

# Lakewood Park Christian School

2016-2017

Secondary Student-Parent Handbook



**LAKEWOOD PARK  
CHRISTIAN SCHOOL**

Dr. Ed Yoder, Superintendent  
Mr. Dustin McKinney, Secondary Principal  
Mrs. Amy Yoder, Elementary Principal  
Mr. Drew Gardner, Athletic Director

5555 County Road 29 South  
Auburn, IN 46706  
260.925.1393  
lakewoodparkchristianschool.com

# Secondary Student-Parent 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.



# TABLE OF CONTENTS

<b>I. Introduction</b>	4
Core Values, Statement of Faith	4
Philosophy of Christian Education, Philosophy of Rules	5
<b>II. General Information</b>	6
Open Door Policy and the Matthew Principle, Office Hours, Dropping off Forgotten Items, School Start Time	6
School End Time, General Traffic Rules, Traffic Flow, Student Drivers	7
Early Learning Ministry, Weather Announcements, Lockers, Lunch	8
Lunchroom Rules, Vending Machines, Spiritual Life	9
Hallway Behavior, Student Use of Telephones	10
Lost and Found, Emergency Guidelines and Drills, Field Trips	11
Lake and Woods, Parent Volunteers, Fundraising, Visitors	12
<b>III. Attendance Policies</b>	13
Partial Day Absences, Excused Absences, Unexcused Absences	13
Excessive Absences, Extended Absences, Reporting Absences, Truancy, Tardies Arriving to School for Student Drivers	14
Tardies Arriving to School for Non-Student Drivers, Tardies Arriving to Class	15
<b>IV. Academics</b>	15
Textbooks, Adding and Dropping Classes	15
Online Courses, Homework Philosophy, Make-up Work and Late Work	16
Retake Policy, Cheating	17
Grading, Student Records and Transcripts	18
Honor Roll, Class Ranking, Awards Program, Academic Probation, Attendance Policy, Withdraw, Transfer Students	19
Achievement and College Prep Tests, Val/Sal Requirements, Internships or Work Studies	20
College Visitors, Indiana Graduation Requirements	21
Lakewood Park Graduation Requirements	22
<b>V. Student Life</b>	23
School Colors and Spirit, Assemblies, Music Selections, Dress Code	23
Discipline Policy	25
Infractions	26
Illegal Infractions, Consequences	27
Friday Night School, Suspension	28
Probation, Exclusion/Expulsion	29
Withdraw, Changes, Locker Searches, Internet Use Policy	30
Digital Recording and Sharing, Anti-Bullying Policy	31
<b>VI. Student Activities</b>	35
Athletics, Class Officers	35
DeKalb Voice, Drama, Junior-Senior Banquet, National Honor Society	36
Senior Trip, Student Council	37
<b>VII. Health Policies</b>	37
Injury at School, Illness at School, Medication Policy	37
General Guidelines for Various Conditions, Immunization Policy	38
Vision and Hearing Screening, Head Injuries and Concussions	39
<b>VIII. Other Policies and Forms</b>	39
Non-Discrimination Statement, Gender-Identity Bathroom and Lockerroom Policy, Bring Your Own Device	39
Acceptable Use Policy for Students	40
Home School Policy	43
<b>IX. Appendix</b>	44
High School Bell Schedule	44
Junior High Bell Schedule	45
Curricular/Co-Curricular/Extracurricular Conflict Resolution Process	46
Acceptable Use and Student Handbook Agreement	47



## **I. INTRODUCTION**

*Welcome to LPCS! We are thankful to God that He has led you here. We exist to partner with you in educating your children. Our school is distinctively different because we seek to honor God in every aspect of school life as we integrate Biblical principles into everything we do. While providing a solid academic education to prepare young people for a successful future, we also encourage each 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 in-dwells Christians to enable them to live godly lives.

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



## 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.

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



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

The first step is to see the teacher, then the principal, 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.

### **Office Hours**

The school office is open Monday through Friday from 7:15 a.m. until 3:30 p.m. while school is in session. During summer break, in-school breaks such as spring break, and national holidays limited office hours will be available and will be posted.

### **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.

### **School Start Time**

Jr. High and High School classes begin at 7:50 AM. Students may arrive as early as but not earlier than 7:15 AM. Students in Gr. 7 – 12 who arrive between 7:15 AM and 7:25 AM must report to the cafeteria. At 7:25 AM, the staff member on duty will take students to the hall outside of the gym. Students are dismissed to go to first period at 7:40 AM.

On Thursdays, we will have a delayed start with classes beginning at 8:20 AM. However, parents are still able to drop off their students starting at 7:15 AM. Please refer to the appendix to view the various daily and alternate schedules.



## School End Time

Jr. High and High School classes dismiss for the day at 3:10. Pick up 5<sup>th</sup>-12<sup>th</sup> grade students at the East end of the building. Students not picked up by 3:30 will report to Aftercare. Any students who have not been picked up by 3:30 are to go to Aftercare and are required to sign in until their next activity or until they are picked up. For questions about childcare fees and/or the Beyond the Bell program, parents should contact ELM. No students may be in the building without adult supervision.

## General Traffic Rules

1. Traffic is always one-way around the building.
2. Please do not get out of your car if you are in the car line.
3. Please pull up as far as you can so that children can get into the cars quickly. When dropping children off in the morning, pull through to the end of the lane, but please do not park in the crosswalk.
4. Please do not park in the area by the church office. This area is for church and church office visitors.
5. Students are *not* to be dropped off at the school office doors unless parents have parked in the lot and are coming in to conduct school office business.
6. Vehicles leaving the school office parking lot must exit onto the boulevard.

## 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.

### A. Arrival/Drop Off

1. Students in grade 5-12 should be dropped off at the East gym doors. Cars will stay in the second lane on the right as they flow north through the East parking lot.
2. Speed limit is 15 mph, except on the boulevard where it is 25 mph.

### B. Dismissal/Pick Up

1. Students in grade 5-12 will be picked up at the East gym doors.
2. Parents should move to the East parking lot using the second lane on the right. Once there, parents should park in any available parking spot and wait for their student.
3. Once the child is safely in the car, use the lane to the right of the elementary car line to exit.

## Student Drivers

- A. Students must fill out a Driver Registration form and obtain a parking permit to display in the vehicle for \$5.
- B. Pairs of students will be given a designated row to park in. The first of the two drivers to arrive at school will pull through and the second driver will park behind. Students with internships will be assigned a space on the South side of the auxiliary gym.
- C. Students may not use their own cars for transportation to and from school activities unless given permission by the secondary principal after submitting written parental consent.
- D. Students who drive carpools must assume responsibility for assisting elementary school children into the building through the East doors.
- E. The speed limit is 25 mph for the boulevard coming off CR 29 and 15 mph around the building. Violators may lose the privilege of driving to and from school at the principal's discretion.
- F. Any misconduct or failure to obey staff on duty directing traffic before or after school may result in the suspension of driving privileges.



- G. It is required that student drivers be properly insured and that parents/guardians bear any liability due to an accident that is incurred by the student while operating a vehicle on the Lakewood campus.
- H. Students who do not have a parking pass or fail to park in the correct rows will be issued a \$1.00 parking ticket that must to be paid by the next morning.
- I. Drivers should avoid the use of cell phones while driving through the traffic area at arrival or dismissal.

## **Early Learning Ministry (ELM)**

### 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.

## **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. Information will also be provided 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 Newscenter (Channels 21 & 33), and WANE TV(Channel 15). Students who are involved in any early morning athletic practices should be picked up ASAP if school is canceled.

## **Lockers**

1. Each student in grades 7 – 12 is assigned a locker.
2. Locks for a student's locker will be provided for no cost to your student. At the end of the school year they are to be turned in to the Attendance Secretary. If they are not turned in there is a \$10 fee to cover cost of the lock.
3. Students may bring in an outside lock for their locker provided it is not a hardened lock and they give the Attendance Secretary the combination or key.
4. In order to avoid theft or damaged property, students are not to leave valuable objects in their locker.
5. The lockers and locks remain the property of Lakewood, and we maintain the right to open any lock or locker if necessary.

## **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 the 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 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
- Ala 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 ala 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.

### **Lunchroom Rules**

1. Food must be eaten at the lunch tables only. Food is not allowed in the hall or classrooms unless authorized by a teacher or administrator.
2. Students must clean up their own food area.
3. Students should remain in the lunchroom for the entire lunch period and must have permission from staff on duty to go to the restroom or the vending machines.

### **Vending Machines**

1. Students may use the vending machines after school.
2. Students are not to carry open pop cans/bottles anywhere in the building.

### **Spiritual Life**

1. Chapel

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

The Lakewood Park secondary students have chapel every Thursday in two separate chapel services. Junior High students have chapel from 9:30-10:15 and Senior High students meet from 10:40-11:25. The program, planned by the Spiritual Development Coordinator and the student worship team, consists of speakers, videos, and relevant programs that are geared to young people of today. There is also a time of worship led by the school's worship team. **Technology devices**



**are not allowed in chapel, but students are encouraged to bring a paper Bible.** While connecting/engaging in chapel is the personal choice of each student, common courtesy and respect are to be expected in all chapel services. Disrupting chapel in anyway will lead to disciplinary action.

## 2. Mission Teams

The Mission Teams program integrates chapel, small groups, and community service. After chapel, everyone breaks into small groups. The groups are divided in a way that gives the best possible environment for cultivating unity and leadership within the school. The groups contain anywhere from 10-14 students. The groups are also divided by gender. Each small group is headed up by an adult supervisor who helps facilitate the group. The topic for small group may feed directly from the topic from chapel. Once a month, high school groups head out for community service. This could range from visitation at a nursing home to cleanup projects in the community to projects at local churches. Junior high groups go out once a quarter.

## 3. Missions, Ministry and Service Projects

Students at all levels are encouraged to participate in missions, ministry, and a mission focus. In the secondary school, there are two areas of focus. (1) Community service days are conducted during our Mission Teams program. (2) All students in grades 9 – 12 are required to perform 25 hours of Christian service per year in order to graduate. These hours may consist of service at church or in the community. The service must be done without pay or other compensation. Suggestions for service opportunities are given to students at the beginning of the school year, along with a Christian Service tracking form. Students in grades 9 - 12 have the option of completing their community service hours locally or participating in a mission trip. Each day on a missions trip will be awarded 8 hours of community service.

Starting in the 2016-2017 school year, LPCS will be coordinating an annual missions trip to Jamaica over Spring Break. Students in grades 9-12 are encouraged to raise the funds necessary and participate in this week long trip, but the trip is not required for graduation. Each day of this trip will also count for 8 hours of community service. Students interested in attending the Jamaica Trip should speak with the Spiritual Development Coordinator.

## Hallway Behavior

1. No eating or drinking except in designated areas.
2. No running, jumping or behaving dangerously in the hall or on the stairs.
3. No sitting on window sills.
4. Students in Grades 7 – 12 are not allowed in the halls while classes are in session unless they have a hall pass signed by a teacher or authority in the school.
5. A student may only use the elevator in the case of an injury or physical condition that prohibits him from using the stairs. He must obtain permission and a pass from the office before riding the elevator. A student who is helping a teacher or other staff member move materials may also use the elevator, as long as he or she has a pass. Failure to comply with these standards will result in a level 1 offense.

## Student Use of Telephones

### 1. 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 teacher.

## 2. 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 deliver it to the student or faculty member.

## Lost and Found

Misplaced items found around the school will be placed in the school “lost and found.” The school “lost and found” is located in the administrative hallway next to the Athletic Director’s office. Items not picked up in 90 days will become the property of the school and donated to 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.

## 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.

## 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.

### **Lake and Woods**

No student is allowed by the lake during school hours, prior to the school day or immediately following official school hours without faculty or parental accompaniment. The lake is closed to all visitors when school is in session.

### **Parent Volunteers**

Parent volunteers are a very valuable resource, and volunteering is an important way that parents can partner with Lakewood in their child's education. They are asked to sign in and out at the front office and wear school-provided identification for security reasons. Regular volunteers will be asked to complete a criminal background check.

### **Fundraising**

School-wide fundraisers have priority over all other money-making efforts in the school and are approved/scheduled by the superintendent. Fundraisers may also be approved to meet non-budgetary needs in areas of student activities such as the athletic department, music department, yearbook, and individual classes. All fundraising requests from individual groups, clubs, and organizations at the secondary level must first be submitted to the secondary principal for review. Once reviewed, the secondary principal will recommend, at his/her discretion, the fundraising request to the superintendent for final approval. Fundraising requests should be submitted to the secondary principal at least 30 days prior to the start of the event. Promotional materials should also be presented to the secondary principal for approval at least one week prior to distribution and clearly state the purpose and financial goal of the fund-raiser.

### **Visitors**

1. Adult visitors
  - A. All adult visitors must register at the school office, and are subject to principal/superintendent approval.
  - B. 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 principal.
  - C. Alumni and former students 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.
  - D. 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 and drop off the visitor badge to the office personnel.
2. Student Visitors
  - A. All student visitors must register at the school office, and are subject to principal/superintendent approval.
  - B. Visitors to classrooms are limited to prospective students and should be arranged with the Admissions Director in advance.
  - C. 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.
  - D. Prospective students may visit a classroom to shadow a current student for a portion of the day.



### III. ATTENDANCE POLICIES

Attendance is vital to a successful educational experience. 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 generally accepted categories. Please call the attendance line at (260) 925-1393 ext. 308 or email to [attendance@lakewoodpark.org](mailto:attendance@lakewoodpark.org) by 9:00 A.M. if your student will be absent for any portion of the day. Calls or emails made by a legal guardian dismissing a student after 9 AM will result in an unexcused absence with the exception of emergency situations.

#### **Partial Day Absences**

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

#### **Excused 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

Those who wish to use their allowed days for family vacations must request an Extended Absence form from the office **if the vacation will take three or more days.** (For absences of one or two days, please notify teachers and the Attendance line) The Extended Absence Form must be filled out, signed by the parent, and approved by the principal prior to the vacation so that teachers can be notified and assignments made. **Students are allowed up to six consecutive days and no more than ten days per school year for a family vacation. Vacation days are counted towards the 10-day limit on absences per semester.**

6. Pre-approved college visitation for juniors and seniors  
Juniors are allowed two (2) days each year to visit college campuses. Seniors are allowed three (3) days each year to visit college campuses. All college visit days are considered excused absences as long as the school is given at least five (5) days notice. Students are also encouraged to take advantage of other days when school is not in session (fall break in October, Thanksgiving, Christmas break, spring break, and in-service days) to visit college options. Students are to **bring back documentation** from the college visit to verify.
7. 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.)

#### **Unexcused Absences**

An unexcused absence is an absence that the school does not consider legitimate or when the school's attendance policy has not been followed. All missed schoolwork will be expected to be made-up without reduction of grade. The following are examples of unexcused absences:

1. Family vacations that did not receive prior approval, are not with the student's immediate family, or exceed the maximum days allowed for vacation.
2. An absence for which the school did not receive parental contact within the specified time.
3. Sleeping in.
4. Discipline which removes a student from the classroom, such as in-house detention, in-school



suspension, out-of-school suspension, are all considered as unexcused absences.

5. "Skipping" a class is also considered unexcused and is a serious violation of school standards.

### **Excessive Absences**

There is a limit of ten absences (excused or unexcused) per semester, or per class. Any student who misses ten (10) or more days of school or ten (10) of the same class period per semester may be issued disciplinary action up to and including not receiving credit for the semester's course work.

1. 5 days missed in a semester = letter to parents
2. 8 days missed in a semester = parent phone call from administrator and 2nd letter to parents
3. 10 days or more missed = parent meeting with attendance council to determine cause of absenteeism and decide if disciplinary action is needed.
5. In cases of extended illness or injury, an appeal may be made to the school administration.

### **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.

### **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).

### **Truancy for Unexcused Absences**

1. Every third unexcused absence will be a truancy. Unexcused absences are calculated by semester, and truanancies are calculated annually, not by semester.
2. 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.
3. Truancy will be disciplined in the following manner.
  - 1st Truancy: Parent phone call from administrator to discuss the child's absences, next level consequences, and one In-School Suspension day assigned.
  - 2nd Truancy: Parent conference to discuss the child's absences, next level consequences, and two In-School Suspension days assigned.
  - 3rd Truancy: Parent conference for determination of three days In-School Suspension or Exclusion from LPCS for the remainder of the semester. If the child has in-school suspension, parents will be notified of next level consequences.
  - 4th Truancy: Exclusion from LPCS for the remainder of the school year.

### **Tardies Arriving to School for Student Drivers**

Any student arriving between 7:50 AM -11:00 AM will be considered tardy for the day. Morning tardies will be excused with written documentation from a medical provider. Tardies will reset at the semester. 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. One Friday Detention will be assigned.
- 10 Unexcused Tardies: The student and his/her parents must meet with the principal to explain and discuss the tardies. One In-School Suspension will be assigned.
- 12 or more Unexcused Tardies: The student and his/her parents must meet with the principal to explain or discuss the tardies. The principal will determine further disciplinary action up to and including immediate exclusion from LPCS.

### **Tardies Arriving to School for Non-Student Drivers**

Any student arriving between 7:50 AM -11:00 AM will be considered tardy for the day. Morning tardies will be excused with written documentation from a medical provider. Tardies will reset at the semester. 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.
- 10 Unexcused Tardies: The student and his/her parents must meet with the principal to explain and discuss the tardies. At that time the secondary principal will determine if further discipline is required and will notify the students and parents within 3 days of the meeting.
- 12 or more Unexcused Tardies: The student and his/her parents must meet with the principal to explain or discuss the tardies. The principal will determine further disciplinary action up to and including immediate exclusion from LPCS.

### **Tardies Arriving to Classes**

Every 4 arriving to class tardies will result in a Friday detention. Tardies are reset at semester.

## **IV. ACADEMICS**

### **Textbooks**

1. Lakewood textbooks are provided to its students through the annual book fee. All textbooks, consumable and non-consumable, are and remain the property of the school.
2. Students are responsible for their textbooks. A misused textbook that is damaged beyond normal use will result in fines or replacement costs being passed on to the student.
3. 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. As a Christian school it is the board's preference that Christian textbooks be used whenever possible.

### **Adding and Dropping Classes**

1. Students may not **add** a class after the **1st week** of the semester. Exceptions will be made only for transfer students or recommendations made by a faculty member with approval from the secondary principal.



2. A student may drop a class prior to the beginning of the fifth week of the semester. If the student drops the class before or by the end of the fourth week of the semester a WP (withdrew passing) will be given. If dropped anytime on or after the first day of the fifth week of the semester, a WF (withdrew failing) will be noted on the permanent record.
3. Students may not drop a class without adding another class.
4. A request to drop a class must be initiated by the parent/guardian to the administration and have administrative approval.

### **Online Courses**

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

### **Homework Philosophy**

Homework is an important aspect of the educational experience. It reinforces the lessons covered in class and can bring the 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. Tests and projects are significantly weighted more heavily than a daily assignment or homework by all teachers. The following principles will be observed regarding homework:

1. Teachers will not assign homework on Wednesdays to encourage family church attendance. The exception can be made on assignments due on Thursday that have been announced several days in advance.
2. All homework assignments are due at the beginning of the period.
3. If a student is absent, it is his/her responsibility to find out what he/she missed. Parents should check SharpSchool for the student's assignments.
4. Parents are encouraged to contact teachers regarding any problems their student is experiencing in completing assignments on time.

### **Makeup work and Late Work**

1. Students are allowed a make-up day for each absence up to five days. (Special circumstances, prolonged illness, etc., may require more time as approved by the secondary principal).
2. Late work will be accepted up until the mid-term of a quarter. At the mid-term, any assignments not turned in will receive a zero. Once the mid-term has passed, students will have until the end of the quarter to turn in assignments. Any assignments still missing at the end of the quarter will receive a zero. However, disciplinary action for late assignments will be as follows:

**STAGE 1: \*4 Late Assignments, accumulative across all classes = 1 detention (High School)**

**\*5 Late Assignments, accumulative across all classes = 1 detention (Junior High)**

**STAGE 2: \*7 Late Assignments, accumulative across all classes = 1 detention and parent phone conference (High School)**

**\*Student and Parents required to complete Study Skills Packet - return to office.**



\*8 Late Assignments, accumulative across all classes = 1 detention and parent phone conference **(Junior High)**

\*Student and Parents required to complete Study Skills Packet - return to office.

**STAGE 3:** \*10 late assignments or more per quarter across the board = 1 week lunch detentions with assigned adult and student placed on academic probation.

\*Student is required to stay after school every Monday and Thursday with supervisor (3:15-4:30 PM)

\*Student required to pay \$10 per session to pay for monitor

3. An excused partial day absence on the day of a pre-assigned test is not an excuse to postpone the test. For example, if the test is given in the morning and the student has an excused absence for the morning, the teacher can still require him/her to complete the test before the day is over.

### **Re-take Policy**

Students who show initiative and strong work ethic will be allowed to re-take a major assessment (anything weighted over 25% of the overall grade) no matter their original score on the assessment. However, to do this, a student must meet the following requirements:

1. Student takes initiative to schedule a re-test with the teacher within 3 school days of being notified of the assessment grade. At that time the student must propose a strenuous “re-test ticket” which will prove their remediation and readiness to take the assessment again.
  - A. Teachers are required to give examples of remediation in their syllabus so student has an idea of the expectation.
  - B. If the “re-test ticket” is not turned in by the deadline set by the teacher, the student will not be allowed to re-test.
  - C. It is suggested that the remediation “re-test ticket” be completed no more than 10 school days from the date the “retest ticket” was approved.
2. Only one attempt at re-testing will be given. The student’s highest grade of the two attempts will be the grade submitted into PowerSchool.
3. A teacher may allow other assignments under the 25% threshold to be re-worked and re-submitted for a higher grade at their own discretion. Teachers may also allow students to fix the problems on major assessment for a small increase in score (no more than 5%) at their own discretion.

### **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. Disciplinary action may include a suspension and/or a parental conference.



## Grading

1. Academic grades are reported to parents on a quarterly basis. Parents can view grades at any time through the PowerSchool Parent Portal.
2. In grades 9 – 12, Quarter 1 and Quarter 2 grades each count as 40% and the semester exam counts as 20% of the semester grade recorded on the permanent records.
3. Lakewood uses three systems for reporting grades.
  - A. A numerically-based four point grading system for establishing the quarter and semester grades in grades 7 – 12. This goes on the quarterly reports.
  - B. A letter-based scale is used to indicate the categories of excellent (A), good (B), average (C), poor (D), and failing (F) in grades 1 – 12. This goes on the quarterly reports.
  - C. A GPA (Grade Point Average) is used in the computation of semester and cumulative semester averages for high school level classes offered for credit.

### Lakewood Park Grading Scale

Letter Grade	Percentage	GPA	Letter Grade	Percentage	GPA
A+	97-100	4.0	C	76	2.2
A	93-96	3.9		74-75	2.1
A-	92	3.8		73	2.0
	91	3.7	C-	72	1.8
	90	3.6		71	1.7
B+	89	3.4		70	1.6
	88	3.3	D+	69	1.5
	87	3.2		68	1.4
B	86	3.1		67	1.3
	84-85	3.0	D	66	1.2
	83	2.9		64-65	1.1
B-	82	2.8		63	1.0
	81	2.7	D-	62	0.8
	80	2.6		61	0.7
C+	79	2.5		60	0.6
	78	2.4	F	<60	0.0
	77	2.3			

## Student Records and Transcripts

1. Student cumulative folders are kept in the school office in 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. Legal guardians may have access to his/her child's records after a written request has been submitted to and approved by the school superintendent, unless prohibited by court decision or state or federal 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. Transcripts for seniors are sent free of charge to colleges where a student has applied. When the student graduates, a complete transcript will be sent to the student's accepted college.
6. 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.



## **Honor Roll**

1. Honor Roll Requirements are figured on five or more core disciplines which include all academic subjects that meet 5 days a week. Requirements are:
  - a. There is no grade below a C (2.0), even in subjects that are not used to calculate the honor roll.
  - b. The average grade must be 2.9 or above (no rounding).
2. High Honor Roll Requirements are figured on five or more core disciplines which include all academic subjects that meet 5 days a week.
  - a. There is no grade below a B (2.9), even in subjects that are not used to calculate the honor roll.
  - b. The average grade must be 3.6 or above (no rounding).

## **Class Ranking**

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

## **Awards Program**

Secondary students will be recognized during the awards chapel at the end of the school year. Each teacher will determine the criteria and recipients of their awards.

## **Academic Probation**

Based on quarter grades for (Gr. 7 – 12) and semester grades for (Gr. 9 – 12), students may be put on academic probation and be unable to participate in extra-curricular activities based on the following:

1. Athletic eligibility: **See Student Athlete Handbook, page 9.**
2. Probation: If a student has a 1.3 or below or an overall 1.3 GPA, he/she is ineligible for other extra-curricular activities including, but not limited to, the worship team, yearbook, student council, class officer positions, pep band, or drama club.

## **Retention Policy**

It will be the right of the school to retain a student in a particular grade if it is determined to be in his/her best interest. A retention information packet will be filled out and examined by the principal, parents, and appropriate teaching staff. The final determination will be made by the secondary principal. Parents are to 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.

## **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 asking the parents/guardians to complete an exit survey. If there are missing items such as textbooks, library books, and athletic uniforms that need to be turned in as well as fines, charges, and payments that have not been paid, the guardian will be contacted directly. No records will be transferred until the school bill has been paid and all school property has been returned.

## **Transfer Students**

1. Students (home school or any other school) who transfer to Lakewood are held to the same credit requirements as current students. The only exception is Bible class, in which past credits missed



will not have to be made up, students are placed in the grade-level class and are required to take Bible until graduation.

2. Credit is given for any completed quarter or semester work from another school in any approved course. Partial quarter credits for courses which are not offered will not be accepted.
3. Proof of credits and grades is required upon acceptance to determine eligibility for graduation in a specific diploma program. Handwritten records will be accepted from home schooled families unless the student's work reflects an insufficient knowledge of the subject. In that instance, a course may have to be repeated to insure the student's success in subsequent classes.
4. Home school students may take up to 2 classes before they must enroll as a full-time student.

### **Achievement and College Prep Tests**

ISTEP tests are conducted in grades 3 – 10 and the Northwest Education Assessment (NWEA) are also administered to grades K – 8. For college-entry tests, Lakewood provides schedules, registration information, test study books, and personal help in the classroom with related test insights. Test results are recorded in the student's permanent record.

1. PSAT tests are administered at LPCS.
2. Scholastic Aptitude Test (SAT) and American College Test (ACT), which may be taken at designated sites.
3. End course assessments for Algebra 1 and English 10. These tests are administered at LPCS.
4. Additional Testing - The WIDA ACCESS Test is administered annually to all English Language Learners (ELL's).
5. Additional Testing - The ACCUPLACER test is an additional test that identified students are required to take.

### **Valedictorian/Salutatorian Requirements**

1. In order to be considered for Valedictorian or Salutatorian of a graduating class, a student must attend the school for at least 6 semesters during high school.
2. Any credits transferred into the school will be calculated on Lakewood Park's grading scale and applied toward the aggregate Grade Point Average.
3. The students with the top two Grade Point Averages will earn the title of Valedictorian and Salutatorian respectively. Should two (or more) students have equal Grade Point Averages, then an average calculation of percentages of all courses taken for high school credit will determine the top two places. In the event that the percentages are tied to three or more decimal places, the school will reserve the right to name Co-Valedictorians or Co-Salutatorians if deemed appropriate and necessary.
4. The announcement of Valedictorian and Salutatorian will be based upon student standing after 7 semesters of high school. In the event that a student's academic performance severely declines during the 8th semester (spring semester of senior year), then the school will reserve the right to name an alternate Valedictorian and/or Salutatorian.

### **Internships or Work Studies**

1. Students interested in an internship or work experience during school hours must fill out an application found in the Student Advocates office.
2. Students must arrange their schedule with the Student Advocate and fill out the proper form that requires signatures from the student, parents of student, and employer or school official.
3. Students must take a minimum of four classes per semester and maintain a 2.0 grade point average and may periodically have to submit a work/school verification update.



4. Employers may be contacted to verify employment or students may be asked to submit their time sheets for review and approval.

### College Visitors during the School Day

Colleges and universities are only allowed to come to Lakewood if they have an evangelical or fundamental perspective unless otherwise approved by the Secondary Principal. The Student Advocate at Lakewood Park keeps catalogs on many colleges and makes them available, upon request, to students and parents.

### Indiana Graduation Requirements:



Effective beginning with students who enter high school in 2012-13 school year (class of 2016).

Course and Credit Requirements	
<b>English/ Language Arts</b>	<b>8 credits</b> Including a balance of literature, composition and speech.
<b>Mathematics</b>	<b>6 credits (in grades 9-12)</b> 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <small>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math or quantitative reasoning course each year in high school</small>
<b>Science</b>	<b>6 credits</b> 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
<b>Social Studies</b>	<b>6 credits</b> 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
<b>Directed Electives</b>	<b>5 credits</b> World Languages Fine Arts Career and Technical Education
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>Electives*</b>	<b>6 credits</b> <small>(College and Career Pathway courses recommended)</small>
<b>40 Total State Credits Required</b>	

Schools may have additional local graduation requirements that apply to all students

\* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a College and Career Pathway (selecting electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities.

12-07-2012

### CORE40 with Academic Honors (minimum 47 credits)

For the **Core 40 with Academic Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following:
  - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
  - B. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
  - C. Earn two of the following:
    1. A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
    2. 2 credits in AP courses and corresponding AP exams,
    3. 2 credits in IB standard level courses and corresponding IB exams.
  - D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each
  - E. Earn an ACT composite score of 26 or higher and complete written section
  - F. Earn 4 credits in IB courses and take corresponding IB exams.

### CORE40 with Technical Honors (minimum 47 credits)

For the **Core 40 with Technical Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
  1. State approved, industry recognized certification or credential, or
  2. Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits
- Earn a grade of "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following,
  - A. Any one of the options (A - F) of the Core 40 with Academic Honors
  - B. Earn the following scores or higher on WorkKeys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information-Level 5.
  - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
  - D. Earn the following minimum score(s) on Compass; Algebra 66 , Writing 70, Reading 80.



# Lakewood Graduation Requirements

## Lakewood Park Graduation Requirements

	Indiana Core 40 Diploma	Core 40 Diploma + Honors**																																																													
English/ Language Arts	<b>8 Credits</b> 9 Grammar/Literature 10 Grammar/Speech 11 Grammar/Literature(or AP or DC) 12 Grammar/Composition(or AP or DC)	<b>8 Credits</b> 9 Grammar/Literature 10 Grammar/Speech 11 Grammar/Literature( or AP or DC) 12 Grammar/Composition(or AP or DC)																																																													
Mathematics	<b>6 Credits</b> Algebra One Geometry Algebra Two *Must take a quantitative reasoning course all 4 years.	<b>8 Credits</b> Algebra One Geometry Algebra Two Pre-Calculus (or DC)																																																													
Science	<b>6 Credits</b> 9 Biology 10 Chemistry Choose 1 of the following Anatomy & Physiology, Environmental Science, Criminal Science, Physics, Advanced Biology(AP or DC)	<b>6 Credits</b> 9 Biology 10 Chemistry Choose 1 of the following Anatomy & Physiology, Environmental Science, Criminal Science, Physics, Advanced Biology(AP or DC)																																																													
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Directed Electives	<b>5 Credits</b> Choose from: Spanish I, II or III Fine Arts Electives (designated with an * below)	<b>6 Credits</b> 9-12 Spanish I Spanish II Spanish III																																																													
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On-line class options are also available																																																															
<i>Some courses listed above may also count for elective credit once the core credit requirements have been met.</i>																																																															
<i>**Honors Diploma also requires no grade lower than a C and one of the following: 2 AP Courses + Exams; 6 Dual College Credits; 1 AP Course and 3 Dual College Credits; 1200+ Combined Math/Reading SAT Score, 26+ ACT Composite</i>																																																															
<i>AP=Advanced Placement (requires passing a state final exam for college credit); DC=Dual Credit through a local college</i>																																																															
<b>Minimums</b>	<b>53 Credits</b>	<b>58 Credits</b>																																																													



## **V. STUDENT LIFE**

### **School Colors and School Spirit**

School colors are 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.

### **Assemblies**

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

### **Music Selections**

The intent of music is to glorify God. Therefore, music played before, during, or after school, including at co-curricular and extra-curricular events, must match the educational objectives and philosophy of Lakewood Park.

### **Dress Code**

#### **1. Philosophy**

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 while promoting a climate of hard work and diligence.

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.

#### **2. Guidelines**

##### **A. 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.

##### **B. 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 (unless leggings are under a skirt or dress of appropriate length to the knee) are permitted. The hemlines of dresses and skirts, as well as slits in dresses and skirts, are to reach the knee when standing and kneeling.



### C. 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 world and life view.

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 we feel this is a great opportunity to reinforce the concept of appropriate dress.

### 3. Additional Personal Appearance Issues

- A. The styling of the hair shall reflect good grooming and moderation in respect to current trends.
- B. Unnaturally colored hair is not permitted.
- C. A boy's hair must be of conservative length and not touch the eyebrows or shirt collar. Ponytails are not permitted.
- D. Well-groomed and neatly trimmed beards are permitted for boys at administrative discretion. Students with facial hair not meeting these requirements may be asked to be trim or shave immediately.
- E. Girls may have pierced ears. No other piercing is permitted on the face or body for boys or girls.
- F. Tattoos are not permitted. Students enrolling with tattoos must have them covered at all times.
- G. Boys may only wear the following types of clothes: collared shirts, knit or ribbed shirts, sweaters, t-shirts, sweatshirts, dress slacks, khakis, and jeans.
  - 1. Non-athletic, knee-length shorts may be worn until Oct. 1<sup>st</sup> and after April 15<sup>th</sup>.
  - 2. Note all clothes must meet the neatness, modesty, and appropriateness guidelines as previously stated.
- H. Girls may wear the following types of clothes: dresses and skirts that reach the top of the knee, suits, blouses, sweaters, t-shirts, sweatshirts, dress slacks, khakis, capris, and jeans.
  - 1. Non-athletic, knee-length shorts may be worn until Oct. 1<sup>st</sup> and after April 15<sup>th</sup>.
  - 2. If wearing leggings, females may wear dresses and skirts that fall above the knee, but dresses and skirts must fall below the finger-tips at all times.
  - 3. Note all clothes must meet the neatness, modesty, and appropriateness guidelines as previously stated.
- I. Shoes must be worn at all times.
- J. Outdoor wear, jackets and coats, hats, sunglasses, and bandanas are not to be worn during school.

### 4. After School Dress Code

- A. Neatness, modesty and appropriateness apply to after school activities as well.
- B. Shorts must be longer than the tips of the wearer's fingers when arms are straight at his/her sides while standing.
- C. Girls' blouses or tops with open backs or low necks, and shirts that expose the midriff when standing or sitting are not permitted.
- D. Leggings worn without appropriate dresses, skirts, or shorts over them are not permitted.



5. Special Dress Codes
  - A. Choir and Band Dress Code  
7th and 8th grade girls need a solid black, ankle-length skirt or palazzo (loose-style) slacks, a white shirt or blouse (tucked in), and black shoes for concerts or contests. 7th and 8th grade boys should wear black slacks, a white collared shirt, a plain or dark tie, and dark socks and shoes.
  - B. P. E. and Athletic Teams Dress Code  
Students in 7th through 12th grades change for PE classes and will wear a Lakewood Park T-shirt and modest shorts. (T-shirts are sold at Parent Night and can be ordered through the athletic office.)
  - C. Shorts must be longer than the tips of the wearer's fingers when arms are straight at his/her sides while standing.
  - D. Students must bring an extra pair of gym shoes to be used only on the gymnasium floor.
  - E. Uniforms for each sport are determined by the athletic director and may be worn on game days when directed by the coach.
6. Dress Code Violation Consequences
  - A. The administration reserves the right to determine if a student's appearance is inappropriate in any manner.
  - B. If a student chooses to be out of dress code, the student will not be permitted to return to class until properly attired. In addition, the third violation will be dealt with as a Level 1 discipline offense. Any student refusing to change into appropriate dress, and thus miss class time due to this choice, will undergo the same consequences for skipping class/school.
  - C. Students whose hair is out of dress code will be given five calendar days to comply with the standards. Students who fail to comply will be subject to disciplinary action of a Level 1 offense.

## Discipline Policy

### 1. Goals

The fundamental goal of Lakewood Park is to present a Christian educational program to students and a Christ-like model to the community. In light of these goals, lifestyle is an important consideration. Students enrolled at Lakewood Park and the staff members who work here are considered to be representatives of the school twenty-four hours a day, seven days a week. At times school consequences will be applied for behavior that occurs away from school property and outside of school time. (Some examples are lying, cheating, stealing, illegal substance abuse, any other illegal activity, or sexual immorality.)

**If a child begins, to live, or is living an active, unbiblical lifestyle, the school reserves the right to remove the student.**

### 2. Expectations in the classroom

- A. Be punctual (in class and seated when the bell rings).
- B. Be prepared (come to class with technology device, notebooks, textbooks, a writing instrument and assignments). Each time a student is not fully prepared with required material the teacher will deal with the student as stated in the individual teacher's discipline plan. The teacher has the right to count a student tardy if they do not come to class prepared and need to go to their locker.
- C. Participate (take notes, be involved in discussion, respond when called upon, etc.).



- D. Have proper posture (avoid putting feet on desks or chair seats, tipping chairs, sitting on desk tops, or putting head down as if sleeping).
- E. Talk in class only at the direction of the teacher. (Do not talk out or violate the preciousness of others).
- F. Bottles of water (no pop, coffee, tea, etc.) may be used in class. A small snack may be eaten during third period if approved by the teacher. Snack must fit into a single sandwich ziplock bag.
- G. Students should take an appropriate book to read for individual enjoyment in every class.

## **Infractions**

### **1. Reprimand and Warning Infractions**

- A. Many infractions of an intentional or unintentional nature or infractions of a minor nature can and should be handled by gentle reprimand. Only when such infractions become repetitive or defiant should they be handled in a firmer way. These shall be recorded by the Student Services Assistant or Principal as a verbal warning on a student's behavioral record.
- B. A warning is not only a reprimand, but also a formal notice of consequences to follow should the inappropriate behavior not be corrected. These shall be recorded by the Principal as a written warning on a student's behavioral record and could result in a Level 1 infraction.
- C. Infractions of this nature may include but are not limited to: gum chewing, having glass or plastic bottles (containing anything other than water) or aluminum cans in carpeted areas, being in the hall without permission and bringing book bags in classrooms.

### **2. Level I Infractions**

- A. Hall misbehavior (running, excessive noise, etc.)
- B. Inappropriate display of affection or physical contact in boy/girl relationships
- C. Disrespect, disobedience, and/or disruptiveness in class (verbal or nonverbal)
- D. Inappropriate language in spoken or written form or obscene behavior
- E. Failure to serve assigned Friday School
- F. Failure to obey classroom rules
- G. Dangerous or injurious horseplay
- H. Four class tardies
- I. Three violations for boy's facial hair, unauthorized technology use, or dress code
- J. Inappropriate use of social media inside or outside of school (inappropriate language, hurtful comments, pictures or videos that conflict with a Biblical lifestyle and create a disruption to the school family)

### **3. Level II Infractions**

- A. Viewing or sharing inappropriate material on technology device
- B. Stealing, lying, gambling, skipping school/class etc.
- C. Leaving campus without permission
- D. Aggressive behavior such as repeated verbal insults or attacks on others, publicizing hurtful or slanderous information about anyone
- E. Use of a teacher's or another student's password or identity
- F. Damaging personal and school property
- G. Showing willful disobedience and/or gross disrespect
- H. Excessive detentions/habitual discipline referrals/pattern of irresponsible behavior
- I. Forgery (of notes or excuses)



- J. Cheating. 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.
  - K. The possession of an electronic cigarette(generally known as “e-cigarette”) is prohibited which also includes any item that looks like or is represented to be an electronic cigarette.
4. Level III Infractions
- A. Use, distribution, possession, influence, or “look-alikes” of tobacco, alcoholic beverages, and/or any other controlled substances
  - B. Fighting
  - C. Possession of weapons or an object which may be used to cause harm or threaten harm to others
  - D. Assault [verbal (a threat to inflict injury upon another person), physical (where there is one aggressor) or sexual]
  - E. Shoplifting
  - F. Hazing
  - G. Civil and criminal offenses
  - H. Activities outside the school which have led to the arrest and conviction by the police
  - I. Sexual misconduct (NOTE: In cases where sexual misconduct is suspected, the student will immediately be placed on temporary exclusion status, until the case is fully reviewed by the Principal and final determinations can be made.)
  - J. Sending or displaying threatening material
  - K. Harassment (Harassment is inappropriate conduct that negatively impacts a student’s educational, physical, or emotional well-being regardless of intent. They can be sexual or racial, hazing or bullying.)
  - L. Repeated Level II offenses.

### **Illegal Infractions**

1. Drug Abuse  
Abusing, possessing, or selling drugs may result in immediate exclusion. The proper law enforcement authorities will be contacted.
2. Guns, Knives, Other Weapons, and Threats of Violence  
Guns (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.

### **Consequences**

1. Point Accumulations
  - A. Level I = 1 point per offense
  - B. Level II = 4 points per offense
  - C. Level III = 6 or more point per offense or suspension, probation, and possible exclusion.
2. The secondary principal maintain a record of points accumulated for behavior infractions over the course of a school year.
3. The following limits have been imposed for point accumulations for a single school year:



- A. 12 points = the student is placed on behavioral probation.
- B. 16 points = the student's standing is reviewed by the principal with possibilities up to immediate exclusion and/or withdrawal with possible denial of re-enrollment.
- 4. How penalties are applied:
  - A. Level I: For each infraction, Friday School detention will be assigned.
  - B. Level II: Detention or In-school suspension. (NOTE: In serious cases, where offenses are repeated, the administration may impose probation, suspension, or even exclusion.)
  - C. Level III: Suspension, probation, and possible exclusion.
- 5. Corporal Punishment  
Lakewood Park does not use corporal punishment to discipline students.

### **Friday Night School**

- 1. Students are assigned Friday Night School from 3:15-5:00 P.M. for excessive tardiness or any level 1 or 2 infraction of the behavioral expectations. They will be charged a \$10 dollar fee which is due at the beginning of the Friday Night School.
- 2. Students need to pay with exact change or a check.
- 3. Students must report to the Friday School room on time to receive credit for serving it.
- 4. Students who are in Friday Night School should bring school work but may be required to complete a service project around the building.
- 5. If a student does not show up for his/her assigned Friday Night School he/she will owe \$10 for the detention missed and he/she will serve the time on the following Friday with an additional \$10 due. The student will also become ineligible to participate in practices, sporting events, or any other co-curricular activities until his/her time is served.
- 6. If a student reports to Friday Night School but does not have the \$10 fee, he/she will serve the time and must pay the money to the office in the morning on the next day of school. There is a 10 day grace period from the assigned detention date to have the \$10 turned in. If the money is not turned in by the 10<sup>th</sup> day a \$5 monthly service fee will be charged.
- 7. If in a given week Friday is a day off school, Friday Night School will be held on Thursday. If there is a cancellation on a Friday, the time will be made up the following week.

### **Suspension**

- 1. How Suspensions are Given
  - A. The principal may suspend a student for up to ten school days.
  - B. Before suspension the student will have an opportunity for a meeting during which he is entitled to the following:
    - 1. A written or an oral statement of the charges against him/her.
    - 2. If the student denies the charges, a summary of the evidence against him/her.
    - 3. An opportunity for the student to explain the his conduct.
  - C. When misconduct requires immediate removal of a student, this meeting must begin as soon as reasonably possible after the student's suspension.
- 2. 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 AM 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 assignments for all of their courses.
  - E. At the end of the day, students are to be picked up from the school office. Secondary students should be picked up at 3:10 PM by a parent.
  - F. Parents will be expected to pay \$80 for the monitor each day of the suspension period. Payment in full is due on the first day of the suspension period.
3. 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 and may not be made up.
    - C. Long-term assignments that come due during the suspension period will be awarded full credit, if turned in on time.
  4. Additional stipulations regarding suspensions for Level II or III offenses:
    - A. After serving their suspensions, students are placed on behavioral probation for one semester.
    - B. Any student serving a suspension is prohibited from attending any extra-curricular events until he returns to school.
    - C. Any student serving a suspension in which the day of the Junior-Senior Banquet falls will not be admitted to the event and no refund will be issued.

## **Probation**

Students may be placed on Disciplinary Probation by the principal or superintendent to give the student an opportunity to correct the problem. The probation period is for nine weeks or not more than one year, and results in a loss of participation in all positions of trust and responsibility or extra-curricular activities (worship team, Student Council, etc.). Athletic participation will be determined by athletic handbook rules as to the amount of time a student is suspended from participation. It begins on the Monday following the conference with parents and student. If the student does not improve to a satisfactory level, he will be excluded or asked to withdraw from the school. Some reasons for probation might be the following:

1. Continued, deliberate disobedience
2. An unchanging, rebellious spirit
3. Continual negative attitude and bad influence on other students
4. Serious breach of conduct, on or off campus, that affects the testimony of the school
5. Failure of parents to comply with disciplinary procedures of the school
6. Insufficient academic progress

## **Exclusion/Expulsion**

A student may be excluded/expelled from Lakewood after an administrative investigation and determination is completed. Infractions, both on or off-campus, that usually result in exclusion include, but are not limited to the following: abusing, selling, or possessing drugs; repeatedly committing any infraction; stealing; fornication; assault or battery; serious violation of any local, state or federal law; or possession of a weapon. The following process will be used:

1. The principal will investigate all allegations, or information regarding the student issue, and discuss it with the student, providing an opportunity for the student to admit or deny.
2. If the principal finds that the issue is severe enough to warrant exclusion or expulsion, he/she will inform the parents in a conference to explain the situation and that he/she will be requesting such action from the superintendent, or his designee.



3. The principal will suspend the student as he/she determines up to 10 days and submit a request for exclusion to the superintendent or his designee, containing a written summary of the issue and findings.
4. The superintendent, or designee will make a final determination that is final and binding. No appeal process will be offered.

Conditions for reinstatement:

1. Reinstatement may be allowed by decision of the Superintendent.
2. Reinstatement may not occur for a full nine weeks after expulsion and only at the beginning of a semester.
3. Conditions for reinstatement include the following:
  - A. An explicit, formal, written request to the superintendent from the student, expressing an earnest desire to be reinstated.
  - B. Evidence that the student has sought and received counseling, if counseling was stipulated.
  - C. Evidence that the student has maintained an excellent behavior record while away from LPCS.
  - D. Evidence of a solid academic performance relative to his/her ability while away from LPCS.
  - E. 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.

## **Changes**

Any changes to these discipline policies will be published at the parent meeting in August and explained to students the first week of school. The above procedures may vary or steps may be skipped in situations of extreme actions, defiance, or rebellion. The superintendent reserves the right to immediately expel a student in any situation that warrants such action.

## **Locker searches**

1. A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in:
  - A. that locker
  - B. the locker's contents
2. In accordance with the rules of the governing body, a principal may search:
  - A. a student's locker
  - B. the locker's contents at any time
3. A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may assist a school administrator in searching a student's locker and the locker's contents
  - A. at the request of the school principal
  - B. in accordance with rules of the governing body of the school corporation

## **Internet 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. These guidelines are to protect the student and the learning environment. The following are not permitted while using any school computer or personal device:

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

### **Digital Recording and Sharing**

For the safety and wellbeing of all members of our LPCS family, students who are caught sharing pictures, videos, or messages via email, messaging, social media, etc. may receive a consequence up to and including exclusion.

### **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. (I 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:
  - A. Verbal harassment or abuse;
  - B. Pressure for sexual activity;
  - C. Repeated remarks with sexual or demeaning implications
  - D. Unwelcomed touching
  - E. Sexual jokes, images, posters, cartoons etc;
  - F. 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.

## VI. STUDENT ACTIVITIES

### **Athletics**

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

### **Class Officers**

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

1. **President:** written agenda for officer and class meetings, oversee officers jobs. Oversight of all committees and fundraisers. Approves quarterly report before it goes to the principal.
2. **Vice President:** quarterly update to principal about projects completed and in the works and a financial report, gathers information from the secretary minutes and treasurer reports. This report should include any information on elementary involvement.
3. **Secretary:** meeting minutes taken and sent to officers or class. Provide Vice President the necessary information for the quarterly report.
4. **Treasurer:** get approval for fundraisers 60 days prior from administration, provide treasurer report for vice president for monthly report.
5. **Chaplain:** look for spiritual development and outreach for the class, assist in planning chapels and the National Day of Prayer activities.



## DeKalb VOICE

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

## Drama

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

## Junior-Senior Banquet

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

1. It may be held at the school or another location.
2. Dress for the occasion may range from semi-formal to formal, but must be modest and in good taste. Nice dresses and suit coats with ties are acceptable.
3. Banquet attire must be submitted to and approved by the Student Advocate one month prior to the actual event. The dress code will be closely monitored.
4. There is no charge to students in the senior class because the junior class sets aside money from annual fund-raisers to pay for the banquet. The amount of money that is raised to fund the banquet should be sufficient to allow some flexibility and variation in the location of the banquet.
5. The juniors and their sponsor are responsible for overseeing the preparations and program for the banquet, although the secondary principal has final approval.
6. The juniors, with the help of the class sponsor, may plan recreational activities following the banquet.

## National Honor Society

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

Character: As summarized by Hebrews 13:17, "Obey your leaders and submit to their authority...Obey them so that their work will be a joy, not a burden..." A faculty council of five members reviews each student's character, which is otherwise NHS eligible, to see if they meet the character qualification.

Scholarship: Any junior or senior meets the scholarship requirement if they have a cumulative grade point average of 3.2 or higher.



Leadership: Applicants are asked to list any co-curricular and extra-curricular activities, as well as any leadership positions in school or church within the last 3 years.

Service: Applicants are asked to list any community activities, awards, and work experiences within the last 3 years.

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

### **Senior Trip**

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

1. Spiritual: Opportunities are planned for devotions, prayer, and church attendance whenever possible.
2. Social: Realizing this is the last time this group of young people will be together, it should be a time of fun. Recreation activities will be planned that are consistent with spiritual principles and Lakewood standards.
3. Educational: The trip will be a continuation of the student's educational experiences.
4. Ministry: Realizing that Christians should seek to be a witness and testimony and have a positive spiritual impact on people, some type of ministry activity will be incorporated into the trip.

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

### **Student Council**

The student council has been established to teach and model leadership to secondary students. Students interested in being involved in student council must fill out an application provided by the faculty advisor and receive five signatures of supporting classmates of the same grade.

## **VII. HEALTH POLICIES**

### **Injury at school**

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

### **Illness at school**

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

### **Medication Policy**

1. All prescription medication must be taken to the office and will be stored in the health clinic. Prescription medications must be in the original physician's or pharmacy's container, labeled with the physician's name, the student's name, the name of the medication, the amount to be given, the time to be given, and the duration the medication is to be taken. Pharmacies will often give



duplicate containers on request so that parents can send only the amount needed at school to the school.

2. All over-the-counter medication must be taken to the office and will be stored in the health clinic. It also must be in the original container.
3. Parents must sign a permission slip (gold form) for all medications. Information should include the name of the medication, dosage, time and condition for which the medication is needed.
4. Jr. High and High School students are allowed to carry emergency medications with a physician's permit, however, these medications must be kept with the student and not stored in lockers. The student must act responsibly in carrying medication or the permit will be revoked (i.e. not share medication or leave medication unsupervised).

### **General Guidelines for Various Conditions**

1. Please keep your child home when he is ill, for his sake and for the sake of others.
2. If a student has a temperature of 100 degrees or more, has vomiting, diarrhea, or excessive coughing in the morning he should be kept at home. The student must be free of a fever, vomiting, or diarrhea for at least 24 hours before returning to school.
3. Students who have "pink eye" (conjunctivitis), strep throat or other contagious conditions must be treated with antibiotics for 24 hours before returning to school.
4. In making the determination to exclude a student from school due to the presence of a rash, communicability to others is a primary consideration. The school nurse may be able to identify the condition using assessment; however, on occasion a visit to the doctor may be necessary to determine whether a rash is contagious. Students referred to a physician for determination of communicability must have a physician's note that clears the student to return to school prior to or at the time of return to school.
5. Parents are notified if their student is found to have head lice. Parents must treat the student according to product 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.
6. Cuts and open wounds should be covered for the student's protection as well as the protection of others. If wounds are draining or wounds cannot be covered, parents may be asked to keep the student out of school until the wound can be safely covered or cared for. On occasion, a visit to a physician is necessary to determine communicability of the wound. Students referred to a physician for determination of communicability must have a physician's note that clears the student to return to school prior to or at the time of return to school.

### **Immunization Policy**

1. The immunization policy follows the codes and laws established by the State of Indiana.
2. Parents or guardians must provide the school with documentation of immunization and students must be current with immunization. Documentation of immunizations consists of submitting a photocopy of the student's immunization records. This can be submitted to the office or directly faxed from your physician's office or from a previous school.
3. Indiana law provides exemption to immunization for religious or medical objection. A religious exemption requires a written statement signed by the parent objecting to each immunization. A medical exemption requires a physician signature recommending exemption based on a medical condition.



4. Forms are available in the health clinic and must be renewed each school year prior to the first day of school.
5. If your student requires a catch-up schedule, please see the school nurse to coordinate spacing and scheduling of immunizations.

### **Vision and Hearing Screening**

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

### **Head Injuries and Concussions**

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

## **VIII. OTHER POLICIES AND FORMS**

### **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.

### **Bring Your Own Device (BYOD)**

Students may bring their own technology devices as long as they are a tablet or larger. Cell phones and iPods are not permitted in the classroom. If a cell phone/iPod is seen or heard in the classroom, the student will receive a referral.

- A. First Referral - Phone taken to front office. Either the parent must come pick up the phone at the front office or contact the school via email or phone granting permission for their student to pick up his/her phone.
- B. Second Referral - Phone taken to the front office. Either the parent must come pick up the phone at the front office or contact the school via email or phone granting permission for their student to pick up his/her phone. Student assigned a Friday School Detention.



- C. Third Referral - Phone will be removed from school property for a designated time set by the administrator. Also, the administrator will contact parents regarding further disciplinary action.

We understand that choosing to come to Lakewood adds an additional financial component to your lives, so we want to allow for some compromise in our expectations for technology. Since we are removing cell phones and iPods from the classroom, we are no longer requiring technology devices for our students. However, we strongly encourage that your student has a device that is tablet size or larger! Technology can be effective in the classroom, and it is imperative that students learn to use technology in a responsible manner.

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. Students may carry a laptop bag to class.

Before a student will be allowed to use the computer network and/or computer device of the school in any way, he/she shall be required to sign this Acceptable Use Policy and agree to abide by its terms. While Lakewood Park Christian School will make every effort to protect students and teachers from any misuses or abuses of the information service, all users must be continuously on guard to avoid inappropriate and illegal interaction with the information service.

## **Acceptable Use Policy for Students**

The guiding principle for the use of technology and networks of Lakewood Park Christian School should always be for the purposes intended by the ministry, and in a manner that glorifies the Lord Jesus Christ. (1 Corinthians 10:31 “...whatever you do, do all to the glory of God.” Colossians 3:17 “And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.”)

1. Personal Safety
  - a. You will not post contact information (e.g., address, phone number) about yourself or any other person.
  - b. You will not agree to meet with someone you have met online without approval of your parents. Any contact of this nature or the receipt of any message you feel is inappropriate or makes you feel uncomfortable should be reported to school authorities immediately.
2. Privacy
  - a. Email is not guaranteed to be private. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by administrative personnel.
  - b. You will not post private information about yourself or another person.
3. Respect for Others
  - a. You will not repost a message that was sent to you privately without permission of the person who sent you the message [unless you need to disclose illegal, inappropriate, or harassing language to your teacher].
  - b. You will not post or type information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
  - c. You agree not to send hate mail or messages.



- d. You will not harass another person by a persistent action that distresses or annoys another person and you must stop if asked to do so.
  - e. You will not post private information about yourself or another person.
4. Inappropriate Language and/or Content
- a. On any and all uses of the Internet and your device, whether in application to public or private messages, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
  - b. You will not use the computer system to access material that is profane or obscene (pornography), or that advocates illegal acts, violence, or discrimination toward other people.
  - c. If you mistakenly access inappropriate information, you should immediately tell your teacher or another staff member. This will protect you against a claim of intentional violation of this policy.
  - d. Your parents should instruct you if there are additional materials they think would be inappropriate for you to access. The school fully expects that you will follow your parents' instruction in this matter.
5. Internet Access
- a. You may not make use of anonymous proxy servers or sites to bypass filtering.
  - b. You may not make use of remote access to a personal computer or device for obtaining unrestricted Internet.
6. System Security
- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person.
  - b. You shall not purposely give out your password to anyone else. You will keep your password secure by not telling it to others, by not writing it somewhere that someone else can come upon it, and by not creating a password that is easily guessed. By default, any Lakewood-provided password is your student ID, which is an acceptable unique password.
  - c. You agree not to purposely attempt to obtain the password of another or log on with another member's account.
  - d. You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
  - e. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not look for security problems; this may be construed as an illegal attempt to gain access.
  - f. You will avoid the inadvertent spread of computer viruses when downloading software.
  - g. You shall not intentionally download any viruses or to attempt to circumvent anti-virus protection programs, or intentionally attempt to degrade or disrupt the school computer network.
  - h. You agree to use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, email bombs, or Trojan horse code.
  - i. If you believe you can identify a security problem on the Internet or other computer, you must notify a system administrator or teacher. Do not demonstrate the problem to other users. Do not use another user's account or share your account. Doing so will result in the loss of privileges for both parties.
7. Respecting Resource Limits
- a. You will use the system only for education and career development activities and limited, high quality, self-discovery activities.



- b. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately transfer the file from the system computer to your personal computer.
  - c. You are responsible for obtaining permission for personal printing and paying the appropriate costs. Parents shall be ultimately responsible for all such costs. Parents should make sure their children understand the costs of printing unnecessary material.
  - d. You will not post chain letters or engage in “spamming” (that is, sending an annoying or unnecessary message to a large number of people). You will subscribe only to high –quality discussion group mail lists that are relevant to your education or career development.
  - e. You will not use the computer system or your device for commercial activities, product advertising, political lobbying and extensive personal use.
  - f. You must obtain permission of supervising staff member or teacher before downloading large files or installing programs to a computer.
  - g. You may not use the school network to participate in live public chat rooms.
8. Illegal Activities
- a. You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person’s account number or accessing another person’s files.
  - b. You will not use our system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
  - c. You shall not transmit or knowingly receive any materials in violation of any United States, State of Indiana or school regulation, policy or law. This includes, but is not limited to, the following; copyright material, threatening, harassing, pornographic, obscene, or profane material, materials related to the illegal use or manufacture of restricted substances, defamatory or discriminatory material or material protected by trade secret.
9. Accountability
- a. Students knowingly violating the terms of this policy or agreement will be dealt with according to the student discipline policies of the school and such activities may result in termination of their account/access and/or expulsion from school.
  - b. Students and parents agree to cooperate with the School in the event of the school initiating an investigation of a student’s misuse of his/her access to the computer network and Internet, whether that use is on a school computer or on another computer outside the school’s network.
  - c. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school’s computer resources.
  - d. Students are responsible for any material they produce.
  - e. You will not plagiarize words that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
  - f. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Direct any questions regarding copyright law to a teacher.
10. Liability
- a. Students and parents agree to hold Lakewood Park Christian School and its employees, harmless from any and all loss, costs, or damages resulting from the use authorized under this



agreement, including but not limited to any fees or charges incurred through purchases of goods or services by the user over the electronic network.

- b. The school makes no guarantee that the functions or the services provided by or through the system will be error free or without defect. The school will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service, or computer viruses. The school is not responsible for the accuracy or quality of the information attained through or stored on the system. The school will not be responsible for financial obligations arising from unauthorized use of the system.

### **Consequences for Failure to Observe This Agreement:**

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

The range of consequences for misuse is as follows:

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

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

### **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. a written permission slip for that activity
  - B. an emergency medical release form on file in the school office
  - C. a signed waiver of liability that will bear the cost of personal injury expense and not hold the school liable for any damages
  - D. the cost or fee paid for the activity



## IX. APPENDIX

### High School Schedules

#### **Daily High School Schedule (Mon, Tues, Wed, Fri)**

Period 1- 7:50 – 8:33  
Period 2 -8:38 – 9:21  
Period 3 – 9:26-10:09  
Period 4 – 10:14-10:57  
Period 5 – 11:02-11:45  
Period 6 – 11:50 – 12:32  
Lunch – 12:35-1:05  
Period 7 – 1:09 – 1:51  
Period 8 –1:56 – 2:38  
Resource –2:43 – 3:10

#### **High School Chapel/Mission Teams (Thursday)**

Period 1 – 8:20 – 8:50  
Per 2 – 8:55 – 9:25  
Per 3 – 9:30 – 10:00  
Period 4 – 10:05 – 10:35  
Chapel – 10:40 – 11:25  
Mission Team – 11:30 – 11:55  
Per 5 – 12:00 – 12:30  
Lunch – 12:35 – 1:05  
Period 6 – 1:10 – 1:50  
Period 7 – 1:55 – 2:30  
Period 8 – 2:35 – 3:10

#### **High School Chapel/Missions Day (Thursday)**

Period 1 – 8:20 – 8:50  
Per 2 – 8:55 – 9:25  
Per 3 – 9:30 – 10:00

Period 4 – 10:05 – 10:35

Chapel – 10:40 – 11:25

Mission Team – 11:30 – 11:55

Per 5 – 12:00 – 12:30

Lunch – 12:35 – 1:05

High School Missions

Return to school by 3:10

#### **2 Hour Delay High School Mon, Tue, Wed, Fri**

Period 1 – 9:50 – 10:25  
Period 2 – 10:30 – 11:00  
Period 3 – 11:05 – 11:40  
Period 4 – 11:45 – 12:15  
Lunch – 12:20 – 12:50  
Period 5 – 12:53 – 1:23  
Period 6 – 1:28 – 1:58  
Period 7 – 2:03 – 2:33  
Period 8 – 2:38 – 3:10

#### **High School Chapel 2 Hour Delay (No Mission Teams on Delay Days)**

Period 1 – 9:50 – 10:15  
Period 2 – 10:20 – 10:45  
Period 3 – 10:50 – 11:15  
Chapel – 11:20 – 12:00  
Period 4 – 12:05 – 12:32  
Lunch - 12:35 – 1:05  
Period 5 – 1:09 – 1:35  
Period 6 – 1:40 – 2:06  
Period 7 – 2:11 – 2:37  
Period 8 – 2:42 – 3:10



## Junior High Schedules

### Daily Junior High Schedule (Mon, Tues, Wed, Fri)

Period 1 - 7:50 – 8:33  
Period 2 - 8:38 – 9:21  
Period 3 – 9:26-10:09  
Period 4 – 10:14-10:57  
Period 5 – 11:02-11:45  
Lunch – 11:50-12:20  
Period 6 – 12:23 – 1:05  
Period 7 – 1:09 – 1:51  
Period 8 – 1:56 – 2:38  
Resource – 2:43 – 3:10

### Junior High Chapel/Mission Teams (Thursday)

Period 1 – 8:20 – 8:50  
Period 2 – 8:55 – 9:25  
Chapel – 9:30 – 10:15  
Mission Team – 10:18 – 10:40  
Per 3 – 10:45 – 11:15  
Per 4 – 11:20 – 11:55  
Lunch – 12:00 – 12:30  
Per 5 – 12:35 – 1:05  
Per 6 – 1:10 – 1:50  
Period 7 – 1:55 – 2:30  
Period 8 – 2:35 – 3:10

### Junior High Mission Days (Thursday)

Period 1 – 8:20 – 8:50  
Period 2 – 8:55 – 9:25  
Chapel – 9:30 – 10:15  
Mission Team – 10:18 – 10:40  
Per 3 – 10:45 – 11:15  
Per 4 – 11:20 – 11:55  
Lunch – 12:00 – 12:30  
Junior High Missions  
Return to school by 3:10

### Junior High 2 Hour Delay Schedule Monday, Tuesday, Wednesday, Friday

Period 1 – 9:50 – 10:25  
Period 2 – 10:30 – 11:00  
Period 3 – 11:05 – 11:40  
Lunch – 11:45 – 12:15  
Period 4 – 12:20 – 12:50  
Period 5 – 12:53 – 1:23  
Period 6 – 1:28 – 1:58  
Period 7 – 2:03 – 2:33  
Period 8 – 2:38 – 3:10

### Junior High Chapel Day - 2 Hour Delay (No Mission Teams on Delay Days)

Period 1 – 9:50 – 10:15  
Chapel – 10:20 – 11:00  
Period 2 – 11:05 – 11:25  
Period 3 – 11:30 – 11:55  
Lunch – 11:58 – 12:28  
Period 4 – 12:32 – 1:04  
Period 5 – 1:09 – 1:35  
Period 6 – 1:40 – 2:06  
Period 7 – 2:11 – 2:37  
Period 8 – 2:42 – 3:10



## Curricular/Co-Curricular/Extracurricular Conflict Resolution Process

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

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

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

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

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

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

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

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

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

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

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



## Secondary Acceptable Use and Student Handbook Agreement

The following page is the student and parent agreement to comply with the student handbook and acceptable use policy that must be signed and in the school office on or before the first day of school

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

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

### **Student Agreement (grades 7-12 ONLY):**

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

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

\_\_\_\_\_  
Date:

### **Parent / Guardian Agreement (of students in grades 7-12 ONLY):**

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

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

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

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

\_\_\_\_\_  
Date:

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

