID-19 guidelines that are otherwise communicated throughout the school year.**

## **Our Vision**

Shaping Difference-Makers in Christ

## **Our Mission**

TEACH (Proverbs 15:33)

TRAIN (Proverbs 22:6)

TEST (Proverbs 17:3)

TRANSFORM (Proverbs 3:12)

## **Our Statement of Faith**

**Bible** - We believe in the Scriptures of the Old and New Testaments as inspired of God, inerrant in the original writings, and the supreme and final authority in faith and life.

**Trinity** - We believe in one God, eternally existing in three equal persons: Father, Son, and Holy Spirit.

**Creation** - We believe the Genesis account of a literal six-day creation; we believe man was created in God's image and after His own likeness, and not by evolution (man did not evolve from other life forms).

**Sin** - We believe that man was created in innocence, but voluntarily sinned. As a consequence, all men are now sinners and under just condemnation without defense or excuse.

**Jesus' birth** - We believe Jesus Christ was begotten by the Holy Spirit of God, born of the Virgin Mary, and is a true man and true God. We believe Jesus is full deity, existing as a co-equal member of the Godhead.

**Jesus' death** - We believe the Lord Jesus Christ died for sins, according to the Scriptures as a representative and substitutionary sacrifice.

**Jesus' resurrection** - We believe in the literal, bodily resurrection of the Lord Jesus Christ, and that He reigns at the right hand of God.

**Salvation** - We believe that salvation is by grace; a free gift of God, through faith in the Lord Jesus Christ.

**Holy Spirit** - We believe that the Holy Spirit bears witness to the truth of the gospel and in-dwells Christians to enable them to live godly lives.

**Judgment** - We believe in the bodily resurrection of the just and unjust, the everlasting joy of the saved, and the everlasting punishment of the lost.

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## **I. INTRODUCTION**

*Welcome to LPCS! We are thankful to God that He has led you here. We exist to partner with you in educating your children. Our school is distinctively different because we seek to honor God in every aspect of school life as we integrate Biblical principles into everything we do. While providing a solid academic education to prepare young people for a successful future, we also encourage each student to develop a personal relationship with the Lord Jesus Christ and begin a journey to Christian maturity.*

## **PHILOSOPHY of CHRISTIAN EDUCATION**

A Christian school with a biblical worldview is a place where every decision, individually or collectively, is based on the following principles:

1. The Bible is inerrant and God-inspired, the basis of all Truth and knowledge, the only authoritative Word of God, and the heart of the curriculum in Christian education.
2. In Christian education, there must be recognition of total depravity, human inability, and the need for the sovereign grace of God in giving life and light through a personal relationship with Jesus Christ. (Ephesians 2:4, I Corinthians 2:14) In other words, man is not innately good and, therefore, we don't expect just to tell students what they should do and expect that they will do it. We also don't believe education can save or change a person or society; only Christ can do that. Genesis 8:21 says, "Man's bent is always toward evil from his earliest youth."
3. The purpose of education should be to glorify God and to know Him. This means acquiring a love for the Lord that encompasses the heart, mind, and soul, being able to share the gospel with others, and equipping each person to serve Him effectively.
4. This world was created and has a God-ordained order; it did not evolve. Humans, as opposed to all other creatures, were distinctly created to have a relationship with the Creator. Some of the qualities that differentiate us from the animals are morality, reason, creativity, and self-worth.
5. God is the center of history and He will determine its ultimate outcome. It is linear, not cyclical.
6. The Christian must derive his/her value system from that which is eternal, the Word of God, rather than that which is temporal. Therefore, personal knowledge of Jesus Christ is valued above all.

In conclusion, the Philosophy of Christian Education must begin and end with Christ.

### **OUR CORE VALUES; C.L.A.S.S.**

**Community** - We are committed to experiencing life together in Christ, as we partner to encourage, love, serve, and grow each other in community.

**Leadership** - We are committed to developing leaders who are able to communicate a distinctly Christian worldview and live it out daily with character, integrity, and wisdom.

**Academic Excellence** - We are committed to educating the individual learner in every aspect of school life through a model that is relational and based on wisdom from God's eternal Word.

**Spiritual Development** - We are committed to fostering an environment where a relationship with the living Christ is evidenced through worship, discipleship, evangelism, fellowship, and ministry.

**Service** - We are committed to presenting Christ to others through serving our community with respect and humility, clearly communicating His gospel.

## **PHILOSOPHY of GUIDELINES and SCHOOL CULTURE**

This handbook contains information, rules, regulations, and standards of courtesy that help us achieve our mission as a Christian school. We believe that Biblical principles for rules find their foundation in one of these three areas. Many of them fall into the last category in that the rules were established for the good of the greater community.

1. God's Commands
  - A. Some of our rules are based on commands found in God's Word.
  - B. Proverbs 7:1,2b – "My son, keep my words and store up my commands within you. Keep my commands and you will live."
2. Good Cautions
  - A. Some rules are not given in the Bible, but are made to protect us from violating biblical rules.
  - B. Proverbs 1:8 – "Listen, my son, to your father's instruction and do not forsake your mother's teaching."
3. Greater Community
  - A. Some rules are not necessarily moral laws but are guidelines for the good of society.
  - B. Romans 13:1-6 – gives authority to institutions to make such rules.
  - C. Proverbs 8:15 - "By me (wisdom) kings reign and rulers make laws that are just."

It is our prayer that by combining our efforts with home and church, each student will understand our reason for rules and that all our policies will help students in their journey to become more like Christ.

## **VISION FOR STUDENTS**

It is our vision that our graduates will be educationally and academically prepared for their next level of education or vocation. They will have a love of learning and desire to continue to grow intellectually. Their lives will give evidence of the fruit of the Spirit and of a desire to glorify God in all that they do by loving and serving others, and by increasing their knowledge of God and His Word. Possessing a Biblical Worldview, our vision is that LPCS graduates will seek to advance the Kingdom of God and to serve God through their local church.

## **II. GENERAL INFORMATION**

### **OPEN DOOR POLICY and the MATTHEW PRINCIPLE**

We encourage you to call, email, or stop in to talk to the administration at any time. If you have questions, concerns, or ideas, we would like to talk to you. It is often through the input of a student or parent that problems come to light, and we then can work towards solving them.

We also encourage you to follow the principle from Matthew 5 and 18 if you have a problem with another person. Go directly to that parent, teacher, or staff member to explain your concerns. If the issue is not resolved, go to the next step until you feel you have been heard and the problem has been solved.

The first step is to see the teacher, then the principal, then the superintendent, and then the Pastor of the church.

## OFFICE HOURS

The school office is open Monday - Friday from 7:30 a.m. until 4:00 p.m. while school is in session. During summer break, in-school breaks such as spring break and national holidays, limited office hours will be available and will be posted.

## SCHOOL HOURS

### Monday - Delayed Start

Grades PK-6: 8:20 am - 3:00 pm

\*Can arrive at 7:00, report to the Main Gym (PK in cafeteria).

Grades 7 & 8: 8:20 am - 3:10 pm

\*Can arrive at 7:00, report to the Main Gym and then be dismissed at 8:15 am.

Grades 9-12: 8:20 am - 3:10 pm

\*Can arrive at 7:00, report to hallways outside the gym, then dismiss at 8:15 to class.

### Tuesday, Wednesday, Thursday and Friday

Grades PK-4: 7:50 am - 3:00 pm

Grades 5 & 6: 7:50 am - 3:05 pm

JH and HS; Grades 7-12: 7:50 am-3:10 pm. Students may arrive at 7:00 am, but not earlier.

### 2-Hour Delay

Grades PK-6: 9:50 am - 3:00 pm

Grades 5 & 6: 9:50 am - 3:05 pm

Grades 7-12: 9:50 am - 3:10 pm

## Virtual Learning Schedules:

Elementary Virtual Learning Schedules will be communicated by the individual teacher.

### JH/HS Virtual Schedule:

#### **Monday, Tuesday, Friday**

Pd 1 8:15-8:45 (30)

Pd 2 9:00-9:30 (30)

Pd 3 9:45-10:15 (30)

Pd 4 10:30-11:00 (30)

Pd 5 11:15-11:45 (30)

Lunch Break 11:45-12:15

Pd 6 12:15-12:45 (30)

Pd 7 1:00-1:30 (30)

Pd 8 1:45-2:15 (30)

Office Hours 2:15-3:00

#### **Wednesday & Thursday**

Pd 1/Pd 2 8:30-9:15 (35-45)

Pd 3/Pd 4 9:30-10:15 (35-45)

Team Time 10:30-11:15 (35-45)-*Watch Chapel video, attendance taken, discussion time w/ Team*

Lunch Break 11:15-11:45

Pd 5/Pd 6 12:00-12:45 (35-45)

Pd 7/Pd 8 1:00-1:45 (35-45)

Office Hours 2:15-3:00

## STUDENT USE OF PHONES: OUTGOING CALLS

Students may use the office phone to call home in an emergency or when there has been a change in school-sponsored events such as games, practices, etc. Students must obtain permission from a classroom teacher to use the office phone. Students are not to call their parents from their cell phone during school in regard to illness. This must be done by the school nurse.

## **STUDENT USE OF PHONES: INCOMING CALLS**

Messages will be taken and delivered through teacher mailboxes or teacher email, unless the caller gives specific instructions for delivery to the student. Parents, please call the school office to reach a student rather than calling the student. Students and faculty will not be called out of class to take a call unless it is an emergency. In most emergencies, the office will take a number where the caller can be reached and then deliver it to the student or faculty member.

## **STUDENT CELL PHONES (Smart Watches/Data Devices)**

Cell phones are permitted at school, however, for students in PK-8, they must stay in lockers or backpacks, be turned off and may not be used except before or after school when dismissed.

For students in 7-12, we have implemented a 'no sight / no sound' policy; if a JH/HS student's cell phone is seen on your person or heard, it is a violation. HS cell phones will be placed in a pocket chart within each 9-12 classroom. HS students may have cell phones during lunch, passing periods, before and after school. Cell phones are not permitted in Chapel.

## **ARRIVAL and DISMISSAL**

### **ARRIVAL (Drop Off)**

- Students in Grades PK-4 may be dropped off no earlier than 7:00am at the dining hall doors. Students must enter into the dining room, where they will proceed to the main gym. Each grade and class has a designated seating area in the gym and will be supervised by Lakewood Staff. Students will wait in their seating area until teachers pick up their classes.
- Students in Grades 5 & 6 dropped off between 7:00-7:30am should be dropped off at the gymnasium entrance. While driving to drop off at the gymnasium entrance, use the far right lane, pull up to the curb and let students out. Students in grades 5/6 will report to the main gym until dismissal. 5/6 students sit in a designated seating area in the main gym.
- JH & HS students arriving after 7:00 am must report to the main gym bleachers (JH) and high school to the hallways outside of the gym entrance doors. JH & HS students are not allowed in the locker room, classrooms, lockers or class hallways prior to 7:40am.

### **DISMISSAL (Pick Up)**

- Students in Grades PK-4 are dismissed and ready for pick up at 3:00pm
  - PK-2: pick up is at the north/PreK entrance of the building.
  - Grades 3 & 4: pick up is at the dining hall doors.
- PreK-4 students riding with a student driver must wait with their teacher until 3:20. The student driver should come to the designated area of the child's teacher to pick up the child.
- PreK-4 Families are assigned a car tag with a designated number for car line safety and efficiency. The school provides each family with two tags. The tags must be visible when in the car line (i.e. hanging from the rearview mirror). Additional car tags can be purchased for \$1. Staff will supervise students and release them to the loading zone at a safe time. Once students are loaded or unloaded, drivers must be directed by a staff member to exit the school campus.
- Parking Option for PreK-4 Parents: There is an option to park instead of driving through the car line. If parking your vehicle for pick-up, park on the north side by the baseball diamond. When you see your child's class, walk across the crosswalk to meet your child where they are waiting with their teacher. Hold your child's hand to take them back to your vehicle. Please do not speak with your child's teacher at this time as they are watching out for children's safety at this time. If you need to speak to your child's teacher, it is best to set up an appointment.

- Students in Grades 5 & 6 are dismissed from class at 3:05 and escorted by their teachers, to the gymnasium entrance for pick up.
- Students in Grades 7-12 grade are dismissed at 3:10 to the gymnasium entrance for pick up or to go to their cars in the east parking lot.
  - Vehicles picking up students in grades 5-12 should use the middle lane, find a parking spot, and wait for their student(s) to come to their vehicle. Staff members will be present to help manage the traffic flow and to provide supervision.
- Students that are not picked up by 3:30 will do the following:
  - JH Students will report to the cafeteria until picked up.
  - HS Students will report to the cafeteria or the east gym hallways until picked up.
  - PK-6 will report to the After Care, in the cafeteria. Students in After Care must sign in until picked up. For questions about fees for the program, please contact the school office.
- Students are not allowed to wait for their ride at the front office or anywhere else in the building.

### **GENERAL TRAFFIC RULES**

1. Traffic is always one-way around the building.
2. Please remain in your vehicle if you are in the car line.
3. Please do not use cell phones while moving through the car line (to avoid accidents).
4. When dropping off or picking up students, please pull up to the orange cone. Please do not park in the crosswalk.
5. Staff members will be present at arrival and dismissal to direct traffic and ensure the safety of students. Please defer to their direction while moving through the car line.
6. Please do not park in the area by the church office.
7. Students should *not* be dropped off at the school office doors unless parents have parked in the lot and are coming into the building to conduct school business.
8. The speed limit around the building is 15 mph and 25 mph on the boulevard.
9. Vehicles leaving the school office parking lot must exit onto the boulevard.
10. The car line moves one way around the building. It flows in two lanes around the right edge of the parking lot as it moves around the building. Please be cautious of pedestrians at all times.

### **STUDENT DRIVERS**

- A. Students must fill out a Driver Registration form and obtain a parking permit to display in the vehicle for \$5.
- B. Students who drive carpools must assume responsibility for assisting elementary school children that ride with them, into the building.
- D. The speed limit is 25 mph for the boulevard coming off CR 29 and 15 mph around the building. Violators may lose the privilege of driving to and from school at an administrator's discretion.
- E. Any misconduct or failure to obey staff on duty directing traffic before or after school may result in the suspension of driving privileges.
- F. Student drivers are required to be insured and that parents/guardians bear any liability due to an accident that is incurred by the student while operating a vehicle on the Lakewood campus.
- G. Students who do not have a parking pass will be issued a \$1.00 parking ticket. Their parking pass should be displayed on the rearview mirror.
- H. Drivers should not use cell phones while driving on campus.

## **LOST and FOUND**

Misplaced items found around the school will be placed in the school “lost and found.” The “lost and found” is located in the northeast corner of the basement. Each month, the “lost and found” is cleaned out. Unclaimed items will be placed in an ‘end of the year garage sale’ and then donated to charity. Please label all personal items with the student’s name, so that they can be returned to their original owner.

## **DAILY FORGOTTEN ITEMS**

We want to encourage parents to teach your student responsibility about bringing needed school items everyday. Please try not to make it a habit to bring a student’s forgotten items. When the need does arise, our school office is happy to help get forgotten items to a student (at the teacher's discretion).

## **LAKESWOOD PARK AFTER-CARE**

The Lakewood Park After-Care program offers after school care for our PK-6 grade students. After-Care is a service provided by Lakewood Park Christian School for families who are unable to pick-up students during the dismissal time frame. While the hope is to have a time that is not similar to that of the classroom for which the students have been in all day, providing structure, safety, support and love should be kept in mind. All services provided by LPCS should support the mission and vision to teach, train and transform students for the glory of Christ. Care begins at 3:20pm on normal dismissal days and continues until 5:30pm. There is no separate registration for After-Care. Any PK-6 students who are in the building after dismissal will be signed into After-Care, and charges will be applied to their FACTS account. The cost of After-Care is \$4.00 per child/per hour with weekly caps for families with multiple children. A charge of \$1 per minute per family will be applied when students are not picked up by 5:30 pm. Charges will be facilitated through FACTS Tuition management on the 10th of each month.

Students in grades 7-12 that need to stay after school past 3:30 need to stay in the following areas: JH in the cafeteria and HS in the east hallways; not the gym or other areas of the building, until picked up. Students staying after school will be expected to abide by all policies and procedures in the handbook.

## **LOCKERS (Grades 5-12)**

1. Students may bring in an outside lock for their locker, but the student must give the Attendance Secretary the combination (no key locks)..
2. In order to avoid theft or damaged property, students are not to leave valuable objects in their locker. LPCS will not be responsible for lost or stolen items.
3. The lockers and locks remain the property of Lakewood, and we maintain the right to open any lock or locker if necessary.
4. JH and HS Students may bring their own lock for their PE locker. If they bring their own- they must give the Gym Teacher the combination.

## **VENDING MACHINES**

1. JH and HS Students may use the vending machines before school, during lunch or after school.
2. Elementary Students are not to use the vending machine, unless accompanied by their teacher.

## **HALLWAY / STAIRS BEHAVIOR**

1. No eating or drinking, running, yelling or behaving inappropriately.
2. Students in Grades 7-12 need a pass if they are in the halls while classes are in session.

## **USE of the ELEVATOR**

A student may only use the elevator in the case of an injury or physical condition that prohibits that student from using the stairs. The student must obtain permission and a pass from the school nurse before riding the elevator. The student can have one other student help them carry books or maneuver in/out of the elevator. No students of the opposite sex will be allowed in the elevator together, if unsupervised by a staff member. A student who is helping a teacher or other staff member move materials, may also use the elevator, as long as he or she has a pass.

## **EMERGENCY GUIDELINES and DRILLS**

We take a serious approach to the safety of our students. Our school conducts emergency drills throughout the school year, which comply with state codes. Our staff is also trained by School Safety Specialists.

## **FIELD TRIPS and APPROVED DRIVERS**

Parents sign one field trip form and medical release form at the beginning of the school year to give permission for all field trips during the school year. It is the parent's responsibility to provide updated emergency contact information. Field trip details will be sent home with students going on a field trip to inform parents about the trip. A travel manifest is left in the school office before departure showing which students are traveling in each vehicle.

If private vehicles are used on a field trip or a sports event, a Volunteer Driver Application form, with a valid driver's license and proof of insurance, must be on file in the office for each driver. Drivers must follow all traffic rules.

The Volunteer Driver Application form asks for the following information:

1. Explanations of recent traffic violations
2. Make, model, year, license plate number, and the number of working seat belts for each vehicle that could be used to transport students. As of July, 2005, children eight years of age and under must be in a car seat and not transported in the front seat of vehicles with airbags.
3. Name of the insurance company, policy number, and amount of liability coverage provided in the following categories (minimum coverage is listed):
  - A. Per person for bodily injury must be at least \$250,000
  - B. Per incident for bodily injury must be at least \$500,000
  - C. Property damage must be at least \$100,000
4. Signature and date of person requesting approval to drive
5. Volunteer drivers must complete a national criminal background check, for which there is a minimal fee, to be paid by the volunteer.

## **VISITORS**

All visitors must register at the school office and may be subject to administrator approval. *\*During Covid, all visitors must wear a mask.*

### *Adult Visitors*

The following rules apply to adult visitors:

1. Visitors are required to let teachers/office staff know ahead of time that they'll be visiting, in order to minimize classroom disruptions.
2. All visitors must come with their driver's license. The driver's license will be used to conduct a quick criminal background check before the visitor will be permitted to enter the school.
3. Visitors must drop off their visitor badge to office staff when leaving the building.

### *Student Visitors (PK-12)*

1. Student visitors are expected to dress appropriately. The administration reserves the right to keep a student visitor in the office area during a visit.
2. Prospective students may visit a classroom to shadow a current student for a portion of the day by the arrangement of the Director of Enrollment and must be in LPCS dress code for the day.
3. High school age or college-age students may visit only during the lunch period and also provide identification to the front office staff. They must sign in and out of the office and must go directly to and from the dining area, unless otherwise approved by the administration.

### **VOLUNTEERS**

Volunteers are a very valuable resource. Volunteering is an important way that parents or grandparents can partner with us to be a part of their child's education. Volunteers can help in the computer lab, during lunch and recess, at sporting events, with tutoring, in the office, with fundraisers, and at class parties. Volunteers are asked to sign in and out at the front office and wear school-provided identification for security reasons. All volunteers, including field trip volunteers, will be asked to complete a national criminal background check, for which there is a minimal fee, to be paid by the volunteer. *\*During Covid, volunteers must show proof of vaccination, antibodies or wear a mask.*

### **LAKE and WOODS**

No student is allowed by the lake or in the woods during school hours, prior to the school day or immediately following official school hours without faculty or parental accompaniment. The lake is closed to all visitors when school is in session. Fishing permits are required in order to fish on campus. In order to retrieve a permit, contact the front office to schedule your appointment.

### **FUNDRAISING**

School-wide fundraisers have priority over all other funding efforts in the school and are approved/scheduled by the Administration. Fundraisers may also be approved to meet non-budgetary needs in areas of student activities such as the athletic department, music department, yearbook, and individual classes. All fundraising requests from individual groups, clubs, and organizations at the junior high/high school level must first be submitted to the junior high/high school principal for review. Once reviewed, the junior high/high school principal will recommend, at his/her discretion, the fundraising request to the superintendent for final approval. Fundraising requests should be submitted to the designated principal by Sept. 1 for the first semester and by Feb. 1 for the second semester prior to the start of the event. Promotional materials should also be presented to the principal for approval at least one week prior to distribution and clearly state the purpose and financial goal of the fund-raiser.

### **NON-DISCRIMINATION STATEMENT**

It is and shall be the policy and practice of Lakewood Park Christian School, in the admission of students and in the hiring of employees, not to unlawfully discriminate on the basis of the applicant's race, color, gender, nationality, ethnic origin, age or handicap.

### **LUNCH PROGRAM**

Our food service program provides a school lunch option for PreK-12th grade students. If your student has special dietary requirements, please contact the Food Services Coordinator

Pricing:        Hot lunch: \$3.50  
                    Milk/Water: \$0.50  
                    Emergency lunch: \$4.50  
                    A la Carte: prices vary

At this time, lunches will only be refunded for school wide cancellations.

**GRADES 5-12** have the privilege of additional pre-order options that vary in price: popcorn chicken, soft pretzels, chips, ice cream, specialty drinks, milk, water and more. These A la Carte items range in price from \$.25-\$3.75 and are subject to change to keep the interest of the students and seasons. Some of these items are available to purchase with the use of a \$10 punch card.

**PUNCH CARDS-** have 40 punches on them at .25 cent increments and can be purchased at the front office. The punch card will be given with the students name across the card in permanent marker. A punch card is used like cash in the Café and cannot be replaced if lost or stolen. All lunches and items described above are easily pre-ordered, including milk and water for packed lunches. The lunch menu is posted on Lakewood's website under the PARENTS/STUDENTS tab with instructional guidance are both on the menu. Excused illness or school cancellations due to inclement weather are reimbursed back into your account. Other absences will not be reimbursed.

#### **EMERGENCY LUNCH -**

Should a student forget a packed lunch, an emergency lunch will be provided for \$4.50.

Emergency lunch is whatever is served on the hotline for that day. With the exception of pizza Friday, when a cold meat sandwich will be served with the sides off the hotline.

#### **PAYMENT -**

Please, keep your accounts current. Any returned payments will be subject to a \$10.00 return fee. Accounts with a credit at the end of the school year will be reimbursed at that time.

### **LUNCHROOM RULES and PROCEDURES**

Staff members will be present to maintain a safe and orderly lunchroom and communicate expected procedures to students.

#### **General Rules:**

1. Good manners and respect for the facility and others is expected of all students. Examples of not showing respect are: yelling, standing on chairs or tables throwing food, lunch boxes or the dish cloth, flipping water bottles, etc.
2. Students must clean up around, under and on their table by throwing away trash as well as wiping the table with the sanitized dish cloth.
3. Students should remain in the lunchroom for the entire lunch period and must have permission from staff on duty to go to the restroom, nurse's office or school office or get out of their seat.
4. Students are not allowed to be dismissed from their table until #2 above is completed. Students not following the above rules may receive disciplinary action.

#### **Specific Rules and Procedures for PK-4th**

1. Each class is assigned to specific tables for the school year.
2. When entering the dining hall, students go through the lunch line or to their assigned table (with their packed lunch).
3. Students are not allowed to:
  - a. share food or use the microwaves
  - b. go back to the classroom between recess and lunch
  - c. bring or buy pop for lunch

*Consequences will be at the discretion of the Lunchroom Supervisor. Such consequences may include: cleaning tables and table areas, loss of recess (PK-6), eating lunch in the office, or staying after school.*

### **III. ATTENDANCE POLICIES**

A direct relationship exists between success in school and attendance. To ensure that students are in regular attendance, Indiana School Code and LPCS Board and Administration require that all students attend daily unless they are officially excused. Good attendance is a shared responsibility of students, parents and school.

Attendance expectations are as follows: Students are expected to be in school and in assigned areas. Personal appointments and obligations should be planned for times outside the instructional day when at all possible.

#### **REPORTING ABSENCES**

It is the parent's responsibility to call the school to report the student's absence by contacting the Registrar before 9:00 am by calling (260) 925-1393 ext. 308 or emailing [attendance@lakewoodpark.org](mailto:attendance@lakewoodpark.org).

#### **PARTIAL DAY ABSENCES**

1. Students are expected to arrive at their designated classroom by the 7:50 bell, 8:20 on Mondays.
2. Students must arrive by or stay until 11:15 AM in order for a half day attendance to occur.
3. Students arriving after the start bell and at or before 11:15, will be counted as tardy.

#### **EXCUSED ABSENCES**

1. Personal illness of a student (verified by parent/guardian or doctor phone call, note or email)
2. Appointment with documentation
3. Death within the family
4. Family emergency (administrator discretion)
5. Court appearance (with documentation)
6. Government-related (i.e. students working at voting polls or state internship days)
7. Pre-approved family vacation
  - a. When a student plans to miss 3+ school days the parents must submit an Extended Absence form, which is available from the Registrar or office. The Extended Absence Form must be filled out, signed by the parent, and approved by the principal prior to the vacation so that teachers can be notified. No assignments will be given until the student returns to school. Parents are encouraged to be aware of critical testing times when students can not miss.
  - b. For absences of one or two days, please notify the Registrar.
8. Pre-approved college visitation for juniors and seniors
  - a. Juniors are allowed two (2) days each year to visit college campuses.
  - b. Seniors are allowed three (3) days each year to visit college campuses.
  - c. College visit days are considered excused absences when the Registrar is notified. Students are encouraged to take advantage of visiting colleges when LPCS is not in session (fall break in October, Thanksgiving, Christmas break, spring break, and in-service days).
  - d. Students must bring back documentation from the college visit to verify absence. Please turn this in at the office.
9. Adverse weather conditions

#### **UNEXCUSED ABSENCES**

An unexcused absence is an absence that the school does not consider legitimate or when the school's attendance policy has not been followed. All missed school work will be expected to be made-up.

The following are examples of unexcused absences:

1. Family vacations that did not receive prior approval, are not with the student's immediate family, or exceed the maximum days allowed for vacation.
2. An absence for which the school did not receive parental contact within the specified time.
3. Sleeping in.
4. Discipline which removes a student from the classroom such as an after school detention, in-school suspension or out-of-school suspension, are all considered as unexcused absences.
5. "Skipping" class or school is considered truancy. It is a serious violation of school standards and Indiana state law.
6. Missing the bus or ride.
7. Personal Days/Mental Health Days- students are not allowed 'personal' or 'mental health' days.

### **EXCESSIVE ABSENCES**

There is a limit of six absences (excused or unexcused) per semester, or per class. Any student who misses six (6) or more days of school or six (6) of the same class period, per semester, may be issued disciplinary action that may include not receiving credit for the semester's course work.

1. 4 days missed in a semester = formal communication from school to parents
2. 5 days missed in a semester = parent conference with administrator
3. 6 days or more missed = parent meeting with the school administration to determine the cause of absenteeism and decide if disciplinary action is needed. A doctor's note for any future absences within that same semester is required for the absence to be excused.
4. In cases of extended illness or injury, an appeal may be made to the school administration.
5. *Any absences that are due to Covid or Covid Quarantining are not included in the count of excessive absences.*
6. Any student missing 10 days of absences per semester may receive a 10% grade reduction in the class. The family may also be reported to the DeKalb County Division of Family Resources. This will be determined by the Administration.

### **TRUANCY for UNEXCUSED ABSENCES**

Every third unexcused absence will be a truancy. Unexcused absences are calculated by semester, and truanancies are calculated annually, not by semester. A student who skips school or leaves the school campus without permission for any length of time is automatically considered truant for each day skipped. Truancy will be disciplined in the following manner:

- 1st Truancy: Parent phone call from administrator to discuss the child's absences, next level consequences, and one In-School Suspension day assigned.
- 2nd Truancy: Parent conference to discuss the child's absences, next level consequences, and two In-School Suspension days assigned.
- 3rd Truancy: Parent conference for determination of three days In-School Suspension or Expulsion from LPCS for the remainder of the semester. If the child has in-school suspension, parents will be notified of next level consequences.
- 4th Truancy: Expulsion from LPCS for the remainder of the school year.

### **TARDIES (School Arrival)**

Any student arriving between 7:50 AM(8:20 on Mondays) and 11:15 AM will be considered tardy for the day. Morning Tardies will be excused with written documentation from a medical provider or at the discretion of a principal. Tardies will reset at the semester. Unexcused Tardies will be addressed in the following manner:

- 6 Unexcused Tardies: Parents receive an email from the principal that must be acknowledged.

**8 Unexcused Tardies:** Parent receives a second email from the principal with an additional reminder of the school's expectations for arrival time. Student drivers will receive one Friday Night School Detention.

**10 Unexcused Tardies:** The student and his/her parents must meet with the Administration to explain and discuss the tardies. Two Friday Night School Detentions will be assigned for student drivers.

**12 or more Unexcused Tardies:** The student and his/her parents must meet with the Administration to explain or discuss the tardies. The principal will determine further disciplinary action up to and including immediate exclusion from LPCS.

### **JH & HS TARDIES (to Class)**

Every 6 Tardies arriving to class will result in a Friday Night School Detention. Tardies are reset each semester.

### **STUDENT SIGN IN/SIGN OUT**

Students leaving the building without permission will be considered truant. Students reporting to school late or returning after appointments outside of the building must sign in through the school office. If students are given permission by Administration to leave the building, they must sign out and back in through the school office.

## **IV. ACADEMICS**

### **TEXTBOOKS**

1. Lakewood textbooks are provided to its students through the annual book fee. All textbooks, consumable and non-consumable, are and remain the property of the school.
2. Students are responsible for their textbooks. A misused textbook that is damaged beyond normal use will result in fines or replacement costs being passed on to the student.

### **STUDENT GROWTH/ACHIEVEMENT ASSESSMENTS and COLLEGE PREP TESTS**

Various assessments occur in each grade to see student growth and achievement and to recognize gaps in learning in order to allow staff and students to determine student alignment with course material and instruction. Other assessments are given as part of our graduation requirements, according to the Indiana Department of Education and to assist with determining course placement.

- IREAD-3 test is given in grade 3
- ILEARN tests are administered for grades 3-8 and grade 9 Biology.
- WiDA Access is administered once a year to K-12 students identified as English Language Learners.
- PSAT tests are administered at LPCS for students in grades 9, 10 & 11.
- Scholastic Aptitude Test (SAT) is administered at LPCS for students in grades 11 & 12.
- American College Test (ACT), may be taken at other designated sites.
- ISTEP+ / ASVAB / SAT are tests students in grades 9-11 may take as a Graduation Pathway.
- The Northwest Education Assessment (NWEA) is administered to grades K-9. This is a corporation assessment two to three times a year to check growth and progress of student learning.
- For college-entry tests, Lakewood provides schedules, registration information, test prep information, and personal help in the classroom with related test insights.





# Lakewood Park Graduation Requirements for the Class of 2020-22

Indiana Core 40 Diploma

Core 40 Diploma + Honors \*\*

	Indiana Core 40 Diploma		Core 40 Diploma + Honors **		
English/ Language Arts	9 10 11 12	<b>8 Credits</b> English English English (AP & DE option) English (AP & DE option)	9 10 11 12	<b>8 Credits</b> English (Honors option) English (Honors option) English (AP & DE option) English (AP & DE option)	
Mathematics		<b>6 Credits</b> Algebra I Geometry Algebra II * Must take quantitative reasoning course all 4 years.		<b>8 Credits</b> Algebra I (Honors option) Geometry (Honors option) Algebra II (Honors option) Pre-Calculus (or DE)	
Science	9 10	<b>6 Credits</b> Biology Chemistry Science Elective (1 of the following) Anatomy and Physiology, Env. science, Physics, Advanced Biology	9 10	<b>6 Credits</b> Biology Chemistry Science Elective (1 of the following) Anatomy and Physiology, Env. science, Physics, Advanced Biology	
Social Studies	9/10 11 12	<b>6 Credits</b> World History American History (AP option) Government (AP option)(Economics)	9/10 11 12	<b>6 Credits</b> World History (AP option 10 Grade) American History (AP option) Government (AP option)(Economics)	
Bible	9 10 11 12	<b>8 Credits</b> Dynamic Christian Living Understanding the Faith Theology Understanding the Times	9 10 11 12	<b>8 Credits</b> Dynamic Christian Living Understanding the Faith Theology Understanding the Times	
Health/PE	9 10	<b>4 Credits</b> Health/PE PE 10	9 10	<b>4 Credits</b> Health/PE PE 10	
Directed Electives		<b>4 Credits</b> Choose From: Spanish I, II, III Fine Arts Electives (designated with an * below)	9-12	<b>6 Credits</b> Spanish I Spanish II Spanish III	
Fine Arts				<b>2 Credits *</b> See course offerings below	
Electives	<b>10 Credits</b>		<b>10 Credits</b>		
	<u>Course</u>	<u>Credits</u>	<u>Course</u>	<u>Credits</u>	
	*Art I, II, III, AP Art	2	Advanced PE	2	
	*Band	2	Intro to Business	1	
	*Choir	2	Applied Business	1	
	*Graphic Design I	2	Calculus (or AP or DE)	2	
	*Worship Team	2	Career Internship	1-2	
	*Photography	2	College Prep (SAT)	1	
	Environmental Science	2	Geography	2	
	Physics	2	Medical Forensics	2	
				Psychology	1
				Sociology	1
				Electronic Music/Theory	2
				Cadet Teaching	2
				Spanish III	2
				Peer Tutoring	2
				Yearbook	2
				Anatomy & Physiology	2
				Advanced Biology (AP or DE)	2
**On-Line class options are also available from Trine University and IN Tech					
Some courses listed above may also count for elective credit once the core credit requirements have been met.					
**Honors Diploma also requires no grade lower than a C and one of the following: 2 AP Courses + Exams; 6 Dual Enrollment Credits; 1 AP Course and 3 Dual College Credits; 1200+ Combined Math/Reading SAT Score, 26+ ACT Composite					
AP=Advanced Placement (requires passing a state final exam for college credit); DE=Dual Enrollment through a local college					
Minimums	53 Credits, 2.0 GPA		56-58 Credits, 3.0 GPA		

## **HIGH SCHOOL: ADDING and DROPPING CLASSES (Schedule Changes)**

1. Students will be allowed to drop a semester course, without penalty, within the first full week of that course.
2. Students will be allowed to drop a full year course, without penalty, within the first two full weeks of that course.
3. In order for a student to drop a course, they must be taking at least seven classes.
4. If a student drops a course after the second week, they must either enroll in another course and catch up on the two weeks worth of work missed or take a study hall or peer tutoring if course credit is not needed.
5. Students can not drop a class to take two study halls within the same Quarter or Semester.

## **HIGH SCHOOL: ONLINE COURSE**

1. Lakewood will not endorse or approve online courses that conflict with the philosophy and objectives of the school or are not part of an accredited educational institution.
2. Online courses may be taken to make up for a deficiency in requirements for graduation, for personal interest, or for enrichment.
3. An online course may not be substituted for the same course offered at Lakewood if the student has the opportunity to take the course at school unless authorized by the junior high/high school principal.
4. Depending on the online course, students may be required to pay for the course in addition to their tuition and fees.

## **eLEARNING**

eLearning Days are school days that consist of teacher-assigned learning activities that students access online and complete outside of the classroom. The completion of these activities marks a student present since an eLearning Day still counts as a regular school day. eLearning Days may be utilized when we are not able to hold school on campus due to such things as weather, status of the building or a pandemic.. School closings and eLearning Days will be communicated to school families by the Superintendent by 8:15am when possible. Teachers will then communicate eLearning activities to students or parents by 9:00am and will be available via email 9a-2p that day (responding within an hour of the inquiry). Please note that elementary teachers will communicate via parent email, and junior high/high school teachers will communicate via Google Classroom. All eLearning tasks should be completed upon students' return to the classroom the next day. Few exceptions may be made for late submission as determined and approved by the principal. *\*Please see more eLearning information in the Appendix of this document.*

## **VIRTUAL LEARNING**

If an extended school closure is determined to be necessary, Virtual Learning will be implemented until school resumes on campus. Virtual Learning (VL) differs from eLearning and will only be used when a crisis on campus or in our community prevents us from coming to school for an extended period.

Virtual Learning instruction will be facilitated by teachers on a digital platform. It is imperative that academic progress continues even when we are not able to facilitate learning on campus.

In addition to live instruction, teachers will utilize Google Classroom as a virtual learning environment and will post coursework and learning activities for their students. Students will have access to coursework, submit assignments and assessments, and receive teacher feedback via Google Classroom.

All students must complete and submit VL assignments on the due date designated by the teacher.

Attendance will be taken during live instruction daily. If a student is not able to attend class on a given school day, a parent should report the absence to [attendance@lakewoodpark.org](mailto:attendance@lakewoodpark.org).

### **HOMEWORK PHILOSOPHY:**

Homework is an important aspect of the educational experience. It reinforces the lessons covered in class and can foster student initiative, independence, study habits, and responsibility. The following guidelines will be observed regarding homework:

#### **Elementary:**

1. Homework assignments should be communicated to students and noted in the teacher's weekly parent communication when possible, along with a project and test schedule.
2. We encourage parents to check their child's homework assignments and assist as needed as well as hold your child accountable for completing assignments.
3. Parents are encouraged to contact teachers regarding any problems their student is experiencing completing assignments or understanding the material.
4. In the event of a student absence, parents may contact the school office or the classroom teacher to request homework assignments. If contact is made by 10:00 am, the assignments will be ready for pick up at the school office after 3:00 pm.

#### **JUNIOR HIGH AND HIGH SCHOOL:**

1. All homework assignments are posted on Google Classroom for the week.
2. All homework assignments are due at the beginning of the class period.
3. If a student is absent, it is his/her responsibility to find out what he/she missed. Students should check Google Classroom for the student's assignments.
4. Parents and students are encouraged to contact teachers regarding any problems their student is experiencing completing assignments on time.

#### **MAKE-UP WORK**

1. Students are allowed one make-up day for each absence; up to five days. Special circumstances, prolonged illness, etc. may require more time as approved by the Administration.
2. An excused partial day absence on the day of a pre-assigned test is not an excuse to postpone the test. For example, if the test is given in the morning and the student has an excused absence for the morning, the teacher can still require him/her to complete the test before the day is over.
3. An "I" or incomplete is given for quarter grades that are incomplete due to absences of extreme circumstances at the time of issuance of the report card. All incompletes must be made up within one week from the close of the marking period.

*\*Junior High/High School Students out due to Quarantining will be expected to Zoom during class and turn in assignments when they are due for all students. If students are out due to having Covid, students are encouraged to Zoom and turn in work, if they feel well enough to do so.*

#### **LATE ASSIGNMENT POLICY (for Grades 7-12)**

1. An assignment is late if it is not turned in at the beginning of class, the day that it is due.
2. Missing / late assignments will be entered in the grade book as an 'M' for missing and be calculated as '0%' until the assignment is turned in.

3. Late assignments will be accepted only within 1 week after it is due with a 20% grade deduction on that assignment.
4. After one week, the assignment can not be turned in, and a '0' grade will result.

### STUDY TABLES for (for Grades 7-12)

Study Tables will provide the opportunity for students to complete missing or late assignments and turn it in for partial credit. Also during Study Tables, students will learn organizational strategies to keep track of grades and assignments.

1. Study Tables will be assigned weekly based on if a student has an F grade in a class or two Ds in classes.
2. When a student is assigned Study Tables for an F grade or two D grades, they will be required to attend each Tuesday and Thursday for three weeks from 3:15-4:15pm.
3. If at the end of that 3 week period, the student still has an F grade in a class or two Ds in two classes, the student will be required to stay another 3 weeks.
4. After staying for 6 required weeks of Study Tables, due to F grades or 2 or more D grades, the student may be placed on Academic Probation.

### GRADING

The purpose of a grading procedure at LPCS is to establish a required grading policy with universal standards of measurement applicable to all teachers and subject areas, but with enough flexibility to accommodate the differences of the individual teacher.

- Academic progress is reported to parents on a quarterly basis.
- Parents have access to their child's grade at any time through the use of our FACTS system.
- Kindergarten and 1<sup>st</sup> grade students receive only satisfactory (S) or unsatisfactory (U) with a plus or minus where applicable.
- Students in grades 2-6 receive letter grades in core subjects.
- Students in grades 7-12 use the grading scale below for establishing the quarter and semester grades. This goes on the quarterly reports.
- Students in high school take semester final exams that are incorporated into their semester grade.
- A 'GPA' (Grade Point Average) is also used for high school students in the computation of semester and cumulative semester averages for high school level classes offered for credit.

### Junior High / High School Grading Scale

%	Letter	GPA	H/DE	AP		%	Letter	GPA	H/DE	AP
98-100	A+	4.0	4.5	5.0		77-79	C+	2.66	3.16	3.66
93-97	A	3.9	4.4	4.9		73-77	C	2.33	2.83	3.33
90-92	A-	3.75	4.25	4.75		70-72	C-	2.0	2.5	3.0
87-89	B+	3.66	4.16	4.66		67-69	D+	1.66	2.16	2.66
83-86	B	3.33	3.83	4.33		63-66	D	1.33	1.83	2.33
80-82	B-	3.0	3.5	4.0		60-62	D-	1.0	1.5	2.0

\*AP = Advanced Placement

\*DE = Dual Enrollment

\*H = Honors

## **CLASS RANKING for HIGH SCHOOL STUDENTS**

Lakewood does not rank the students of graduating classes, except for Valedictorian and Salutatorian because of class sizes. Ranking students would not serve any purpose and may hinder or hurt the student's opportunities for college entrance or job placement. A student must be at Lakewood Park for six consecutive semesters in order to be considered for Valedictorian or Salutatorian.

## **STUDENT RECORDS and TRANSCRIPTS**

1. Student cumulative folders contain the student application forms from each year; medical records such as immunizations, physical, and injury reports; testing records; cumulative attendance and academic records, certain discipline reports and court documentation where applicable.
2. Legal Guardians may have access to his/her child's records after a written request has been submitted to and approved by the school administration, unless prohibited by court decision or state or federal law.
3. Social worker agencies may have access to a student's records with signed parental or school administration's approval and in accordance with state law.
4. No records are transferred to another school until a withdrawal form is completed and all financial obligations to the school are paid in full.
5. Transcripts for seniors are acquired through Parchment. Through Parchment, transcripts are available to students and to colleges. If assistance is needed with Parchment, please see our Guidance Coordinator.
6. Any time a change of address, phone number, work number, or other pertinent information occurs, it should be sent to the school office as soon as possible. Current information is necessary for the care and protection of a student in an emergency.

## **ELEMENTARY ENRICHMENT / RELATED ARTS CLASSES**

All elementary students are scheduled to take part in the following special classes each week: art (K-6), music (PK-6), library (PK-6) and physical education (PK-6).

## **ELEMENTARY GRADING for RELATED ARTS**

Students in grades 1<sup>st</sup>-4<sup>th</sup> shall be graded with S & U for Related Arts grades (art, PE and music). RISE56 students will receive a letter grade in all content areas including related arts classes. If a student cannot attend a music program due to an illness or a family vacation that has been approved as an excused absence, there is no penalty to the child's grade. However, if the absence is an unexcused absence, the student may receive a grade of "Unsatisfactory" on his or her report card. RISE56 students may be docked up to 10% of their grade for the quarter when a performance is missed.

## **ELEMENTARY AWARDS**

1. For grades PK-6, students will be selected from each class to receive the Growth and Initiative award, which is awarded to students who have displayed perseverance, motivation, and a quality work ethic leading to growth in a specified area.
2. Elementary Awards may be given for attendance, academic achievement, Scripture memorization, and character.

## **JUNIOR HIGH/HIGH SCHOOL AWARDS**

1. The Principal's Honor Roll includes all academic subjects with all A and B grades.
2. The Superintendent's High Honor Roll includes all academic subjects with all A grades.
3. junior high/high school students will be recognized during the awards chapel at the end of the school year. (Each teacher will determine the criteria and recipients of their awards).

## **ACADEMIC PROBATION for GRADES 7-12**

Based on quarter and semester grades for 7-12 students may be put on academic probation and be unable to participate in extracurricular activities based on the following:

1. Athletic eligibility: see Athletic Handbook.
2. Probation: If a student has one F grade in any subject or 2 or more D grades in any subject, he/she is ineligible for other extra-curricular activities including, but not limited to student council, class officer positions, pep band, or drama club. Academic eligibility is checked every 4 ½ weeks.

## **RETENTION POLICY**

It will be the right of the school to retain a student in a particular grade if it is determined to be in his/her best interest. A retention information packet will be filled out and examined by Administration, parents, and appropriate teaching staff. The final determination will be made by the Administration. Parents are to be given ample notice during the course of the year that the student's achievement and/or development are of concern.

## **WITHDRAW FROM LAKEWOOD PARK**

In order to properly withdraw from school, the parents/guardians should notify the administration in writing through a Withdrawal Form. After the school has been notified:

- Parents/guardians may be asked to complete an exit survey.
- If there are missing items such as textbooks, library books, and athletic uniforms that need to be turned in as well as fines, charges, and payments that have not been paid, the guardian will be contacted directly.
- No physical records will be transferred until the school bill has been paid and all school property has been returned.
- Students who withdraw during the school year, are given two weeks to enroll in a new school and request transfer of records. If records are not requested, the school will notify appropriate agencies that the student is not attending school.

## **HIGH SCHOOL TRANSFER STUDENTS**

1. Students who transfer to Lakewood Park are held to the same graduation requirements as current students. The only exception is Bible class. Students must be enrolled in a Bible course for each semester of attendance but do not need to make up missed courses.
2. Credit is given for any completed course work from another school in any approved course. Partial quarter credits for courses which are not offered will not be accepted.
3. Proof of credits and grades is required upon acceptance to determine eligibility for graduation in a specific diploma program. Handwritten records will be accepted from home schooled families unless the student's work reflects an insufficient knowledge of the subject. In that instance, a course may have to be repeated to insure the student's success in subsequent classes.
4. Home school students may take up to 4 classes before they must enroll as a full-time student. Tuition is prorated according to the student's grade level and the number of classes taken.
5. Athletic eligibility is determined by the IHSAA, depending upon various circumstances as determined by the IHSAA. According to the IHSAA, in order to participate in HS athletics, a student must be enrolled in 70% of classes at that school.

## **VALEDICTORIAN / SALUTATORIAN REQUIREMENTS**

1. In order to be considered for Valedictorian or Salutatorian of a graduating class, a student must:
  - a. Attend the school for at least 6 semesters during high school.
  - b. Be in good standing in regards to behavior and attendance policies.

- c. Transfer any previous high school credits to be calculated on Lakewood Park's grading scale and applied toward the aggregate Grade Point Average.
2. The students with the top two 'grade point averages' will earn the title of Valedictorian and Salutatorian respectively. Should two (or more) students have equal Grade Point Averages, then an average calculation of percentages of all courses taken for high school credit will determine the top two places. In the event that the percentages are tied to three or more decimal places, the school will reserve the right to name Co-Valedictorians or Co-Salutatorians if deemed appropriate and necessary.

## **HIGH SCHOOL INTERNSHIPS**

1. Students interested in an internship during school hours must fill out an application found in the Guidance office.
2. Students must arrange their schedule with the Guidance Counselor and the Internship Teacher. Students must also fill out the proper form that requires signatures from the student, parents of the student, and intern host/employer or school official.
3. Students must take a minimum of five classes per semester, maintain at least a 2.0 grade point average and will complete weekly time sheets and assignments during their internship.
4. Employers may be contacted to verify employment or students may be asked to submit their timesheets for review and approval.
5. Students will be expected to be present for chapel.
6. Students may be expected to be present for lunch, depending on the internship schedule.

## **COLLEGE REPRESENTATION**

The Guidance Coordinator will schedule representatives from a variety of colleges for students to obtain information and talk to their representative.

## **SPECIAL EDUCATION EVALUATIONS**

If at any time a parent wishes to have their child evaluated to determine eligibility for an ISP (Individual Service Plan), a formal request must be signed and submitted by the parent/guardian. Upon receipt of the request, our school interventionist will work with representatives from DeKalb Central Schools to begin the evaluation process.

## **V. STUDENT LIFE**

### **SPIRITUAL DEVELOPMENT**

1. Weekly Chapel

The purpose of Chapel at Lakewood is to lead the students in worship, instruct them in the Word of God, and encourage their daily walk in the Christian life. Chapels are designed to broaden, expose, and challenge students via a wide-range of speakers and a variety of experiences.

PK-12 students have chapel once a week. The junior high/high school program, planned by the Associate Pastor of Discipleship and the student worship team, consists of speakers, videos, and relevant programs that are geared to young people of today. There is also a time of worship led by the school's worship team. Technology devices are not allowed in chapel, but students are encouraged to bring their Bible. Disrupting Chapel in any way will lead to disciplinary action.

2. **RISE 5/6 Shine Teams and Junior High / High School Teams**  
The Shine Team and JH/HS Team programs integrate Chapel, small groups, and community service. The week of Chapel everyone breaks into small groups. The groups are divided in a way that gives the best possible environment for cultivating unity and leadership within the school. The groups contain approximately 10-12 students, and groups are also divided by gender. Each team is facilitated by an adult supervisor. The topic for each team may feed directly from the topic from Chapel.
  
4. **High School Community Service Hours**  
All high school students in grades 9 – 12 are required to perform 25 hours of service per year in order to graduate. These hours may consist of service at church or in the community. The service must be done without pay or other compensation. Suggestions for service opportunities are given to students at the beginning of the school year, along with a service tracking form. Students in grades 9 - 12 have the option of completing their community service hours locally or participating in a mission trip. Each day on a mission trip will be awarded 8 hours of community service.

### **SCHOOL COLORS and SCHOOL SPIRIT**

School colors are Columbia Blue, black and white. The school mascot is a panther. School Spirit means that Christ-like character will be exhibited by each and every student and parent in school, at all extra-curricular events and at all school activities.

### **ASSEMBLIES**

Special assemblies will be periodically called by the school Administration. All students and faculty are required to attend. Students are not to leave school during Chapel or special assemblies without prior permission; appointments should be scheduled for other days and times.

### **MUSIC SELECTIONS**

The intent of music is to glorify God. Therefore, music played before, during, or after school, including at co-curricular and extra-curricular events, must match the educational objectives and philosophy of Lakewood Park. Earbuds are permitted, but headphones are not.

### **ELEMENTARY RECESS**

The fresh air and activity of outdoor recess is an important part of a young child's day to function at their best. All PreK-4<sup>th</sup> grade students are expected to go outside for recess and should be prepared with the proper attire to be comfortable in varying weather conditions. Students may stay inside because of illness for a maximum of three consecutive days with a note each day from the parent. If more than three days are necessary, a note from the doctor is required.

### **PLAYGROUND RULES AND GUIDELINES**

Staff supervise students on the playground. Students are expected to put all balls and playground equipment away at the end of each recess. Students are expected to demonstrate respect for people and property at all times.

Consequences for inappropriate behavior on the playground:

- 1st offense: Verbal warning with an explanation of the offense
- 2nd offense: Time out
- 3rd offense: Loss of the rest of recess
- 4th offense: Meet with administrator

## **INCLEMENT WEATHER for RECESS**

The Elementary Principal will determine whether or not students will go outside for recess. During winter months, children will go outside for recess if the temperature/wind chill is above 10 degrees. Please send winter gear with students each day including boots, snow pants, mittens, and a warm jacket. If the temperature drops below 10 degrees, with or without wind chill, students will remain indoors.

## **DRESS CODE**

The purpose of the LPCS Dress Code is to provide guidance in relation to modesty and appropriateness of dress. We desire to allow for the expression of wholesome individuality balanced by sensitivity to the convictions and preferences of others.

Administration reserves the right to make policy changes based upon current trends and to make value judgments concerning students' appearance. In every situation we ask that extremes be avoided. We have provided the following guidelines for appearance. *These guidelines; neatness, modesty and appropriateness apply to after school activities as well.*

### **Neatness**

All clothing must be in good repair. No holes, rips, or tears are permitted unless they are neatly patched or repaired on the outside or inside. No excessive fraying is permitted.

### **Modesty**

*1 Timothy 2:9-10 ESV Likewise also that women should adorn themselves in respectable apparel, with modesty and self-control, not with braided hair and gold or pearls or costly attire, but with what is proper for women who profess godliness—with good works.*

*1 Peter 3:3-4 ESV Do not let your adorning be external—the braiding of hair and the putting on of gold jewelry, or the clothing you wear— but let your adorning be the hidden person of the heart with the imperishable beauty of a gentle and quiet spirit, which in God's sight is very precious.*

To promote modesty, female students will *not* be allowed to wear:

1. tight fitting or sheer garments or clothes, which expose underclothing such as bralettes, bra straps and other similar garments.
2. tops with open backs, open shoulders or low necks
3. tops that expose the midriff when standing or sitting
4. sleeveless tops and sleeveless dresses, unless worn over a top with sleeves or worn under a sweater or jacket with sleeves.
5. Grades 5-12: leggings/jeggings unless they are worn under a skirt or dress that is no more than 4 inches above the knee.
6. Grades 5-12: dresses or skirts worn without leggings must reach the knee.

### **Appropriateness**

1. Clothing, jewelry, etc. with logos, messages, or symbols must be in harmony with the values, policies, and standards of the school.
2. Clothing must not communicate messages or support groups that are in opposition to the Bible or a biblical worldview. Therefore, offensive designs or slogans, questionable graphics or the promotion of musicians/bands/movies that do not meet the standards of LPCS are always inappropriate regardless of whether they are on clothing or personal belongings.
3. The styling of the hair shall reflect moderation in respect to current trends.
4. Unnaturally colored hair is not permitted.
5. A boy's hair must be above collar length, not cover eyebrows or not worn in ponytails (or other similar scenarios).

6. No other piercing is permitted on the face or body for boys or girls.
7. Tattoos are not permitted. Tattoos must be covered at all times.
8. Outdoor coats, hats, sunglasses, and bandanas may not be worn, unless permission is given.

### **Elementary Dress Code:**

1. Shoes must be worn at all times. For personal safety, all elementary students must wear shoes with a back strap to hold the shoe in place. No flip-flops or slide sandals are allowed.
2. Outdoor jackets and coats, hats, sunglasses, and bandanas are not to be worn during school.
3. PreK-6<sup>th</sup> graders may wear loose-fitting, walking length shorts when the weather is above 65 degrees. Shorts must be modest in length, which can be defined as, having arms down to the sides, and past the length of the fingertips. The principal's discretion will be the determining factor.
4. PreK-4<sup>th</sup> graders may wear legging outfits.

### **Elementary Boys may wear:**

1. collared shirts, knit or ribbed shirts, sweaters, t-shirts, sweatshirts
2. dress pants, khakis, jeans, joggers, athletic pants / sweatpants (without something printed on the backside).

### **Elementary Girls may wear:**

1. collared shirts, blouses, tops, sweaters, t-shirts, sweatshirts
2. dress pants, khakis, capris, jeans, athletic pants/sweatpants (without something printed on the backside).
3. dresses, skirts, (Grades PK-4 are strongly encouraged to wear shorts underneath their skirts or dresses to avoid exposure during recess or PE activities).

### **Junior High/High School Dress Code:**

#### **Junior High/High School Boys/Girls may wear:**

1. Collared shirts, knit or ribbed shirts, sweaters, t-shirts or sweatshirts
2. Dress pants, khakis, joggers (made of non-sweatpant material) and jeans.
3. Non-athletic, knee-length shorts may be worn during the first and last quarters.
4. Jeans that are designed with holes can be worn as long as all rips and tears are patched and no excessive fraying is evident.
5. Shoes (must be worn at all times).

#### **Junior High/High School Boys:**

1. Hair must not touch the eyebrows or fall at or past the shirt collar. Ponytails or 'the like' are not permitted. The student will have 5 days to obtain a haircut prior to a written referral.
2. Well-groomed, trimmed beards are permitted for boys at administrative discretion.

### **SPECIAL DRESS CODES**

There may be special occasions when students are asked at various times during the school year to wear special dress. Certain groups will sponsor special events and notification of the dress will be made ahead of time.

#### **Choir and Band Dress Code**

- A. 7th and 8th grade girls: solid black, ankle-length skirt or palazzo (loose-style), black slacks, a white shirt or blouse (tucked in), and black shoes for concerts and/or contests.
- B. 7th and 8th grade boys: black slacks, a white collared shirt, a plain or dark tie, and dark socks and shoes.
- C. High School students will have attire provided for concerts and/or contests.  
P. E. and Athletic Teams Dress Code
- D. Students in 7th through 12th grades change for PE classes and will wear active wear (i.e. a t-shirt and modest shorts.) LPCS t-shirts are sold at Back-to-School Night and can be ordered from the Athletic Department.
- E. Shorts must be longer than the tips of the wearer's fingers when arms are straight at his/her sides while standing.
- F. Uniforms for each sport are determined by the athletic director and may be worn on game days when directed by the coach.

### **DRESS CODE VIOLATION CONSEQUENCES**

For Students in Grades 5-12:

1. The third violation will be dealt with as a Level 1 discipline offense.
2. Any student refusing to change into appropriate dress, and thus miss class time due to this choice, will undergo the same consequences for skipping class/school.
3. If a student chooses to be out of dress code, the student will be provided something to wear from the nurse's closet, call home to have someone bring clothing that is in dress code or obtain something from their locker that can correct the dress code violation. The student may stay in the nurse's office; not return to class until clothing items are changed.

*Administration reserves the right to determine if a student's appearance is inappropriate in any manner.*

### **SCHOOL-WIDE DISCIPLINE POLICY / BEHAVIORAL EXPECTATIONS**

Our fundamental goal is to present a Christian educational program to students and a Christ-like model to the community. In light of these goals, lifestyle is an important consideration. Students enrolled at Lakewood Park are considered to be representative of the school twenty-four hours a day, seven days a week. At times, school consequences will be applied for behavior that occurs away from school property and outside of school time. (Some examples are stealing, inappropriate social media posts, illegal substance abuse, any other illegal activity, or sexual immorality.) If a student is living an unbiblical lifestyle without demonstrating a desire to change, the school reserves the right to remove the student.

### **CLASSROOM EXPECTATIONS**

1. Be on time (in class and seated when the bell rings for 7-12).
2. Be prepared with materials needed for class. If the student is not prepared (which includes having to go to their locker or cubby for materials after the bell rings), the teacher may count the student tardy.
3. Be respectful of the teacher, classmates and classroom property.
4. Be aware that the school-wide rules and expectations apply in the classroom as well.
5. Follow the teacher's directions (or the directions of the teaching assistant).
6. Keep hands, feet and other objects to oneself.
7. Approach school with a positive attitude and a desire to do one's best.

\*Each classroom teacher will have individual classroom expectations as well that are communicated to parents and students. These classroom expectations will be tied to rewards and consequences for behaviors.

## **DISCIPLINE INFRACTIONS**

### **Warning Infractions**

- A. Many infractions of an intentional or unintentional nature or infractions of a minor nature can and should be addressed with the student by an administrator. The incident may be recorded as a verbal warning in FACTS.
- B. After a verbal warning has occurred, and the inappropriate behavior has not been corrected, the administrator will once again address the situation with the student. This will now become a written warning recorded in FACTS and could result in a Level 1 Consequence.

### **Level I Infractions**

- A. Hall misbehavior (running, excessive noise, horseplay, etc.)
- B. Inappropriate display of affection or physical contact in boy/girl relationships
- C. Disrespect, disobedience, and/or disruptiveness in class (verbal or nonverbal)
- D. Inappropriate language in spoken or written form or obscene behavior
- E. Failure to serve assigned Friday School
- F. Failure to obey classroom rules
- H. Four class tardies
- I. Unacceptable use of technology (cell phone, social media in or outside of school or other)
- J. Three violations of the following: a) dress Code b) cell phone
- K. Late assignments (see Study Tables)

### **Level II Infractions**

- A. Viewing, listening to or sharing inappropriate material on technology device; including inappropriate usage of social media (within and outside of school)
- B. Stealing, lying, skipping school/class etc.
- C. Leaving campus without permission
- D. Aggressive behavior such as verbal insults or attacks on others, publicizing hurtful or slanderous information about anyone
- E. Use of a teacher's or another student's password or identity
- F. Damaging personal and school property
- G. Showing willful disobedience and/or gross disrespect
- H. Excessive detentions/habitual discipline referrals/pattern of irresponsible behavior
- I. Forgery (of notes or excuses)
- J. Cheating and/or Plagiarism
  - 1. First offense will result in a zero for that work as well as a Friday Night School
  - 2. Second offense could result in a failing grade for the course or In-School Suspension.
  - 3. Third offense could result in expulsion

### **Level III Infractions**

- A. Use, distribution, possession of e-cigarettes, juuls, vaping, alcoholic beverages, and/or any other controlled substances
- B. Fighting
- C. Possession of weapons or an object which may be used to cause harm or threaten harm to others

- D. Assault [verbal (a threat to inflict injury upon another person), physical (where there is one aggressor), or sexual]
- E. Civil and criminal offenses
- F. Activities outside the school which have led to the arrest and conviction by the police
- G. Sexual misconduct (NOTE: In cases where sexual misconduct is suspected, the student will immediately be placed on temporary out of school suspension status, until the case is fully reviewed by an Administrator and final determinations can be made.)
- H. Sending or displaying threatening material
- I. Harassment (Harassment is inappropriate conduct that negatively impacts a student's educational, physical, or emotional well-being regardless of intent. They can be sexual or racial, hazing or bullying.)
- J. Repeated Level II offenses.

### **ILLEGAL INFRACTIONS**

1. Drug Abuse: Abusing, possessing, or selling drugs may result in immediate exclusion. The proper law enforcement authorities will be contacted.
2. Guns, Knives, Other Weapons and Threats of Violence  
Guns, knives, or other weapons (fake or real) are not permitted at school or anywhere on the school grounds at any time. Infractions will be dealt with immediately. Any principal, staff member, parent, or student with knowledge of threat, possession, or use of a weapon must immediately report it to the administration, who will call local law enforcement and remove the student(s) from the school, pending a full investigation.

### **CONSEQUENCES FOR LEVELED OFFENSES:**

Level I: After-School Detention or a Friday School School.

Level II: Friday Night School or In-School Suspension. NOTE: In serious cases, where offenses are repeated, the administration may impose probation, in-school suspension, out-of-school suspension or even expulsion.

Level III: In-school suspension, out-of-school suspension or expulsion.

### **FRIDAY NIGHT SCHOOL (FNS) for JUNIOR HIGH/HIGH SCHOOL**

1. Held from 3:15-5:00 pm.
2. A \$10 fee will be charged to the student's FACTS account and will be due at the beginning of the FNS. This will be given to the FNS Supervisor.
3. Students must report to the FNS room on time to receive credit for serving it.
4. Students will work on school work or complete community service work in or around the school.
5. If a student does not show up for his/her FNS. He/she will owe the \$10 fee in addition to serving the FNS on the following Friday with an additional \$10 due. The student will also become ineligible to participate in any sports or co-curricular activities until his/her time is served.
6. If Friday is a day off school, FNS will be held on the Thursday before. If there is a cancellation on a Friday, FNS will be scheduled the following week.
7. If there is a scheduling conflict with an appointment or other family situation, the parent must contact the principal for approval of rescheduling the FNS.

### **IN-SCHOOL / OUT-OF-SCHOOL SUSPENSION**

1. What:
  - A. Administration may suspend a student for up to ten school days.

- B. Before suspension the student will have an opportunity for a meeting during which he is entitled to explain his/her conduct.
- C. An investigation will occur into the incident if the student denies the conduct.
- D. When the misconduct requires immediate removal of the student, a meeting will begin as reasonably possible after the student's suspension.

2. Procedures:

- A. In-School Suspensions are served at school during regular school hours.
- B. During an in-school suspension, students are to report to the principal's office at 7:50 am.
- C. Students will be placed in isolation for the duration of each school day of the suspension period, under the supervision of an adult monitor.
- D. Students are expected to complete assignments for all of their courses (or assigned by the principal) during the day and will still be due on the due date. Work assigned to the student, but not completed receives a zero and may not be made up.
- E. Students may also be asked to participate in community service within the school and under staff supervision.
- F. Students should be picked up at 3:10 pm.
- G. Students will be expected to pay \$90 per day of ISS for the monitor for each in-school suspension day. Payment will be billed in the student's FACTS account.

3. Probation: After multiple suspensions, students are placed on a probation period for one semester. Administration may place a student on probation at any time, if they feel the behavior exhibited is severe (such as Level 2 or Level 3 infractions).

**PROBATION**

- A. Students may be placed on Disciplinary or Academic Probation by administration to give the student an opportunity to correct the issue at hand.
- B. The Probation Period will be determined by the administration, and results in a loss of participation in all extracurricular activities, including sports.
- C. The Probationary Period begins following the conference with administration, parents and the student. If the student does not improve to a satisfactory level as indicated in his/her Probation Contract, he/she will be expelled or asked to withdraw from the school.
- D. Some reasons for Probation might be the following:
  - 1. Continued, deliberate disobedience
  - 2. An unchanging, rebellious spirit
  - 3. Continual negative attitude and bad influence on other students
  - 4. Serious breach of conduct, on or off campus, that affects the testimony of the school
  - 5. Failure of parents to comply with disciplinary procedures of the school
  - 6. Insufficient academic progress
  - 7. Recurring Unexcused Absences

**EXPULSION**

A student may be expelled from LPCS after an administrative investigation and determination is completed. Infractions, both on or off-campus, that usually result in expulsion include, but are not limited to a Level II or Level II infraction or an Illegal Infraction.

The following process will be used:

1. Administration will investigate all allegations, or information regarding the student issue, and discuss it with the student, providing an opportunity for the student to admit or deny.
2. If Administration finds that the issue is severe enough to warrant expulsion, a conference will be held with parents to share details and outcome of the situation
3. The Superintendent will make a final determination as to whether expulsion will occur. That will be final and binding. No appeal process will be offered if expulsion is determined.
4. Administration reserves the right to immediately expel a student in any situation that warrants extreme action or infractions.

#### **CONDITIONS FOR REINSTATEMENT:**

1. Reinstatement may be allowed by decision of the Superintendent.
2. Conditions for reinstatement may include the following:
  - A. A written request from the student, expressing why he/she desires to be reinstated.
  - B. Parent & Student Conference with Superintendent
  - C. The student has sought and received counseling, if counseling was stipulated.
  - D. The student has maintained an excellent behavior record and a solid academic performance while away from LPCS.
  - E. The student has a repentant spirit and Christ-honoring, obedient attitude.

#### **WITHDRAW**

In some situations, the Administration may request that parents withdraw their child from Lakewood Park Christian School. Such a request may occur when the student's conduct would otherwise warrant exclusion. If the parents or legal guardians refuse to withdraw their student upon request, the student will be excluded. Once a student withdraws, the student is not permitted on school grounds or at any school activities.

#### **CONFIDENTIALITY**

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

#### **INSPECTION OF PROPERTY**

Lockers, vehicles, desks, file cabinets, phones and computers are the property of Lakewood Park and must be maintained according to ministry rules and regulations. They must be well-maintained and are to be used only for ministry-related purposes. To ensure compliance with its rules and regulations, Lakewood Park reserves the right to inspect all property without prior notice to the employee and/or in the employee's absence.

#### **ANTI-BULLYING POLICY**

The Administration of Lakewood Park School Corporation prohibits acts of bullying of a student. Administration has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. If a student or other individual(s) believes there has been aggressive behavior, regardless of whether it fits a particular definition, she/he should report it and allow the administration to determine the appropriate course of action.

*The objective of this policy is not to merely maintain a safe community but to develop one that is transformational and life-giving.*

**BULLYING DEFINED:**

Indiana Code 20-33-8-.2 defines bullying as unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student.

Bullying creates an objectively hostile school environment for the targeted student creating reasonable fear of harm and/or substantially interfering with physical or mental health; academic performance; or the ability to participate in or benefit from educational or spiritual activities or opportunities. Bullying is a form of Harassment.

**SEXUAL HARASSMENT DEFINED:**

May include, but is not limited to:

- a. Verbal harassment or abuse;
- b. Pressure for sexual activity;
- c. Repeated remarks with sexual or demeaning implications
- d. Unwelcome touching
- e. Sexual jokes, images, posters, cartoons etc.;
- f. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats

**HAZING DEFINED:**

Any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades, or risks emotional and/or physical harm regardless of the person's willingness to participate.

**PRINCIPLES**

1. We are made in the image of God therefore every person has intrinsic worth, value and dignity and each image bearer should assure that others are treated accordingly.
2. Jesus identified the most important commandment is to love God with everything and the second is to love your neighbor as yourself. (Matthew 22; John 13:34-35; Romans 12:18). Aggressive/harassing behavior is rebellion against God's character and command. Lakewood Park takes bullying seriously, and will support targeted students, and their families, when bullying is reported and verified. Bullying will not be excused, permitted, or tolerated.
3. God helps us to learn how to love others through the example and instruction of godly teachers. (1 Timothy 4:11-12).
4. Parents bear the primary responsibility to model and teach their children how to love others as God commands. (I John 3:23; Deut. 6:6-7). Parents will equip children with the appropriate training and tools to live lives of love and encouragement and hold them accountable to such.
5. Through Scripture, we are taught that relationships inevitably involve conflict (Luke 6:27-28; James 4:1-3). Some conflict is caused by our sinful desires of selfishness, jealousy, greed, arrogance, and rivalry. Individuals may become resentful or angry when he/she does not get what he/she wants. Each student can expect such sinful behavior to be confronted.
6. Humility and brokenness are essential to life in a Christ-centered community and will be encouraged and expected of staff, students and parents alike.
7. God calls individuals to overlook minor offenses as we love one another (Proverbs 19:11) and to seek justice (Micah 6:8)

8. Individuals can sin in word, action, and thought. (Matthew 5-7, Ephesians 4-5) Bullying is sin.
9. Words have power and reflect the condition of one's heart. (James 3: 1 – 12). When another person sins, the goal of leadership ought to be restoration and reconciliation. This involves a spirit-directed discerning of the heart. Restoration involves ownership of the sinful behavior, acknowledgement of the hurt, asking forgiveness, and repentance. Love requires gentle confrontation and/or a firm rebuke and correction.
10. Sometimes the context of restoration must be outside of the student population for the safety and health of others. (Matthew 18)
11. Prayer accomplishes much. (James 5:16)

## **A CHRIST-CENTERED APPROACH**

We understand that it can be hard for school leadership to pinpoint the specific acts of bullying as they usually take place beyond direct supervision. Most bullying can occur between classes, in hallways, on our playground, at lunch, and before and after school. This will require vigilance by staff and the support of parents in a compassionate pursuit of truth.

Therefore,

1. All staff will lead by example as they seek to love others as image-bearers of God.
2. All staff will encourage the promotion of positive interpersonal relations between members of the school community.
3. Tactics such as intimidation, harassment, physical violence, gossip and rumors, and verbal threats will not be tolerated. All instances of harassment, bullying, and hazing of students are a violation of this policy. All staff will take an active role and be vigilant in watching for signs of aggressive behavior, bullying and teasing that might surface within the classroom.
4. All incidents that are witnessed by a faculty/staff member or reported to them, must be documented within F.A.C.T.S.
5. Administration will partner with parents to discuss the situation to bring out the truth of each situation and correct unacceptable behavior of students participating in any bullying act. The development of an atmosphere that encourages students to grow in self-discipline and the demonstration of genuine respect for all people must be pursued cooperatively between the school and parents.

## **PROPER REPORTING and RESPONSE**

In severe instances, local legal authorities may be notified.

1. All perceived bullying or harassing incidents or behavior should be reported immediately to a staff member. These reports will be treated seriously and thoroughly investigated by school staff.
2. Consequences for students who commit acts of violence, including but not limited to harassment and/or bullying, shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance both at Lakewood Park Christian School and any discipline record prior to enrollment. Consequences will be consistent with the Student-Parent Handbook.
3. Responsive measures are designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the victim of the act.
4. Staff members will document all reported bullying incidents and will share them with the Administration, who will investigate fully and be responsible for a cumulative record of incidents and violations.
5. A targeted student and perpetrator will be informed that the behavior will/must stop immediately. Students determined to be the perpetrator of bullying behavior may
  - a. be asked to apologize to seek appropriate reconciliation.
  - b. be involved in parent/administrator conferences.
  - c. be given a range of punitive responses up to suspension or exclusion.
6. After an incident has been thoroughly investigated and dealt with, staff and administration will monitor students involved to ensure that bullying does not resume or recur.

## **RETALIATION**

Retaliation against any person for reporting any aggressive behavior, or participating in an aggressive behavior is prohibited. Suspected retaliation should be reported in the same manner as the alleged aggressive behavior. Retaliation will result in serious disciplinary action.

## **FALSE REPORTS**

False reporting of aggressive, bullying behavior is prohibited and will result in disciplinary action.

## **BYSTANDERS**

LPCS prohibits both active and passive support for acts of harassment and bullying. LPCS staff should encourage bystanders to support students being harassed or bullied, and report them to a staff member.

## **VI. STUDENT ACTIVITIES**

### **ATHLETICS**

1. Lakewood Park offers various athletic opportunities.
  - A. 5th-8th Boys: soccer, basketball, cross country
  - B. 5th-8th Girls: volleyball, basketball, soccer
  - C. Junior High Girls: cheerleading
  - D. Junior High Co-Ed: cross-country
  - E. High School Boys: soccer, basketball and baseball
  - F. High School Girls: soccer, volleyball, basketball, cheerleading, softball and tennis
  - G. High School Co-Ed: cross-country and track
2. Athletics is viewed as a ministry opportunity. Sportsmanship and appearance are also very important in helping the athletes realize their responsibility "to show forth Christ through sports."
3. Eligibility for athletics can be found in the Athletic Handbook.

### **CLUBS**

Various clubs are offered throughout the school year covering a variety of hobbies and activities. Clubs can be offered at any grade level, and parents, staff, and students are encouraged to develop and implement clubs with administrator approval.

### **HIGH SCHOOL CLASS OFFICERS**

Elections are held in the 4th Quarter and should be completed before May 10. Students interested in running for office must fill out an application and submit it to the principal.

- A. President: written agenda for officer and class meetings, oversee officers' jobs. Oversight of all committees and fundraisers. Approves quarterly report before it goes to the principal.
- B. Vice President: quarterly update to principal about projects completed and in the works and a financial report, gathers information from the secretary minutes and treasurer reports. This report should include any information on elementary involvement.
- C. Secretary: meeting minutes taken and sent to officers or class. Provide the Vice President the necessary information for the quarterly report.
- D. Treasurer: get approval for fundraisers 60 days prior from administration, provide treasurer's report for vice president for monthly report.
- E. Chaplain: look for spiritual development and outreach for the class. This student will work with the Associate Pastor of Family and Student Discipleship to assist in planning chapel and other activities.

## **STUDENT COUNCIL**

The Student Council has been established to teach and model leadership to junior high/high school students according to their own constitution. Students interested in being involved in student council must fill out an application provided by the faculty advisor and receive five signatures of supporting classmates of the same grade.

## **DeKalb VOICE**

Working with the Dekko Foundation via the DeKalb County Community Foundation, VOICE is a DeKalb County philanthropic group of high school students who seek to improve their community through the grant-making process. Lakewood Park Christian School has four representatives who meet with other county high school students on a monthly basis to bestow funds on deserving community groups for specific projects. Each year there will be a freshman, sophomore, junior, and senior representing LPCS.

## **ELEMENTARY, JUNIOR HIGH and SPANISH HONOR SOCIETY**

Lakewood Park offers students an opportunity to become a recognized member of the National Elementary Honor Society, the National Junior Honor Society and the Spanish National Honor Society. Students who wish to be a member of these societies must submit an application to the school advisor.

## **HIGH SCHOOL NATIONAL HONOR SOCIETY**

Students who wish to join the Lakewood chapter of the National Honor Society, known as The Timothy Chapter, must submit an application to the school advisor. The application focuses on the following areas:

1. **Character:** As summarized by Hebrews 13:17, "Obey your leaders and submit to their authority...Obey them so that their work will be a joy, not a burden..." A faculty council of five members reviews each student's character, which is otherwise NHS eligible, to see if they meet the character qualification.
2. **Scholarship:** Any junior or senior meets the scholarship requirement if they have a cumulative grade point average of 3.2 or higher.
3. **Leadership:** Applicants are asked to list any co-curricular and extra-curricular activities, as well as any leadership positions in school or church within the last 3 years.
4. **Service:** Applicants are asked to list any community activities, awards, and work experiences within the last 3 years.

There is no limit to the number of members. The Timothy Chapter's main goal during the school year is to be actively involved in the planning and implementation of a community service/ministry project. Members are encouraged to be a service worker whenever possible.

## **DRAMA**

1. Drama Club
2. Fall Play and Spring Musical
3. Eligibility
  - a. A student must maintain at least a 2.0 average, with no F in any subject, academic or non-academic to remain eligible.
  - b. Fall play eligibility is based upon grades from the previous spring nine-week grading period. Spring musical eligibility is based upon grades from the second nine-week grading period. Drama Club eligibility is based upon the previous nine-week grading period.
4. A student must be present for 4 of 8 periods to be eligible to participate in extracurricular activities that school day. The same is true for Friday attendance before extra curricular activities on the following Saturday.

## **JUNIOR/SENIOR BANQUET**

Each spring a Junior-Senior Banquet is held to honor the senior class. This is primarily an activity for LPCS juniors and seniors, however, outside guests may attend. The following information may be helpful:

1. This committee needs to meet in the fall to plan this spring event. The juniors and their sponsor are responsible for overseeing the preparations, beginning the planning in the fall for the banquet, although the junior high/high school principal has final approval of details.
2. It may be held at the school or another location.
3. Banquet attire must be submitted to and approved by the Guidance Coordinator or Administration one week prior to the actual event. The dress code will be closely monitored.
4. Tickets will be sold to all attending.
5. The juniors, with the help of the class sponsor, may plan recreational activities following the banquet as long as class sponsors and other staff are present at these activities and the activity is approved by the junior high/high school principal.

## **SENIOR TRIP**

The purpose of the senior trip is to continue the student's educational experience in the following areas:

Spiritual: Opportunities are planned for devotions, prayer, and church attendance whenever possible.

Social: Realizing this is the last time this group of young people will be together; it should be a time of fun. Recreation activities will be planned that are consistent with spiritual principles and Lakewood standards.

Educational: The trip will be a continuation of the student's educational experiences.

Ministry: Realizing that Christians should seek to be a witness and testimony and have a positive spiritual impact on people, some type of ministry activity will be incorporated into the trip.

The key to a successful trip is balancing and blending the above elements to provide for a meaningful and memorable experience. The principal will plan the itinerary with the senior class sponsor, make travel arrangements, and secure the necessary number of chaperones (parents and teachers) to go on the trip.

## **CONFLICTING EVENTS RESOLUTION PROCESS**

Lakewood Park Christian School exists first and foremost to bring glory to our great God. Colossians 3:23 calls us to work hard at all things, because ultimately we are doing those things for Christ, and not for ourselves. This Scripture makes it clear that anything less than an all-out effort does not please God. We therefore expect excellence in all aspects of our school- from our administrators, teachers, coaches, and students alike. We also believe strongly that when a student commits to being a part of something, they do not do so flippantly, but they commit to it with all that they have.

With that being said, we understand that in a school our size there may be instances in which a student has more than one commitment at the same time. We will do what we can in terms of scheduling to avoid such conflicts, but when these conflicts do arise we want to be prepared for it. We must consider what is best both for the school as well as what is best for the student. Here are some general guidelines as these situations arise:

### **1. School Events vs. Non-school Events**

School sponsored events or activities take priority over non-school sponsored events or activities. Exceptions may be made to this policy- at the discretion of the administration- for special family or church events. If an exception is not given, the coach, or sponsor of the school sponsored event "may" withhold the next event from the student's participation. Whether or not an exception or consequence is applied, school personnel will focus on continuing to love and support the child, and not pressure the child's or parent's decision. The school will follow IHSAA rules, and where it applies, will implement any required consequences.

## **2. School Performances vs. School Practices**

Performances/games take priority over practices/rehearsals. For example, if a student has a band concert at the same time as a basketball practice, the student is expected to attend the band concert. These are what we consider to be “unequal” school events, and in these situations the student is expected to attend the performance/game over the practice/rehearsal.

## **3. School Performances vs. School Performances**

If a student has multiple “equal” events (i.e. more than one school sponsored performance/ game/ event or more than one school sponsored practice/rehearsal) on the same day, they will be excused from one of those activities. In these cases, the student along with their parents will decide which event to attend. It is the student’s responsibility to speak directly with both of the coaches/teachers involved well in advance of the conflict date to inform them of his/her decision.

## **4. Curricular or Co-Curricular Performance/Event vs. Extracurricular Performance/Event**

A performance, or event that is tied to a classroom grade will take precedence over an extracurricular event or practice. For example, a band student who is receiving a grade as a part of his/her performance, and who participates in a sport would be expected to attend an evening concert performance, over attending the athletic game or practice. An example of a curricular event would be that students would be able to attend the junior/senior trip without consequence from the extracurricular team that they are involved with.

***Final Note: Administration will retain the authority to make an exception to this policy, based on an unexpected, uncontrollable, or unforeseen event. An example might include a student that has a fine arts performance that was planned beyond a sport season, but the sport made it to postseason play, such as a regional or semi-state event, creating a conflict.***

## **VII. HEALTH POLICIES**

### **INJURY at SCHOOL**

All serious injuries should be reported to the health clinic for treatment. The school nurse or health assistant will administer emergency first aid and notify parents.

### **HEAD INJURIES and CONCUSSIONS**

Any head injury will result in an immediate phone call to parents explaining the situation and current symptoms. Please note that an EMS will be called at any time if the nurse deems that necessary. Parents who prefer to give consent for an EMS to be called immediately in the event of a head injury must sign the EMS Consent form and return to the office.

### **ILLNESS at SCHOOL**

If a student becomes ill during school, he is to request a pass to come to the clinic. The school nurse will call the parents if it is determined that the student needs to go home. The student is not to call home. Parents will be notified and expected to pick up their children when they are running a temperature of 100 degrees or more. The student must be free of a fever, vomiting, or diarrhea for at least 24 hours before returning to school.

## **MEDICATION POLICY**

1. All prescription medication must be taken to the office and will be stored in the health clinic. Prescription medications must be in the original physician or pharmacy's container, labeled with the physician's name, the student's name, the name of the medication, the amount to be given, the time to be given, and the duration of the medication is to be taken. Pharmacies will often give duplicate containers on request so that parents can send only the amount needed at school to the school.
2. All over-the-counter medication must be taken to the office and will be stored in the health clinic. It also must be in the original container.
3. Parents must sign a permission slip (gold form) for all medications. Information should include the name of the medication, dosage, time and condition for which the medication is needed.
4. Jr. High and High School students are allowed to carry emergency medications with a physician's permit; however, these medications must be kept with the student and not stored in lockers. The student must act responsibly in carrying medication or the permit will be revoked (i.e. not share medication or leave medication unsupervised).

## **GENERAL GUIDELINES for VARIOUS MEDICAL CONDITIONS**

1. Please keep your child home when he is ill, for his sake and for the sake of others.
2. If a student has a temperature of 100 degrees or more, vomiting, diarrhea, or excessive coughing in the morning he should be kept at home. The student must be free of a fever, vomiting, or diarrhea for at least 24 hours before returning to school.
3. Students who have "pink eye" (conjunctivitis), strep throat or other contagious conditions must be treated with antibiotics for 24 hours before returning to school.
4. In making the determination to exclude a student from school due to the presence of a rash, communicability to others is a primary consideration. The school nurse may be able to identify the condition using assessment; however, on occasion a visit to the doctor may be necessary to determine whether a rash is contagious. Students referred to a physician for determination of communicability must have a physician's note that clears the student to return to school prior to or at the time of return to school.
5. Parents are notified if their student is found to have head lice. Parents must treat the student according to product instructions prior to returning to school. The student will be checked for live lice upon return to school. The student can attend school during the intervening week and must be free of live lice. Most lice treatments are a two-treatment system, 7-10 days apart. After the second treatment, the student will be rechecked and must be free of live lice. Several additional head lice checks will occur in the following weeks. Classmates and close friends are checked for head lice. All effort is used to maintain the confidentiality of the affected student.
6. Cuts and open wounds should be covered for the student's protection as well as the protection of others. If wounds are draining or wounds cannot be covered, parents may be asked to keep the student out of school until the wound can be safely covered or cared for. On occasion, a visit to a physician is necessary to determine communicability of the wound. Students referred to a physician for determination of communicability must have a physician's note that clears the student to return to school prior to or at the time of return to school.

## **IMMUNIZATION POLICY**

1. The immunization policy follows the codes and laws established by the State of Indiana.
2. Parents or guardians must provide the school with documentation of immunization and students must be current with immunizations. Documentation of immunizations consists of submitting a photocopy of the student's immunization records. This can be submitted to the office or directly faxed from your physician's office or from a previous school.

3. Indiana law provides exemption to immunization for religious or medical objection. A religious exemption requires a written statement signed by the parent objecting to each immunization. A medical exemption requires a physician signature recommending exemption based on a medical condition.
4. Forms are available in the health clinic and must be renewed each school year prior to the first day of school.
5. If your student requires a catch-up schedule, please see the school nurse to coordinate spacing and scheduling of immunizations.

### **VISION and HEARING SCREENING**

1. The school nurse coordinates screenings for visual acuity and hearing testing during each school year. A parent permission note is not sent for these tests.
2. Visual acuity testing is conducted for all students enrolled in the 1st, 3rd, and 8th grades, and all other students suspected of having vision problems.
3. Hearing tests are conducted for all students enrolled in the K, 1st, 4th, 7th, and 10th grades, new students, and all other students suspected of having hearing problems.

## **VIII. TECHNOLOGY**

### **INTERNET USE POLICY**

The Internet is a wonderful tool that can greatly enhance the quality of instruction at LPCS. It also can be a distraction and harmful to the student and the educational environment when misused. These guidelines are to protect the student and the learning environment. The following are not permitted while using any school or personal device:

1. Downloading and/or installing software of any kind on any school computer
2. Sending or displaying pornography, explicit material or other offensive messages or pictures
3. Sending or displaying violent and/or threatening material: advocacy of bomb-making, terrorism cultic rituals or sadistic practices or other dangerous activities, etc.
4. Using obscene language
5. Harassing, insulting or attacking others
6. Damaging computers, computer systems or computer networks
7. Violating copyright laws
8. Using others' passwords or identity
9. Knowingly trespassing in others' folders, work or files
10. Using the network for commercial purposes
11. Using email, chat rooms, real time messaging of any kind during school hours which have not been authorized by a teacher
12. Publicizing hurtful or slanderous information about anyone
13. Using "Facebook", "Twitter", and other personalized websites during class time
14. Playing computer games without authorization from the appropriate teacher
15. Accessing "proxy" websites which limit our school's ability to monitor student use of the Internet
16. Attempting to fix or repair a malfunctioning school devices
17. Unauthorized software NOT approved WILL NOT be allowed on school devices: games, VPNs will result in disciplinary consequences.

## **STUDENT PRINTING**

JH and HS students are allowed to print academic material as an opportunity if printing isn't capable at home. Students will be allowed 50 black and white copies (no color copies) per school year. If a student uses these 50 copies and is in need of more, then a \$5.00 card (with a redemption code) can be purchased from the front office. For students to utilize this service, they'll enter their student LPCS email for their username and their student ID for their password.

## **STUDENT ACCEPTABLE USE POLICY**

The guiding principle for the use of technology and networks of Lakewood Park Christian School should always be for the purposes intended by the ministry, and in a manner that glorifies the Lord Jesus Christ.

1. Personal Safety
  - a. You will not post contact information (e.g., address, phone number) about yourself or any other person.
  - b. You will not agree to meet with someone you have met online without approval of your parents. Any contact of this nature or the receipt of any message you feel is inappropriate or makes you feel uncomfortable should be reported to school authorities immediately.
2. Privacy
  - a. Email is not guaranteed to be private. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by administrative personnel.
  - b. You will not post private information about yourself or another person.
3. Respect for Others
  - a. You will not repost a message that was sent to you privately without permission of the person who sent you the message [unless you need to disclose illegal, inappropriate, or harassing language to your teacher].
  - b. You will not post or type information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
  - c. You agree not to send hate mail or messages.
  - d. You will not harass another person by a persistent action that distresses or annoys another person and you must stop if asked to do so.
  - e. You will not post private information about yourself or another person.
4. Inappropriate Language and/or Content
  - a. On any and all uses of the Internet and your device, whether in application to public or private messages, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
  - b. You will not use the computer system to access material that is profane or obscene (pornography), or that advocates illegal acts, violence, or discrimination toward other people.
  - c. If you mistakenly access inappropriate information, you should immediately tell your teacher or another staff member. This will protect you against a claim of intentional violation of this policy.
  - d. Your parents should instruct you if there are additional materials they think would be inappropriate for you to access. The school fully expects that you will follow your parents' instructions in this matter.
5. Internet Access
  - a. You may not make use of anonymous proxy servers or sites to bypass filtering.
  - b. You may not make use of remote access to a personal computer or device for obtaining unrestricted Internet.
6. System Security

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person.
  - b. You shall not purposely give out your password to anyone else. You will keep your password secure by not telling it to others, by not writing it somewhere that someone else can come upon, and by not creating a password that is easily guessed. By default, any Lakewood-provided password is your student ID, which is an acceptable unique password.
  - c. You agree not to purposely attempt to obtain the password of another or log on with another member's account.
  - d. You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
  - e. You will immediately notify a teacher or system administrator if you have identified a possible security problem. Do not look for security problems; this may be construed as an illegal attempt to gain access.
  - f. You will avoid the inadvertent spread of computer viruses when downloading software.
  - g. You shall not intentionally download any viruses or to attempt to circumvent anti-virus protection programs, or intentionally attempt to degrade or disrupt the school computer network.
  - h. You agree to use extreme caution when opening email attachments received from unknown senders, which may contain viruses, email bombs, or Trojan horse code.
  - i. If you believe you can identify a security problem on the Internet or other computer, you must notify a system administrator or teacher. Do not demonstrate the problem to other users. Do not use another user's account or share your account. Doing so will result in the loss of privileges for both parties.
7. Respecting Resource Limits
- a. You will use the system only for education and career development activities and limited, high quality, self-discovery activities.
  - b. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately transfer the file from the system computer to your personal computer.
  - c. You are responsible for obtaining permission for personal printing and paying the appropriate costs. Parents shall be ultimately responsible for all such costs. Parents should make sure their children understand the costs of printing unnecessary material.
  - d. You will not post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to a large number of people). You will subscribe only to high-quality discussion group mail lists that are relevant to your education or career development.
  - e. You will not use the computer system or your device for commercial activities, product advertising, political lobbying and extensive personal use.
  - f. You must obtain permission from the supervising staff member or teacher before downloading large files or installing programs to a computer.
  - g. You may not use the school network to participate in live public chat rooms.
8. Illegal Activities
- a. You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's account number or accessing another person's files.
  - b. You will not use our system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
  - c. You shall not transmit or knowingly receive any materials in violation of any United States, State of Indiana or school regulation, policy or law. This includes, but is not limited to, the

following; copyright material, threatening, harassing, pornographic, obscene, or profane material, materials related to the illegal use or manufacture of restricted substances, defamatory or discriminatory material or material protected by trade secret.

9. Accountability

- a. Students knowingly violating the terms of this policy or agreement will be dealt with according to the student discipline policies of the school and such activities may result in termination of their account/access and/or expulsion from school.
- b. Students and parents agree to cooperate with the School in the event of the school initiating an investigation of a student's misuse of his/her access to the computer network and Internet, whether that use is on a school computer or on another computer outside the school's network.
- c. The use of the 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.
- d. Students are responsible for any material they produce.
- e. You will not plagiarize words that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- f. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Direct any questions regarding copyright law to a teacher.

10. Liability

- a. Students and parents agree to hold Lakewood Park Christian School and its employees harmless from any and all loss, costs, or damages resulting from the use authorized under this agreement, including but not limited to any fees or charges incurred through purchases of goods or services by the user over the electronic network.
- b. The school makes no guarantee that the functions or the services provided by or through the system will be error free or without defect. The school will not be responsible for any damage you may suffer, including, but not limited to, loss of data or interruptions of service, or computer viruses. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school will not be responsible for financial obligations arising from unauthorized use of the system.

**CONSEQUENCES FOR FAILURE TO COMPLY WITH THIS AGREEMENT:**

The use of devices and equipment is a privilege, not a right. This privilege may be revoked, if abused, and may subject the individual to discipline, civil penalties, and/or criminal penalties. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. A good rule to follow is to never view, send, or access materials which you would not want teachers, parents or supervisors to see.

The range of consequences for misuse is as follows:

1. Verbal and/or written warning.
2. Loss of Privileges for a period of time, determined by the administration and appropriate to the offense.
3. Progressive disciplinary action according to the code of student conduct for students, including possible suspension and/or exclusion.
4. Criminal prosecution or civil penalties.

Users, or their parents/guardians, will be personally charged and held responsible for any costs related to damages to district technologies caused by intentional misuse, lack of care and/or reasonable precautions.

## **Student-Parent Handbook and Acceptable Use Agreement**

While parents agree to follow our handbook and support school policies as a part of the enrollment process, this page can be used as a physical reminder of that commitment to comply with the Parent-Student Handbook and Acceptable Use Policy. Student signatures are not required for students in PreK-2nd grade.

Student name (please print) \_\_\_\_\_ Grade \_\_\_\_\_

### **Student Agreement:**

I understand and will abide by the terms of the Parent-Student Handbook and the Acceptable Use Policy. I further understand that if I commit any violation of the regulations listed, my access privileges may be revoked, and school disciplinary and/or appropriate legal action may be taken.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### **Parent / Guardian Agreement:**

As the parent or guardian of a student at Lakewood Park Christian School, I have read the Parent Student Handbook established by Lakewood Park Christian School. I understand and agree that my student will be held accountable for the rules listed.

Parents and guardians need to be aware that information available on the Internet may contain defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal material. The school does not condone the use of such materials and will not allow the use of such materials in school. The school will diligently use filters to eliminate such materials from our network. However, it is impossible to restrict access to every controversial item, and it may still be possible for my child to access some objectionable material.

As the parent or guardian of the student above, I have read the Acceptable Use Policy for student use established by Lakewood Park Christian School. I understand and agree that individuals and families may be held liable for violations. I understand that some materials on the computer or Internet may be objectionable, but I accept responsibility for guidance of computer and Internet use by setting and conveying standards for my student to follow when selecting, sharing or exploring media information.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name