

# Lakewood Park Christian School

2016-2017

## Elementary Parent-Student Handbook



## LAKEWOOD PARK CHRISTIAN SCHOOL

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# Elementary Parent-Student Handbook 2016-2017

## 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

## Go M.A.D. Themes

Go Make A Difference!

**Aug./Sept. - Matthew 22:37**

I love God with all my heart.

**October - Philippians 4:8**

I will honor God through my choices.

**November - 1 Peter 4:10**

I use my time, treasure, and talent wisely.

**December - Colossians 3:12-13**

I choose to submit my words and feelings to God.

**January - 1 John 3:16**

I honor God by serving others.

**February - Philippians 2:14-16a**

I glorify God in my community and the world.

**March - 1 Corinthians 6:19-20**

I discipline my body to worship the Lord throughout my life.

**April - Proverbs 2: 1-5**

I am a lifelong learner.

**May - Colossians 3:17**

I work diligently to complete my tasks with excellence.

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<b>I. Introduction</b>	

*Welcome to LPCS! We are thankful to God that He has led you here. We exist for the purpose of partnering 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 child to develop a personal relationship with the Lord Jesus Christ and begin a journey to Christian maturity.*

### **Our Core Values: CLASS**

**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.

### **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 directly 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 that Jesus Christ was begotten by the Holy Spirit of God, was born of the Virgin Mary, and is the 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 only 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 indwells 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.

## 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. We are to do our work, whatever it is, as unto the Lord and see each contact as a divine appointment to share the character of God and the gospel of grace with others.
4. This world was created and has a God-ordained order; it did not evolve. Humans, as opposed to all other creatures, were uniquely and 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, a personal knowledge of the Lord Jesus Christ is valued above all things.

In conclusion, the philosophy of Christian education must begin and end with Christ.

## 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.

## Philosophy of Rules

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 give three good reasons for rules.

### 1. God's Commands

Some of our rules are based on commands found in God's Word.

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

Some rules are not given in the Bible, but are made to protect us from violating biblical rules. Proverbs 1:8 – "Listen, my son, to your father's instruction and do not forsake your mother's teaching."

### 3. Greater Community

Some rules are not necessarily moral laws but are guidelines for the good of society.

Romans 13:1-6 – gives authority to institutions to make such rules.

Proverbs 8:15 – “By me (wisdom) kings reign and rulers make laws that are just.”

All of our rules at Lakewood can 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. These are basically procedural issues for us that benefit the greater majority of students and families. It is our prayer that by combining our efforts with the home and the church, each of our students will understand our reason for rules and that all our policies will help students in their journey to become more like Christ.

## **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 Matthew 5 and 18 principles 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, next the superintendent, and then the chairman of school board who can bring issues to the entire board. Please submit issues to the chairman for the entire school board and not to individual school board members, as the board only acts as a collective unit.

### **School Office and General Information**

#### **Office Hours**

The school office is open Monday through Friday from 7:15am until 3:30pm 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.

#### **Dropping Off Forgotten Items at the Front Office**

The school office is happy to help with getting forgotten items to a student. If you have an item to drop off, you may label it with your child's name and place it on the table in the lobby. Please advise the office that the item is there so they can inform your student's teacher. At the teacher's discretion, the student will be dismissed to retrieve the item or may pick it up after school.

#### **Telephones for Student Use**

##### **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. Cell phones are permitted at school; however, they may not be used during class time except with permission from a staff member.

##### **Incoming Calls**

Messages will be taken and delivered through teacher mailboxes unless the caller gives specific instructions for delivery. 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 go get the student or faculty member.

## **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 administrative hallway next to the Athletic Director’s office. Each grading period, the “lost and found” is cleaned out and all items are donated to a charity. It is recommended that all items (shoes, gym shirts/shorts, coats, hats, book bags, lunch boxes, and other personal items) be labeled with the student’s name.

## **Visitors**

### *Adult Visitors*

The following rules apply to adult visitors:

1. All adult visitors must register at the school office, and are subject to principal/superintendent approval.
2. Visitors are limited to custodial parents, legal guardians, out-of-town guests of enrolled students, families interested in attending Lakewood, alumni of the school, and guests invited by a teacher or superintendent. Others may be welcome, but should be approved ahead of time with the appropriate principal.
3. Alumni may visit only during the lunch period. 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.
4. 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. Visitors must sign out when leaving the building and drop off the visitor badge to the office personnel.

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

The following rules apply to student visitors:

1. All student visitors must register at the school office, and are subject to principal/superintendent approval.
2. Student visitors are expected to dress appropriately. The administration reserves the right to keep a student visitor in the office area during a visit if the person is out of dress code.
3. Prospective students may visit a classroom to shadow a current student for a portion of the day.
4. Former students may visit only for lunch and must sign in and out of the office.

## **Elevator Use**

The elevator is not to be used by students except for the following reasons:

1. A student may use the elevator in the case of an injury or physical condition that prohibits him from using the stairs. He must obtain permission from the principal before riding the elevator.
2. A student who is helping a teacher or other staff member move materials may also use the elevator as long as he or she is being supervised by the staff member.

## **Lunch**

Lakewood Park’s cafeteria offers a hot lunch option for all students, with a variety of ala carte choices for students in grades 5-12. Every enrolled student will be assigned a lunch account and unique lunch card, through which all cafeteria purchases must be made. Items can only be purchased when the account has adequate funds. Teachers will hold the cards for younger students when not in use, but students in grades 5-12 are responsible for their own cards. (If a replacement card is needed, there will be a \$5 fee.)

Parents can make deposits to their lunch account by check or cash at the school office. Any funds remaining at the end of the school year will be carried forward to the next school year. Current balances will be emailed weekly but can be viewed anytime online. Parents can also view student purchase activity online.

Pricing for the cafeteria is as follows:

Hot lunch (grades K4-6): \$2.65  
Hot lunch (grades 7-12): \$2.95  
Milk only: \$0.50  
A la Carte: prices vary  
No card at time of purchase (grades 5-12): \$0.25

Students who have forgotten a packed lunch and don't have adequate funds in their lunch account to purchase hot lunch or a la carte items will be provided milk and either a yogurt or a peanut butter and jelly sandwich. (The \$1.25 cost will be charged to the family account.)

If students have special dietary requirements, please submit a doctor's note.

Parents are welcome to visit students in the lunchroom and may purchase an adult meal at the front office for \$3.15. Please call ahead if you want to bring any special celebratory food to share with a group of students so we can alter food preparation if necessary.

### **Parent Volunteers**

Parent volunteers are a very valuable resource at Lakewood, and volunteering is an important way that parents can partner with Lakewood in their child's education. Parents can help in the computer lab, during lunch and recess, at sporting events, with tutoring, in the office, with fundraisers, and at class parties. They are asked to sign in and out at the front office and wear a nametag for security reasons. Regular volunteers will be asked to complete a criminal background check.

### **Field Trips and Approved Drivers**

Parents sign a blanket field trip permission and medical release form at the beginning of the school year. The school office must have this completed form for the student to be able to go on the field trip. If emergency contact information is different on the day of the trip, it is the parent's responsibility to provide the updated information to the school. A field trip communication 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 form asks for the following information:

1. Explanations of recent traffic violations
2. Make, model, year, license plate number, and number of working seating 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
  - D. Signature and date of person requesting approval to drive

### **Weather Announcements**

In the event of inclement weather or when school must be delayed or canceled, Lakewood will communicate an announcement through our school communication system. Additionally, LPCS will provide information to the following radio/TV stations: WBCL (FM 90.3 or 89.5), WOWO (AM 1190), WLDE (FM 101.7), WAJI (FM 95.1), STAR (FM 88.3), Indiana News Center (Channels 21 & 33), and WANE TV (Channel 15).

### **Lake and Woods**

Teachers are encouraged to use the outdoor resources. No student is allowed down at the lake, either during school hours, prior to the school day, or immediately following official school hours without faculty or parental accompaniment. If a class project or function is held at the site of the lake, it must be approved by the administration, and the class must be accompanied by a faculty member and adequate chaperones. Note that the lake is closed to all visitors when school is in session.

### **Emergency Guidelines and Drills**

The school regularly conducts emergency drills, which comply with state codes. All students must participate and strictly obey regulations and procedures. Each room has a yellow sign describing the exit route to take when the fire alarm sounds and a green sign to indicate where to go in the building during a tornado. There is to be no running or talking (inside or outside the building) until the “all clear” is given.

#### **“Emergency Lockdown”**

Students are to move away from windows and doors. There will be absolutely no talking. Any student in the hall must immediately enter the closest classroom.

#### **“Precautionary Lockdown”**

Classes will continue as normal but doors will remain locked and hallway traffic should be held to a minimum. No communication devices should be used by students.

### **Early Learning Ministry**

#### **Beyond the Bell**

The Early Learning Ministry (ELM) Beyond the Bell program offers before and after school care for our Lakewood Park students in grades K-8. Care begins before school starting at 6:30am and continues after school until 6:00pm. Students must be registered in Beyond the Bell before they can use the service. Parents who believe they may need childcare for their child before or after school should fill out a registration form available at Back-to-School Night or from the ELM office. You can also contact the ELM office for more information at 925-2006 ext130.

### **DESIGN Learning Center**

Design Learning Center is a place where students in Kindergarten through 12<sup>th</sup> grade can learn at their own pace, acquire new study skill strategies, and progress to grade-level and beyond. The individual attention given by trained instructors builds each student’s confidence and helps him or her achieve academic success in reading, math, and language arts. Students can be pulled out for help during the school day or meet after school. There are also summer sessions. An additional fee is charged to families for DESIGN services. For more information, contact the school.

### **Arrival and Dismissal**

#### **Arrival (Drop Off)**

- PreK-4<sup>th</sup> grade students may be dropped off no earlier than 7:15 at the dining hall doors and must enter the building to the dining room where they will be supervised by staff members. Each grade and class has a designated seating area in the dining hall. Students will wait in these assigned areas until teachers pick up their classes at 7:45.
- Between 7:15 and 7:30 (early arrival), 5<sup>th</sup> and 6<sup>th</sup> graders should also be dropped off at the dining hall doors to be supervised in the cafeteria until 7:30. After 7:30, 5<sup>th</sup> and 6<sup>th</sup> graders should be dropped off at the gymnasium entrance. Use the middle lane and pull up to the cone to let students out. The 5<sup>th</sup> and 6<sup>th</sup> grade holding area will be in the main gym on the bleachers. They will be supervised by staff members and will be dismissed to class at 7:42.

- The start time for all elementary students is 7:50am.

### **Dismissal (Pick Up)**

- PreK - 1<sup>st</sup> grade students are dismissed and ready for pick up at 3:00pm at the ELM entrance on the north side of the building.
- The 2<sup>nd</sup>-4<sup>th</sup> grade students are dismissed and ready for pick up at 3:00pm at the dining hall doors.
- The 5<sup>th</sup> and 6<sup>th</sup> grade students are dismissed from class at 3:05 and escorted by their teachers to the east/gym doors for pick up.
- Families of PreK-4<sup>th</sup> graders are assigned an identification number for the purpose of car line safety and efficiency. The school will provide each family with car tags (two per family) that must be visible when coming through the car line (i.e. hanging from the rearview mirror).
- Any elementary students who have not been picked up by 3:20 will be taken to Beyond the Bell and signed in by the teacher on duty. For questions about childcare fees and/or the Beyond the Bell program, parents should contact ELM.
- PreK-4 students riding with a student driver must wait with their teacher until 3:20, and the student driver should come to the child's teacher to pick up the child. Students are not allowed to wait for older siblings or parents at the front office or anywhere else in the building.
- Parents who are habitually late to pick up their child(ren) and do not register for ELM may be charged an additional childcare fee by the school.

### **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.
4. When dropping off or picking up students, please pull up to the orange cone. Please do not park in the crosswalks. 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.
5. Please do not park in the area by the church office. This area is for church and church office visitors.
6. 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.

### **Traffic Flow**

The car line moves one way around the building. The car line flows in two lanes around the right edge of the parking lot as it moves around the building.

For PreK-4<sup>th</sup> graders, as vehicles approach the loading/unloading zone (the area along the north side of the building) staff members will be present to help direct vehicles. Staff members will supervise students and release them to move into the loading zone at the appropriate time. Once students are safely loaded or unloaded, drivers should wait until directed by a staff member to leave the loading/unloading zone and exit the school campus. Those drivers still needing to pick up a 5<sup>th</sup> - 12<sup>th</sup> grade student should proceed around the building to the middle lane at the east gym entrance and park for student pick up.

The 5<sup>th</sup> and 6<sup>th</sup> graders will be picked up at the east gym entrance, so vehicles should use the middle lane, find a parking spot, and wait for their student to come to their vehicle. Staff members will be present to help manage the traffic flow and to provide supervision as students wait for their ride and walk to their vehicle.

Extreme caution should be exercised at all times when loading and unloading students. Please honor the posted speeds and avoid the use of cell phones while traffic is moving and students are loading or unloading.

### **Parking Option**

PreK-4<sup>th</sup> parents also have the option to park instead of driving through the car line. Those driving vans or larger vehicles should park on the north side of the parking lot, along the baseball diamond. Those driving cars should park in the front row. Please do not park in the crosswalks. When you see your child's class, please leave your vehicle and walk across the crosswalk to meet your child where they are waiting with their teacher. Be sure to hold the hands of young children as you take them back to your vehicle. If you must stop to talk to the teacher, your children are required to stay with their class or stand by your side. If you need to speak at length to your child's teacher, it is best to set up an appointment with the teacher.

### **III. Attendance Policy**

Lakewood Park believes attendance is vital to a successful educational experience. For this reason, attendance policies are strictly enforced. Parents always have the right to keep their student out of school; however, the school has the right not to excuse the reason for absence if it does not fit into the following generally accepted categories:

1. Personal illness of a student or a doctor's visit
2. Death or emergency within the family
3. Pre-approved family trip
4. Adverse weather conditions

### **Absence Policy**

Elementary students may be excused for up to twenty (20) days each year (10 days per semester) without penalty for reasons of illness, vacations, or family emergencies. All absences after the 20<sup>th</sup> day will be counted as unexcused unless a doctor's note verifies medical reasons or the administration approves it for extraordinary reasons. Chronic absences that exceed these guidelines, whether excused or unexcused, may result in a review by the principal with any possibility up to or including immediate withdrawal.

#### **Reporting Absences**

Please report absences by contacting the school office before 9:00am by calling the attendance secretary at (260) 925-1393 ext. 308 or emailing the attendance secretary at [attendance@lakewoodpark.org](mailto:attendance@lakewoodpark.org).

#### **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. The penalty is that work cannot be made up, including homework, tests, and other assignments that will be graded. When three or more unexcused absences accrue, the family will be contacted and a conference with the principal will be held. The following are examples of unexcused absences:

1. Extended absences, including 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. Discipline which removes a student from the classroom, such as detention, in-school suspension, or out-of-school suspension, are all considered as unexcused absences.

#### **Excessive Absences**

There is a limit of ten absences (excused or unexcused) per semester. Any student who misses ten (10) or more days of school per semester may not receive credit for the semester's course work.

1. 5 days missed = letter to parents
2. 8 days missed = parent phone call from administrator and 2<sup>nd</sup> letter to parents
3. 9 days missed = conference with administration and parents

4. 10 days or more missed = 8:00 a.m. to 3:00 p.m. Saturday school for each day with \$80 cost to parent.

In cases of extended illness or injury, an appeal may be made to the school administration.

### **Partial Day Absences**

1. Arrival is expected between 7:25-7:50.
2. If a student arrives between 11:00-12:45, he is counted absent one-half day.
3. If a student arrives after 12:45, he is counted absent a full day.
4. If a student leaves for the day before 11:00, he is counted absent a full day.
5. If a student leaves for the day between 11:00-12:45, he is counted absent a half day.

### **Extended Absence Policy**

An Extended Absence form must be completed whenever a student will be gone for three or more school days. The forms are available in the office. The Extended Absence Form must be filled out, signed by the parent, and approved by the principal prior to the extended absence so that teachers can be notified and assignments made. Students are allowed up to six consecutive days and no more than ten (10) days per school year for a family vacation. Family vacation days are counted towards the ten-day limit on absences per semester.

### **Excused Absences**

Families may appeal to the administration in the case where absences are necessary due to special circumstances. The principal will excuse the following types of absences:

1. Personal illness of a student (parent phone call/email) or a doctor's visit **with documentation**
2. Death or emergency within the family (administrator discretion)
3. Court appearance (with documentation)
4. Government related such as students working at the voting polls or state internship days
5. Pre-approved family vacation (see the Extended Absence Policy)
6. Adverse weather conditions (However, students living in school districts that delay or closed are not automatically excused if Lakewood Park does not delay or close.)

### **Truancy**

Every third unexcused absence is considered truancy. Unexcused absences are calculated by semester, and truanies 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.

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

### **Tardy Policy**

Any student arriving after 7:50am and before 10:45am, will be considered tardy for the day. Written documentation from a medical provider will be accepted to excuse a morning tardy when the student arrives before 10:45am. Unexcused tardies will be addressed in the following manner:

- 4 Unexcused Tardies: Parent receives a written letter from the principal that must be signed and returned.

- 7 Unexcused Tardies: Parent receives a second written letter from the principal with an additional reminder of the school's expectations for arrival time. The principal will also make verbal contact with the parent.
  - 10 Unexcused Tardies: Parent receives a third written letter from the principal with an additional reminder of the school's expectations for arrival time. A parent conference will be scheduled. The parent conference is mandatory and will determine the attendance expectations going forward.
- Chronic Unexcused Tardies may result in a review by the principal with any possibility up to or including immediate withdrawal.

## **IV. Academics**

### **Textbooks**

The following board policies outline the purpose and intent of the Lakewood curriculum and textbook adoption. The scope and sequence for each subject area as well as detailed course descriptions and the forms required for textbook adoption may be found in the curriculum guide.

1. The philosophy of Lakewood must be carried out in its educational program. Textbooks and curriculum are important factors within this framework and must be carefully chosen and formulated.
2. 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.
3. 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.
4. A textbook adoption committee may be appointed by the superintendent and composed of teachers, administration, friends of the school, and parents will screen potential textbooks to determine how closely they align with Lakewood's philosophy and objectives. In addition, the scope and sequence of each series is considered along with a list of other criteria. Christian textbooks are given priority over all other books. As a Christian school it is the board's preference that Christian textbooks be used for every class and subject.
5. All curriculum development will be an outgrowth of the philosophy of Lakewood Park.
6. It is expected that teachers will strictly adhere to the subject content of their curriculum and only use materials that support the philosophy and objectives of the school. This does not mean that topics of varied interest cannot be discussed, but primary attention is to be paid to the official curriculum.
7. Normally, decisions for selecting appropriate books, magazines, and other supporting materials for the school library are made by the librarian. The superintendent and/or school board may become involved if necessary.
8. Lakewood will not endorse or approve independent study courses that conflict with the philosophy and objectives of the school.

### **Standardized Testing**

In addition to the IREAD-3 test in grade 3 and ISTEP tests in grades 3, 4, 5, and 6, the Northwest Education Assessment (NWEA) is also administered to grades K-6. An annual assessment, WiDA ACCESS, is also administered to students identified as English Language Learners (ELLs).

### **Homework**

Homework is an important aspect of the educational experience. It reinforces the lessons covered in class and can bring home and school closer together by facilitating parent understanding of topics taught at school. Homework should assist and improve learning, as well as strengthen skills and understanding gained in the classroom. It allows teachers and students to cover more content and to foster student initiative, independence, study habits, and responsibility. Most teachers will generally weigh tests and projects more heavily than daily assignments.

## **General Homework Policies**

Homework assignments should be clearly communicated to students and also noted in the teacher's weekly newsletter when possible. In elementary, the project and test schedule will also be included in their weekly communication to parents. It is expected that parents at all levels will check their child's homework assignment each evening, assist the student as needed, and hold the student accountable for completing the work each day. Parents are encouraged to contact teachers regarding any problems their student is experiencing in completing assignments on time.

1. Teachers will not assign homework on Wednesdays in order to encourage family church attendance. The exception would be a test or project due on Thursday that has been announced at least a week prior.
2. In the event of a student absence, parents may call the school office or the classroom teacher to request homework assignments. If contact is made by 10:00am, the assignments will be ready for pick up at the school office after 3:00pm.

**Homework Expectations (No homework on Wednesdays)** The level of homework experienced by each student obviously varies with the student's ability, personality, and motivation, as well as the variety of concepts and teaching methods being used at any one time by teachers covering six to eight different subjects. Since homework usually goes beyond the routine of daily assignments and includes such things as research papers, major tests, outside reading, and special projects such as science fair, a level of coordination and cooperation among departments and teachers is expected. The "rule of thumb" for homework is the grade multiplied by 10 minutes. For example, 1<sup>st</sup> grade x 10 is 10 minutes per night; 5<sup>th</sup> grade x 10 minutes is 50 minutes per night. The goal is to give the students the opportunity to learn time management at an early stage, and to become involved in the learning process.

## **Makeup Work, Late Work, and Incompletes**

- Students are allowed a day to make up work for each absence up to five days. (Special circumstances and prolonged illness may require more time, in which case, an appeal to the administration for approval is necessary.)
- Late work will be accepted. However, teachers are expected to implement interventions to correct the behavior and may accept late work up until the last week of the grading period when appropriate. RISE56 students who have multiple late or incomplete assignments will be assigned after school study tables, which take place on Monday and Thursday each week, 3:15-4:15.
- An "I" or incomplete is given for quarter grades that are incomplete due to absences of extreme circumstances at the time of the issuance of the report card. All incompletes must be made up within one week from close of the marking period.

## **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.

- All teachers are required to use the grading scale that has been established for this school. One grading scale serves the entire school.
- Academic progress is reported to parents on a quarterly basis. Parents have access to their child's grade at anytime through the use of PowerSchool.
- 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 representing the numerical grading scale of Lakewood.

## **Grading in Related Arts**

All non-academic subjects in grades 1<sup>st</sup>-4<sup>th</sup> shall be graded with S & U (such as art, PE, computer 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.

### **Honor Roll**

Elementary students in 3<sup>rd</sup> through 6<sup>th</sup> grade will qualify for the honor roll each quarter if they have a combination of A's and B's on their report card. Honor Roll is computed at the end of each quarter and is to be turned in to the elementary principal by the end of the third working day following the end the quarter. In addition, a High Honor Roll will recognize students in grades 3-6 who earn all A's on their report card.

### **Academic and Character Awards**

Students are eligible for a variety of awards at the end of each year. The principal will schedule a school-wide awards ceremony during the last week of school, but each class may also schedule have its own ceremony in the classroom or in the sanctuary. Awards may be given for attendance, academics, Scripture memorization, and character.

### **Elementary Enrichment Classes**

All elementary students are scheduled to take part in the following special classes each week: art (K-6), computer (K – 6), music (PK-6), library (PK-6) and physical education (PK-6). Times and days per week vary, depending on the grade level.

### **Student Records and Transcripts**

The following policies will be followed concerning student records:

1. Student cumulative folders are kept in the mailbox workroom near the school office in locked, fireproof cabinets and are filed by grade level. They contain the student application forms from each year; medical records such as immunizations, physical, and injury reports; testing records; cumulative attendance and academic records, and discipline reports.
2. Parents may have access to his/her child's records after a written request has been submitted to and approved by the school superintendent, in accordance with federal and state law.
3. Social workers may have access to a student's records with signed parental or superintendent 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. Any time a teacher or parent becomes aware of a change of address, phone number, work number, or other pertinent information, 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.

### **Withdrawal from Lakewood Park**

In order to properly withdraw from school, the parents/guardian should notify the administration in person, if possible, or by letter. After the school has been notified, a withdrawal form will be issued listing all 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 form also asks the reason for withdrawal. No records will be transferred until the school bill has been paid and all school property has been returned.

### **Home School Policies**

Lakewood is committed to helping and assisting home schooling parents whenever possible. The following policies apply:

1. Parents need to follow procedures outlined by the administration in order to apply for student admission to classes, or to participate in co-curricular activities.
2. Because of the school's relationship with IHSAA, the school does not allow home school students to participate in athletics.
3. Home school fees are established by the school board each year.
4. Lakewood does not loan out testing or curriculum materials to home school parents.
5. Home school students may participate in field trips and other special activities as long as they provide the following:
  - a written permission slip for that activity
  - an emergency medical release form on file in the school office
  - a signed waiver of liability that will bear the cost of personal injury expense and not hold the school liable for any damages
  - the cost or fee paid for the activity

## **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. When a teacher believes that retention should be considered for a student, they will contact the principal to initiate a Child Study process through the use of the Retention/Promotion Checklist. Each case will be reviewed thoroughly by the KID Team, a committee of teachers and the principal, with additional input from the parents. The final determination will be made by the principal. Factors to be weighed include standardized test scores; academic performance in the classroom; physical, emotional, or social development; and family relationships. Parents will be given ample notice during the course of the year that the student's achievement and/or development are of concern. In general, retention will be considered more readily in the lower grades than in the upper grades.

## **V. Student Life**

### **Spiritual Development**

#### **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 their Christian lives. Chapels are designed to broaden, expose, and challenge students via a wide-range of speakers and a variety of experiences during the course of the year. Each week the students in grades PreK-6<sup>th</sup> have chapel in the sanctuary with a speaker, music, prayer, and pledges. Currently, there are two chapel times to accommodate the various interests and attention span of the students. The PreK-1<sup>st</sup> graders meet for 30 minutes; the 2<sup>nd</sup>-4<sup>th</sup> graders meet for 35 minutes; and the RISE56 chapel is 35 minutes with 15 minutes with their RISE and Shine Team. All students attend with their classroom teacher.

#### **Missions, Ministry, and Service Projects**

Students are encouraged to participate in missions, ministry, and community service. Classroom teachers often organize projects of this nature. In addition, chapel money may be collected for a particular missions project, or a collection of items to send to a missions project may be facilitated.

### **Lunch Room**

Students are expected to sit at assigned tables to eat their lunch. Good manners and respect for the facility is expected of all students. Teaching assistants will be present to maintain a safe and orderly lunchroom and to communicate various procedures, which are expected of all students in the lunchroom.

### **General Procedures**

1. Each class is assigned certain tables for the entire year. Students get their hot food or go to the salad bar, get their milk, and sit down.
2. Students are to remain seated at all times, talking quietly. They are not to get up and throw trash away until the lunch period is over unless instructed by the teaching assistant on duty.
3. Students should raise their hands if they need assistance.
4. Students at each table are asked to clean the floor and table and push in their chairs before being dismissed to dispose of trash and line up for recess.
5. Students are not to throw or flick food, grind it into the table or floor, or otherwise show disrespect.
6. Students in PK–3<sup>rd</sup> are not allowed to share food or use the microwaves. Only RISE56 students will be able to get salad bar and a la carte items during lunch.
7. The teaching assistants and high school student service workers circulate among the tables throughout the lunch period in order to provide assistance, prevent problems, quiet the tables, compliment good behavior, and be a friendly face.
8. Students are not allowed to go back to the classroom between recess and lunch. They are not dismissed from the cafeteria to use the restroom.
9. Students are not to bring or buy pop for lunch. If a student is found with pop, it will be sent home if unopened, or put in trash if it has been opened.

### **Vending Machines**

Elementary students are not permitted to use the vending machines during the school day.

### **Recess**

Recess is an important part of a young child's day. The fresh air and activity are important for students to function at their best each day. 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**

Teachers and teaching assistants supervise students on the playground. Students are expected to demonstrate respect for people and property at all times. For their own safety, students must stay within the playground boundaries. At the end of recess, the whistle is blown once and students should stop and look to the teacher or the teaching assistant for instructions. When the whistle is blown twice, students are to line up quickly and quietly.

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 principal

### **Weather**

When inclement weather threatens, the 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 school community is one that encompasses many individuals from many different families and viewpoints. We recognize that dress standards and tastes vary among individuals and churches. The

purpose of the dress code at Lakewood Park is to encourage a suitable degree of modesty and appropriateness.

In an effort to provide guidance in relation to modesty and appropriateness of dress, Lakewood has provided the following guidelines for appearance. We desire to allow for the expression of wholesome individuality balanced by sensitivity to the convictions and preferences of others. We recognize that adhering to these guidelines may involve temporarily setting aside personal preference for the sake of the larger community. The school 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.

### **All School Guidelines**

- Boys may wear collared shirts, knit or ribbed shirts, sweaters, t-shirts, sweatshirts, dress slacks, khakis, jeans, non-breakaway wind pants and sweatpants without something printed on the backside.
- Girls may wear dresses, suits, skirts, blouses, sweaters, t-shirts, sweatshirts, dress slacks, khakis, capris which fall below the knees, jeans, non-breakaway wind pants, and sweatpants without something printed on the backside.
- 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.
- Outdoor jackets and coats, hats, sunglasses, and bandanas are not to be worn during school.
- PreK–6<sup>th</sup> graders may wear loose-fitting, walking length shorts when the weather is appropriate (above 65 degrees). Shorts must be modest in length, which can be defined as, having arms down to the sides, the shorts should go past the length of the fingertips. However, the principal's discretion will be the determining factor. PreK-4<sup>th</sup> graders may wear legging outfits, but leggings are not allowed in grades 5-6.
- 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. This is consistent with what students will find later in life and this is a great opportunity to reinforce the concept of appropriate dress.

### **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**

To promote modesty, students must refrain from wearing tight fitting or sheer garments or clothes, which expose underclothing. Blouses or tops with open backs or low necks, and shirts that expose the midriff when standing or sitting are not permitted. All clothing styles must have sleeves. Sleeveless tops and dresses may only be worn under a top or sweater with sleeves. No stretch pants or leggings are permitted (unless leggings are under a skirt or dress of modest length). The hemlines of dresses and skirts, as well as slits in dresses and skirts, are to reach the knee when standing and kneeling. Girls are strongly encouraged to wear shorts underneath their skirts or dresses to avoid exposure during recess activity.

### **Appropriateness**

Clothing, jewelry, etc. with logos, messages, or symbols must be in harmony with the values, policies, and standards of the school. 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 such as dragons or human skulls 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.

### **Additional Personal Appearance Issues**

- The styling of the hair shall reflect good grooming and moderation in respect to current trends.
- Unnaturally colored hair is not permitted.
- A boy's hair must be of conservative length and not cover the eyes, and ponytails are not permitted.
- Girls may have pierced ears. No other piercing is permitted on the face or body for boys or girls.
- Tattoos are not permitted. Students enrolling with tattoos must have them covered at all times.

### **P. E Class**

All elementary students must bring an extra pair of gym shoes to be used only on the gymnasium floor. RISE56 students must bring a separate set of gym clothes in which shirts must have sleeves and shorts must be modest in length.

### **Dress Code Violation Policy**

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

- If the violation is for lack of modesty and appropriateness, the student may not be permitted to return to class until properly attired. The principal will contact the student's parents.
- Students whose hair is out of dress code will be given five calendar days to comply with the standards. The principal will inform the student's parents of the violation and provide the date by which the student's hair must be in compliance.

### **Behavioral Expectations and Discipline Policy**

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

Taken from the same root word as the word disciple, discipline is established and maintained at LPCS with the intent to train and build into lives of students. Our goal is to see students grow toward maturity in Jesus Christ. Hebrews 12 makes it very clear to us that God disciplines his children in love and with love. We are motivated to employ discipline here at Lakewood Park Christian School for similar reasons. The administrators, despite their human limitations, endeavor to discipline in the context of Christian love and for the betterment of the individual student(s) and the LPCS community.

At times, school consequences will be applied for behavior that occurs away from school property and outside of school time, such as lying, cheating, stealing, illegal substance abuse, any other illegal activity, or sexual immorality, because those behaviors transcend school rules. In severe circumstances, students who have established a lifestyle inconsistent with the standards of behavior at LPCS may be asked to withdraw from the school.

### **Christian Character**

The fundamental goal of Lakewood Park is to present a Christian educational program to our students and a Christ-like model to the community. In light of these goals, lifestyle is an important consideration. Students enrolled at Lakewood and the staff members who work here are considered to be representatives of Lakewood twenty-four hours a day, seven days a week. Therefore, the administration of this school will not hesitate to assert discipline in areas where a student or staff member practices a lifestyle or engages in activities antagonistic to the policies, goals, and character of the school, *whether those activities occur on or off campus*.

### **Behavior Expectations**

Students are expected to comply with the following general expectations:

1. Follow the teacher's directions (or the directions of the teaching assistant).
2. Listen respectfully to the teacher and each other.
3. Keep hands, feet and other objects to oneself.
4. Approach school with a positive attitude and a desire to do one's best.

In addition, each classroom teacher will determine a behavior management system for his/her classroom. That system will be communicated to parents and students and will be posted in the classroom. The system will include the specific behavior expectations of the classroom teacher as well as rewards and consequences for student behavior.

### **Hallway/Stair Rules**

Mannerly and respectful behavior is expected inside the building. Therefore, the following behaviors are not permitted:

1. Eating or drinking except for designated areas.
2. Running in the hall or on the stairs.
3. Yelling or screaming.
4. Jumping to touch door frames, ceilings, etc.
5. Bouncing or throwing balls, skateboarding, or other sports activity unless it is part of a supervised practice.
6. Pushing, tripping, sliding on the railings, or other dangerous behavior on the stairs.
7. Sitting on windowsills.

For safety reasons, shoes need to be tied at all times.

### **Cheating**

All work should be original work done by the student and should only be submitted for one class. Any instance of cheating, including plagiarism, will result in a zero for that work and, depending on the situation, could result in a failing grade for the course. Cheating may include suspension and/or a parent conference.

### **Drug Abuse**

Abusing, possessing, or selling drugs may result in immediate exclusion. The proper law enforcement authorities will be contacted.

### **Guns, Knives, Other Weapons, and Threats of Violence**

Guns (fake or real), knives, or other weapons may not be brought to school or anywhere on the school grounds at anytime. Infractions will be dealt with immediately. Any principal, faculty member, staff member, parent, or student with knowledge of threat, possession, or the actual 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.

### **Infractions**

#### **A. Reprimand and Warning Infractions**

Many infractions of an intentional or unintentional nature or infractions of a minor nature can and should be handled by gentle reprimand from the classroom teacher. Only when such infractions become repetitive or defiant should they be handled in a firmer way. These shall be reported to the elementary principal who will record a verbal warning on the student's behavioral record. A warning is not only a reprimand, but also a formal notice of consequences to follow should the inappropriate behavior not be corrected. Infractions of this nature may include but are not limited to: gum chewing, inappropriate cell phone or technology use, name calling, and general disrespect or disobedience.

#### **B. Level I Infractions**

- Hall misbehavior (running, excessive noise, etc.)
- Disrespect, disobedience, and/or disruptiveness in class (verbal or nonverbal)
- Inappropriate language in spoken or written form or obscene behavior (NOTE: Multiple offenses may warrant further action).
- Failure to obey classroom rules.
- Second dress code violation
- Throwing objects that might harm another person.

- Dangerous or injurious horseplay.
  - Unauthorized presence in halls and lavatories.
  - 2<sup>nd</sup> Offense – inappropriate cell phone or device violation.
- C. Level II Infractions
- Stealing, lying, cheating (giving or taking unfair advantage), plagiarism (and other violations of academic honesty), gambling, etc.
  - Leaving campus without permission.
  - Lying to administration.
  - Aggressive behavior such as repeated verbal insults or attacks on others, publicizing hurtful or slanderous information about anyone.
  - Use of a teacher's or another student's password or identity.
  - Damaging personal and school property.
  - Showing willful disobedience and/or gross disrespect.
  - Excessive detentions/habitual discipline referrals/pattern of irresponsible behavior.
  - Forgery (of notes or excuses)
  - Additional offense(s) of inappropriate cell phone usage.
- D. Level III Infractions
- Use, distribution, possession, influence, or "look-alikes" of tobacco, alcoholic beverages, and/or any other controlled substances.
  - Fighting.
  - Possession of weapons.
  - Assault [verbal (a threat to inflict injury upon another person), physical (where there is one aggressor) or sexual].
  - Shoplifting.
  - Hazing.
  - Civil and criminal offenses.
  - Activities outside the school which have led to the arrest and conviction by the police.
  - Sexual misconduct (NOTE: In cases where sexual misconduct is suspected, the student will immediately be placed on temporary expulsion status, until the case is fully reviewed by the Principal and final determinations can be made.)
  - Sending or displaying threatening material.
  - Harassment (sexual or racial, hazing, bullying. Harassment is inappropriate conduct that negatively impacts a student's educational, physical, or emotional well-being regardless of intent).
  - Possession of a weapon or an object which may be used to cause harm or threaten harm to others.
  - Repeated Level II offenses.

### **Consequences**

The principal will maintain a log for each student who is sent to the office for misbehavior. In general, consequences are administered relative to the nature of the offense (i.e. A student who throws food in the cafeteria will receive the consequence of cleaning the cafeteria at the end of the lunch period; a student who throws rocks on the playground will not be allowed to have their next recess). Repeated misbehavior of the same nature will result in a parent conference with consequences that could include but are not limited to: community service, modified day, removal from a school activity such as a field trip or class event, a detention\*, in-school suspension, out-of-school suspension, expulsion and/or withdrawal with denial of possible re-enrollment. The principal may also determine to send a student home for the remainder of the school day for repeated offenses.

When a student is sent to the principal's office for misbehavior, a parent contact will always be made either by the classroom teacher or by the principal herself.

Lakewood Park does not allow the use of corporal punishment to discipline students.

\*Elementary Definition for Detention: An appropriate amount of time (a recess, or a portion of a recess, or a class, or a portion of a class) that is spent in the elementary principal's office.

### **In-School Suspension**

1. How suspensions are served:
  - a. Unless otherwise indicated, suspensions will be served in the school building during regular school hours.
  - b. Each day of the suspension period, students are to be escorted to the school office at 7:50 a.m. by a parent.
  - 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 invest their time during suspension in completing schoolwork as assigned by their teacher.
  - e. At 3:00, students are to be picked up from the school office by a parent.
  - f. Parents will be expected to pay \$80/day for each day of the suspension period. Payment in full is due on the first day of the suspension period.
2. Stipulations regarding classroom assignments during suspension period:
  - a. Daily homework assignments made during the suspension period are due on the date specified by the teacher.
  - b. Work assigned to the student but not completed receives a zero unless submitted before the end of the grading period.
  - c. Long-term assignments that come due during the suspension period will be awarded full credit, if turned in on time.

### **Probation**

Types of probation

1. Behavioral Probation: Gives students time and opportunity to correct serious behavioral problems. Some conditions that result in behavioral probation include:
  - a. Continued deliberate disobedience.
  - b. Attitude or expressed desire not to remain at LPCS.
  - c. A rebellious and/or blatantly negative spirit.
  - d. An overall negative influence on other students.
  - e. Engaging in combinations of behavioral infractions expressly forbidden in Parent Student Handbook.
2. Academic Probation: Gives student time and opportunity to bring failing grades up to passing level.

### **Exclusion**

Excluded students are prohibited from attending school sponsored or sanctioned activities except by the express written permission of the principal (or principal designee).

1. Conditions and implications of exclusion:
  - a. Exclusion is the most serious disciplinary step, imposed when infractions are severe and/or repeated.
  - b. Parents of the offending student may submit a thorough written appeal for review by the Superintendent.
  - c. A meeting with the Superintendent may be granted at parental request to consider the parents' appeal.

- d. The decision of the Superintendent is final.
2. Conditions for reinstatement:
    - a. Reinstatement may be allowed by decision of the Superintendent.
    - b. Reinstatement may not occur for a full nine weeks after exclusion and only at the beginning of a semester.
    - c. Conditions for reinstatement include the following:
      - An explicit, formal, written request to the head of school from the student, expressing an earnest desire to be reinstated.
      - Evidence that the student has sought and received counseling, if counseling was stipulated.
      - Evidence that the student has maintained an excellent behavior record while away from LPCS.
      - Evidence of a solid academic performance relative to his/her ability while away from LPCS.
      - Evidence of a repentant spirit and Christ-honoring, obedient attitude.

### **Withdrawal**

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.

### **Anti-Bullying Policy**

The Board of Education, administration, and faculty of Lakewood Park Christian School in partnership with parents and their church seeks to develop individuals who are growing toward maturity in Jesus Christ. This maturity is demonstrated in the life of a disciple who follows Christ by loving God, loving others, seeking justice, propelling outwards, surrendering him/herself, pursuing knowledge and anticipating a future reunion with their Savior. The essence of this Kingdom orientation is shalom. It is the wholeness and peace that God offers. As we develop maturing disciples, we recognize that we live in a fallen, broken world, which stains our daily experiences. Therefore, we resolve to create a counter-cultural environment that is encouraging and conducive to the growth of the entire person. We battle against the "survival-of-the-fittest" and consumerist mentality that permeates society.

We acknowledge that Christ died for rebellious image-bearers. He died for them to be reconciled. He died so that relationships would be made right. Through His sacrifice on the Cross He has accomplished the restoration of man with the Father as well as with one another. Even though the means of reconciliation has been provided, each individual is free to embrace or reject the reconciliation that Christ offers. Therefore, we must acknowledge that conflict is inevitable. As we live this side of Heaven, we embrace the ministry of restoration and reconciliation. As we love one another, we will be unified in the pursuit of love and justice. We purpose to live lives of holiness that bring others to peace with God (Col 1:19-20), peace with others (Rom 12:18), and peace within themselves (Isa. 32:17). We know that inner peace is the by-product of being right with God and others.

#### **1. Principles**

- A. We are made in the image of God therefore every person has intrinsic worth, value and dignity and each believer should assure that others are treated accordingly.
- B. 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.

Therefore, student and parents should be assured that the school takes bullying seriously, and will support victims and their families when bullying is reported and verified. Bullying will not be excused, permitted, or tolerated.

- C. God helps us to learn how to love others through the example and instruction of godly teachers. (1 Timothy 4:11-12). The primary responsibility to model and teach how to love others as God commands falls to the parents of children. (1 John 3:23; Deut. 6:6-7; Eph 6:4). Therefore, we expect parents to equip children with the appropriate training and tools to live lives of love and encouragement and then hold them accountable to such.
- D. Through the Scriptures, 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, sullen, or angry when he/she does not get what he/she wants. Sometimes these are good desires with sinful demands. When this happens, the desire has become an idol or god ruling his/her life. Each student can expect such sinful behavior to be confronted.
- E. Humility and brokenness are essential to life in a Christ-centered community and will be encouraged and expected of staff, students and parents alike.
- F. Pride is the root of sin. (Genesis 3; James 4: 1 – 12)
- G. God calls individuals to overlook minor offenses as we love one another (Proverbs 19:11) and to seek justice (Micah 6:8)
- H. Individuals can sin in word, action, and thought. (Matthew 5 – 7, Ephesians 4 - 5) Bullying is sin.
- I. 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.
- J. Sometimes the context of restoration must be outside of the student population for the safety and health of others. (Matthew 18)
- K. Prayer accomplishes much. (James 5:16)
- L. The objective of this policy is not to merely maintain a safe community but to develop one that is a transformational and life-giving.

## **2. 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 is done between classes, in hallways, on our playgrounds, 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,

- A. All staff will lead by example as they seek to love others as image-bearers of God and will teach that a proper understanding of one's self is found in their identity in Christ. We encourage the promotion of positive interpersonal relations between members of the school community.
- B. We will take an active role. Every member of the staff will "sweat the small stuff". 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. Bullying is a form of harassment.
- C. Teachers will be vigilant in watching for signs of aggressive behavior, bullying and teasing that might surface within the classroom. We expect students to conduct themselves in a manner in keeping with their level of development and maturity.
- D. All incidents that are witnessed by faculty / staff member or reported to them must have a written record and documented using the student information system.
- E. School leadership will partner with parents 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.

- F. Behavior off campus which includes using personal electronic devices can be subject to disciplinary actions. Off campus behavior very much has an influence of children on campus.

### **3. Proper Reporting and Response**

- A. All bullying incidents should be reported immediately to a staff member. Any student who believes s/he has been or is the victim of aggressive or harassing behavior should immediately report that situation to the teacher, bus driver, playground supervisor, or building principal. These reports will be treated seriously. In addition, parents can submit an incident report via e-mail to the principal or superintendent. The e-mail must contain the senders name and contact information as well as detailed explanation of the incident. Complaints will be thoroughly investigated by the principal or superintendent. If the investigation finds that aggressive behavior occurred, it will result in prompt and appropriate remedial action. 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 Handbook. Responsive measures are designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the victim of the act.
- B. Staff members will document all reported bullying incidents and will share them with the principal. The principal or superintendent will be responsible for a cumulative record of incidences and violations.
- C. If the situation warrants, parents of both victim and perpetrator may be informed and summoned to the school for a meeting about the problem.
- D. The bullying behavior or threats will be investigated quickly and fully, with both victim and perpetrator informed that the behavior will/must stop immediately.
- E. The one guilty of the bullying behavior may be asked to genuinely apologize to the victim seeking reconciliation and forgiveness from the victim and/or, if the victim prefers, will sign a letter promising to avoid all future negative contact with the victim. Because of the nature of harassment certain types of harassment would prevent a face-to-face apology.
- F. There may be a range of punitive responses up to suspension or exclusion for the perpetrator.
- G. After the incident has been thoroughly investigated and dealt with, faculty and administration will monitor both students (including regular "check-ins") to ensure that bullying does not resume or reoccur.

### **4. 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.

### **5. 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.

### **6. False Reports**

Intentionally false reporting of aggressive behavior, made to get someone in trouble is prohibited and will result in disciplinary action. The one "who cries wolf" must learn that this behavior cannot be tolerated.

## 7. Bystanders

Since bystander support of harassment or bullying can support aggressive behavior, the school prohibits both active and passive support for acts of harassment and bullying. The staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, and report them to the designated authority.

## 8. Definitions

The following definitions are provided for guidance only. If a student or other individual(s) believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

- A. "Bullying" or "harassment" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet including web pages and social networking sites, emails, cell phone, personal digital assistant, or wireless hand held device) that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical or sensory disability or impairment; or by another distinguishing characteristic. Bullying may also occur simply when there is a differing balance of physical or social power and a resulting misuse of that power. It may include but is not limited to the following: inappropriate verbal or written communication (i.e., sexual jokes, derogatory comments, name-calling, using words to attack, threaten, or insult, verbal racial taunts, racial slurs, put-downs, extortion of money or possessions), visual conduct (i.e., leering, sexual gestures, suggestive pictures), and physical conduct (i.e., touching, assault, impeding passage, bullying, threatening conduct, pushing, tripping, exclusion from peer groups within the school or any sort of violence against a victim).
- B. "Harassment" and "bullying" is conduct that meets all of the following criteria:
  1. is directed at one or more students;
  2. substantially interferes with educational or spiritual opportunities, benefits, or program of one or more students;
  3. adversely affects the ability of a pupil to participate in or benefit from the school's educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,
  4. is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.
  5. "Sexual Harassment" may include, but is not limited to:
    - Verbal harassment or abuse;
    - Pressure for sexual activity;
    - Repeated remarks with sexual or demeaning implications
    - Unwelcomed touching
    - Sexual jokes, images, posters, cartoons etc;
    - Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of duties
- C. "Hazing" refers to 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.

## **School Spirit**

School colors Columbia blue, black, and white. The school mascot is a black panther. School spirit at Lakewood Park 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.

## **Athletics**

The school seeks to maintain an emphasis on athletics for personal rejuvenation, with a healthy degree of competitiveness. Interscholastic athletics are provided for those who wish to excel in physical skills. All athletic events are under the direct supervision of the athletic director. Coaches, parents, and adult volunteers shall drive all buses and other vehicles, and must be on the Approved Driver List.

## **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.

## **Special Events and Student Activities**

### **Junior Achievement**

Lakewood Parents and others from the community are recruited to be Junior Achievement (JA) volunteers. In the elementary, grades 2 – 6 participate in this program for 6 weeks (one hour per week). Upper elementary classes go to Biz Town in Fort Wayne for a full day in the spring.

### **Book-It and Other Reading Programs**

Book-It is a reading program incentive offered through Pizza Hut. If the child meets a certain reading goal during the month, he/she receives a certificate for a personal pan pizza. The teachers or students set the goal. Some grades also participate in the Fort Wayne Tin Caps reading program where students can earn free tickets to a baseball game, usually in May.

### **Field Day**

During the last week of school, the elementary PE teacher plans a Field Day for students in grades K – 6. Parent volunteers are appreciated!

### **Grandparents' Day**

Once a year, Lakewood invites children in grades PreK-6<sup>th</sup> to bring their grandparents or a special person to visit the school. Various activities are planned including time in the classroom, time at the book fair, and a special program in the worship center.

### **Parties**

Classroom parties may occur on holidays or special occasions throughout the year. Birthday treats for elementary (PreK-6) students or teachers may be shared during the school day.

### **National Day of Prayer**

On the National Day of Prayer the first Thursday in May, special activities are planned to engage students in the power of prayer. Students spend time praying for the nation, community, and school throughout the day. Parents are encouraged to come and participate.

## **Technology**

### **Internet & Technology Use Policy**

To whom much is given, much is expected. The internet is a wonderful tool that can greatly enhance the quality of the class room instruction at LPCS. It also can be a distraction and harmful to the student and the educational environment when misused. The following guidelines are to protect the student and the learning environment.

The following are **not** permitted while using any tech device while at school:

- Downloading and/or installing software of any kind on any school computer.
- Sending or displaying pornography, sexually explicit material or other offensive messages or pictures
- Sending or displaying violent and/or threatening material: advocacy of bomb-making, terrorism cultic rituals or sadistic practices or other dangerous activities, etc.
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using others' passwords or identity
- Knowingly trespassing in others' folders, work or files (e.g. someone forgot to sign out).
- Using the network for commercial purposes
- Using email, chat rooms, real time messaging of any kind during school hours which have not been authorized by a teacher (such as for sending or receiving on-going school work from/to home or participating in class forums.)
- Publicizing hurtful or slanderous information about anyone
- Using "Facebook", "MySpace", and other personalized or social media websites
- Playing computer games without authorization from the appropriate teacher – these games must be pre-installed on the computers by the system administrator. Computer free-time doesn't nullify any of the above stated rules
- Accessing "proxy" websites which limit our school's ability to monitor student use of the Internet
- Attempting to fix or repair a malfunctioning computer
- Recording and/or sharing pictures, videos, or messages via email, messaging, social media, etc.

Using technology responsibly is an expectation at Lakewood Park. Any violations against the policies stated above may result in a consequence up to and including exclusion.

The principal reserves the right to deny a student access to school technology for an appropriate amount of time when the student purposefully violates this policy. Furthermore, a student who intentionally damages school technology will be charged for repairs and/or replacement costs.

### **Cell Phones and Devices**

Elementary students may bring cell phones and other devices to school; however, cell phones and devices are not to be used in the classroom without the consent of the teacher. Students should keep their cell phone turned off and stored in their book bag throughout the school day. Please note that LPCS is not responsible if these personal devices are lost, stolen, or damaged, even if it is in connection with a device being confiscated for inappropriate use. If the use of the cell phone or other electronic device is used in such a way that violates other school policies, additional disciplinary action may be taken in connection with the incident. Additionally, the administration has the authority to modify this policy as needed to handle any unforeseen incidents involving the use of cell phones.

### **Health Policies**

The school health service functions to promote and protect the health, safety, and wellbeing of students and to assure a healthy environment that supports academic growth. Procedures for administering medication and first aid are established by the administration in cooperation with the school nurse.

#### **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.

#### **Illness at School**

If an elementary student becomes ill during school, he/she will be sent to the clinic with a form. This form will be sent home with the student at the end of the day. It will note symptoms, treatments, and any medications that were given. This helps the parent avoid overmedication. The school nurse or health assistant will notify parents if the student needs to go home.

### **General Guidelines for Specific Conditions**

The following are health issues for which the student will be sent home, referral to a doctor, guidelines for returning to school, and practical precautions:

- *Fever, Vomiting, Diarrhea, and Excessive Coughing* – Parents will be notified and expected to pick up their children when they are running a temperature of 100 degrees or more. Children running a temperature of 100 degrees or more, has vomiting, diarrhea, or excessive coughing in the morning should be kept at home. Student must be free of a fever, vomiting, or diarrhea for at least 24 hours before returning to school.
- *Conjunctivitis, (Pink Eye), Strep Throat, and other contagious illnesses requiring antibiotics* – Children who have “pink eye” or other contagious conditions must be treated with antibiotics for 24 hours before returning to school.
- *Skin Rashes* – 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.
- *Cuts and Open Wounds* – should be covered for that 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 that 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.
- *Head Lice* – Parents are notified if their student is found to have head lice. Parents must treat the student according to product instruction 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.
- *Head Injury* – 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 the situation 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.

### **Medication Policy**

- All medication (both prescription and non-prescription) must be taken to the office and will be stored in the health clinic.
- All medication, even over-the-counter must be in the original container.
- A permission slip for all medication signed by the parent is required. Information should include the name of the medication, dosage, time and condition for which the medication is needed.
- Prescription medication must be stored in the health clinic. In addition to the parent permission form, prescription medications must be in the original physician’s or pharmacy container, labeled with the physicians’ name, the students name, name of the medication, amount to be given, the time to be given, and the duration 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.

### **Immunization Policy**

Immunization policy follows the codes and laws established by the State of Indiana. Parents or guardians must provide the school with documentation of immunization and students must be current with immunization.\* Documentation of immunizations occurs by 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 previous school the student attended. 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. Forms are available in the health clinic and must be renewed each school year prior to the first day of school.

*\*If your student requires a catch-up schedule, please see the school nurse to coordinate spacing and scheduling of immunizations.*

### **Vision and Hearing Screening**

The school nurse coordinates screenings for visual acuity and hearing testing during each school year. Visual acuity testing is conducted for all elementary students enrolled in the 1<sup>st</sup> and 3<sup>rd</sup> grades, and all other students suspected of having vision problems. Hearing tests will be conducted for all elementary students enrolled in the K, 1<sup>st</sup> and 4<sup>th</sup> grades as well as new students and all other students suspected of having hearing problems. A parent permission note is not sent for these tests.

## **Other Policies**

### **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.

### **Gender-Identity Bathroom and Locker Room Policy**

The school believes that God wonderfully and immutably creates each person as male or female. These two distinct, complimentary genders together reflect the image and nature of God. Rejection of one's biological sex is rejection of the image of God within that person. See Genesis 1 and 2. In furtherance of that belief, it is the policy of the School to have students use only bathrooms and locker rooms that are marked for their biological gender assigned by God at birth.

**\*\*Please print this page, sign it, and return to the school office on or before the first day of school.**



## **Elementary Parent/Student Handbook Agreement**

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

### **Parent / Guardian Agreement (for Parents of all LPCS Students)**

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name

### **For Rise56 Students Only:**

#### **Student Agreement**

As a student of Lakewood Park Christian School, I have read the Elementary Parent-Student Handbook established by the school. I understand and agree that I will be held accountable for the rules and expectations as stated in this handbook.

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