



LAKELAND CHRISTIAN SCHOOL®

LCS FAMILY HANDBOOK

Table of Contents

I. ADMINISTRATIVE PREROGATIVE

II. ACCREDITATION/AFFILIATION

III. WELCOME

Letter To Parents

Letter To Students

IV. WHO DO I CONTACT WHEN I HAVE A QUESTION ABOUT...

Lower School (PK2-5th Grade)

Middle School

High School

Guidance, Academic and College Counseling

Fine Arts

Athletics

Business Office

V. FOUNDATION

Mission

Vision

Statement of Faith

Core Values

Profile of an LCS Graduate

VI. ADMISSIONS

Understanding the School-Family-Church Partnership in Terms of Admissions and Retention

Right to Separate a Student and Family

Admissions Standards

Non-Discriminatory Policy

Trial Period

Withdrawal from School

Readmission

VII. PARENT PARTNERSHIP

Parent-Teacher Conferences
Parent/Teacher/School Conflict
Parent-School Meetings
Parent Organizations

VIII. FINANCES

Financial Commitment
Tuition and Fees
Withdrawal of Student
Overdue Payments
Financial Aid
Supplemental Scholarship Programs

IX. SUPPLEMENTARY SERVICES

Lunch Program
Insurance Coverage

X. FAMILY POLICY: CUSTODIAL AND NONCUSTODIAL PARENTS

Custody Documentation
School Records
Dismissal and Early Releases
Parent-Teacher Meetings
School Communications

XI. OTHER ADMINISTRATIVE PROCEDURES

Campus Visits (Adults)
Student Visitors
Phone Calls
Food and Beverage
Medical Information Documentation
Illness
Administration of Medications
School Closings/Emergency Communication
Change of Residence
Photo/Publication
Bus Guidelines
Transportation for School Activities
Parking/Driving
Reckless Driving
Senior Trip and 8th Grade Trip
Baccalaureate/Commencement
Textbooks
Lockers

XII. ACADEMIC PROGRAMS

Lower School Program
Upper School Program
Special Programs

XIII. ACADEMIC REPORTS/TESTING

Achievement Testing
Aptitude and Vocational Interest Tests
Transcript Policy
Report Cards
Progress Reports

XIV. ACADEMIC POLICIES

Promotion Policies
Graduation Requirements
Honor Rolls
Honor Societies
Course Credit (Grades 9-12)
Dual-Enrollment (High School and College) Opportunities
Homework
Late Work
Lower School Summer School (K5-5th)
Incomplete Grades
Non-Graduating Seniors
Course Placement
Course Withdrawal
Course Failure
Academic Probation and Dismissal
Extra Credit
Individual Help/Tutoring
Physical Education

XV. ATHLETIC PROGRAM

Team Member Selection
Athletic Program Membership
Athletic Eligibility
Removal or Probation from Team Activities

XVI. MUSIC PROGRAM

Piano and Voice Lessons

XVII. ATTENDANCE POLICIES

Absences
Excused Absences
Unexcused Absences
Illness

Doctor's Appointments
Administratively-Approved School-Sponsored Activities
Family Emergencies
Prearranged Administratively Excused Absence
College Visits
Family Trips
Tardies & Leaving Campus Early - Lower School
Missed Schoolwork (For Lower School & Upper School)
Tardies - Upper School
Co-Curricular/Extracurricular Student Participation - Upper School
Partial-Day Absence - Upper School
 Entering School During the Day/Tardy
 Leaving School During the Day
 Assessment Days
Work/Community Service Release

XVIII. DISCIPLINE PHILOSOPHY AND PROCEDURE

Disciplinary Procedures at LCS
Wednesday After School Detention
Saturday Work Detail
Restoration Contract
 Disciplinary Restriction
 Disciplinary Probation
Separation from LCS

XIX. THE STUDENT COMMUNITY COVENANT AND THE STANDARDS FOR STUDENT CONDUCT, VIOLATIONS THEREOF

Cheating
Plagiarism
Artificial Intelligence Usage
Harassment/Bullying, Cyberbullying, Intimidation, and Racism
Inappropriate Communication, Materials, and Images
Symbols
Controlled Substance Abuse and Drug Testing Policy
 On-Campus/School Event, Travel, or Trip Use, Possession, or Distribution
 Off-Campus Use
 Student Drug Testing
Dangerous Weapons/Items
Arrest and/or Conviction of a Crime
LCS Statement of Faith, Article 8, and Violations Thereof
Students Who Become Expectant Parents
Smartphones/Cellular Phones/Wireless Communication Devices/Wearable Technology
Cult/Occult/Satanic Practices
Stewardship of School Property
Chewing Gum
Implied Consent/Search and Seizure

Physical/Public Display of Affection
Elevators Usage
School Computer Usage
Social Activities, Entertainment

XX. DRESS CODE

Note to Parents
Lower School - Boys and Girls
Upper School - Young Men and Women
Dress Code Enforcement - Lower and Upper School

XXI. APPENDIX

Technology Acceptable Use Policy
1-to-1 Chromebook Policy

I. ADMINISTRATIVE PREROGATIVE

The intent of this handbook is to give general guidelines for students and parents. The administration reserves the right to exercise its administrative prerogative in responding to situations or circumstances not specifically covered in this handbook. The School reserves the right to interpret its content including the rules and regulations governing the academic and non-academic conduct of students. The Handbook is not a contract, nor is it intended to be so construed. The administration reserves the right to modify and/or amend the content of this Handbook at any time during the year.

II. ACCREDITATION/AFFILIATION

Lakeland Christian School is fully accredited by the Association of Christian Schools International (ACSI), and the Florida Council of Independent Schools (FCIS). ACSI and FCIS are accrediting members of the Florida Association of Academic Nonpublic Schools, a group with liaison to the Florida Department of Education. There is no state accreditation program for any school, public or private, in Florida. All accreditation is accomplished by private agencies such as FCIS, Cognia, and ACSI. LCS is registered with the State of Florida and is listed in the State Directory of Nonpublic Schools.

III. WELCOME LETTERS TO PARENTS AND STUDENTS

To our LCS Families:

Welcome to Lakeland Christian School. On behalf of the Board of Directors, Administration, Faculty, and Staff, we look forward to partnering with you in the education and training of your children this school year.

Lakeland Christian School was founded in 1954 by a group of Christian businessmen who were convinced the Lakeland community needed a Bible-centered educational program. The newly formed Board of Directors, then as now, focused on three crucial elements for the school: one, that all subjects must be taught in the light of God's word, conforming to its principles and instruction; two, that every teacher must be a born-again Christian, active members of a local church fellowship, with an on-going, mature walk with Christ; and three, that the academic training provided by the school would be of a quality that glorified God.

Since the first day of school in 1954, LCS's purpose has been to partner with families and the local churches they attend in the education and training of our children; cultivating a heart after Jesus and a mind "daily renewed" in the wisdom and truth of the Scriptures in the context of Christ-centered community. You will find that our admission and retention philosophy reflect this commitment.

To our LCS Students:

Welcome to Lakeland Christian School! You are a Viking!

We believe you are a child of God created in His image with unique gifts designed for His kingdom. It is our hope and passion to see you grow in these gifts, that you would be equipped "to glorify God and enjoy Him forever." To that end, we will provide opportunities for you as students, servants, scientists, researchers, writers, artists, athletes, and entrepreneurs, to develop and employ these gifts of leadership, creativity, hospitality, and service in the context of relationship and Christ-centered community. The LCS faculty, coaches, directors, and staff members are committed to this end as a representation of our love for you. We commit our time and talents to support you, teach you, train you, and at times discipline you, in the spirit of Hebrews 12.

We are equally committed to your personal, spiritual, and emotional health. If you have a need, please reach out to one of your teachers, coaches, principals, counselors, or directors. If we are not able to help you, we will connect you with a person who is able to help you.

Please partner with us. Our efforts are in vain if we are not working together toward common goals.

We are glad that you are a part of the LCS Viking Nation ! Please avail yourself of all the opportunities that are here for you.

IV. WHO DO I CONTACT WHEN I HAVE A QUESTION ABOUT...

School phone number: 863-688-2771

Athletic phone number: 863-688-1825

Lower School (PK2-5th Grade)

Question Content	First Contact	Second Contact
School Dismissal Manager (SDM)	Marsha Hannum, Lower School Admin Asst. mhannum@lcsonline.org	Lower School Technology Asst. TBA
"I am not sure who to call", daily schedule	Marsha Hannum, Lower School Admin Asst. mhannum@lcsonline.org	Kathy Mudger, Lower School Asst. Principal kmudger@lcsonline.org
Attendance	Tammi Brown, Attendance tbrown@lcsonline.org	Marsha Hannum, Lower School Admin Asst. mhannum@lcsonline.org Trudi Sligh, Lower School AP tsligh@lcsonline.org
My child's medication	Raeanne Cook, School Nurse rcook@lcsonline.org	Heather Rhoden, Director of Upper School Student Life hrhoden@lcsonline.org
Classroom schedule, curriculum, instruction, assessment/assignment, reading placement	Teacher	Kathy Mudger, Lower School AP kmudger@lcsonline.org or Trudi Sligh, Lower School AP tsligh@lcsonline.org
Tutoring	Teacher	Kathy Mudger, Lower School AP kmudger@lcsonline.org or Trudi Sligh, Lower School AP tsligh@lcsonline.org
Elementary Special Programs	Sagan Rogers, SP Teacher srogers@lcsonline.org	Luci O'Byrne, Elementary Principal and Head of Lower School lobyrne@lcsonline.org
Discovery Program	Marsha Hannum, Lower School Admin Asst. mhannum@lcsonline.org	Luci O'Byrne, Elementary Principal and Head of Lower School lobyrne@lcsonline.org
After School Supervision Program	Deborah Haldane dhaldane@lcsonline.org	Luci O'Byrne, Elementary Principal and Head of Lower School lobyrne@lcsonline.org
Conflict with another student in class	Homeroom Teacher	Kathy Mudger, Lower School AP kmudger@lcsonline.org or Trudi Sligh, Lower School AP tsligh@lcsonline.org
Emotional, mental, social and	Homeroom Teacher	Kathy Mudger, Lower School AP

academic difficulties		kmudger@lcsonline.org or Trudi Sligh, Lower School AP tsligh@lcsonline.org
Teacher behavior that may be inappropriate in relationship to students, social media, public conduct. This is a professional standards conduct concern.	Luci O'Byrne, Elementary Principal and Head of Lower School lobyrne@lcsonline.org	Bryant Black, Head of School bblack@lcsonline.org
Middle School		
Question Content	First Contact	Second Contact
"I am not sure who to contact," daily schedule	Stephanie Hicks, MS Admin Asst. shicks@lcsonline.org	
Special programs, learning disabilities	Beth Firestone, Director of Special Programs bfirestone@lcsonline.org	
Tutoring	Christy Lee, Director of Guidance Services clee@lcsonline.org	
Attendance	Tammi Brown, Attendance tbrown@lcsonline.org	Stephanie Hicks, MS Admin Asst. shicks@lcsonline.org
My child's medication, health issues	Raeanne Cook, School Nurse rcook@lcsonline.org	Heather Rhoden, Director of Upper School Student Life hrhoden@lcsonline.org
Curriculum and Instruction, classroom expectations	Class Teacher	Mike Zavada, Director of Upper School Academics mzavada@lcsonline.org
An assessment; test, quiz, paper, project, associated grades	Class Teacher	Mike Zavada, Director of Upper School Academics mzavada@lcsonline.org
Academic concern/ academic probation	Christy Lee, Director of Guidance Services clee@lcsonline.org	Jonathan Harvey, MS Principal jharvey@lcsonline.org
School level academic policy	Christy Lee, Director of Guidance Services clee@lcsonline.org	Mike Zavada, Director of Upper School Academics mzavada@lcsonline.org
Teacher communication	Classroom Teacher	Jonathan Harvey, MS Principal jharvey@lcsonline.org
Teacher behavior that may be	Jonathan Harvey, MS Principal	Bryant Black, Head of School

inappropriate in relationship to students, social media, public conduct. This is a professional standards conduct concern.	jharvey@lcsonline.org	bblack@lcsonline.org
Chapel	Tim Totten, Director of Spiritual Cultivation and Biblical Leadership ttotten@lcsonline.org	Heather Rhoden, Director of Upper School Student Life hrhoden@lcsonline.org
Student activities, clubs, grade level Bible Studies	Heather Rhoden, Director of Student Life hrhoden@lcsonline.org	Jonathan Harvey, MS Principal jharvey@lcsonline.org
Student behavior, discipline issues, reports of bullying, harassment of any nature	Josette Tucker, Middle Grades (5-8) Dean jtucker@lcsonline.org	Jonathan Harvey, MS Principal jharvey@lcsonline.org
Mental and emotional health, social concerns	Stephanie Terry, School Psychologist sterry@lcsonline.org and Advisory Teacher	Christy Lee, Director of Guidance Services clee@lcsonline.org
My child has chronic health issues.	Raeanne Cook, School Nurse rcook@lcsonline.org or Christy Lee, Director of Guidance Services clee@lcsonline.org	Jonathan Harvey, MS Principal jharvey@lcsonline.org
After School Supervision Program	Deborah Haldane dhaldane@lcsonline.org	Jonathan Harvey, MS Principal jharvey@lcsonline.org
High School		
Question Content	First Contact	Second Contact
"I am not sure who to contact," HS schedule	Ann Triphan HS Admin Asst. atriphan@lcsonline.org	
Attendance	Tammi Brown, Attendance tbrown@lcsonline.org	Ann Triphan, HS Admin Asst. atriphan@lcsonline.org
Tutoring	Christy Lee, Director of Guidance Services clee@lcsonline.org	
Special Programs, Learning	Beth Firestone, Director of	Mike Zavada, Director of Upper

Disabilities	Special Programs bfirestone@lcsonline.org	School Academics mzavada@lcsonline.org
Chapel	Tim Totten, Director of Spiritual Cultivation and Biblical Leadership ttotten@lcsonline.org	Heather Rhoden, Director of Student Life hrhoden@lcsonline.org
Curriculum	Class Teacher, see course syllabus or Veracross faculty directory	Mike Zavada, Director of Upper School Academics mzavada@lcsonline.org
An assessment; test, quiz, paper, project, associated grades	Class Teacher, see course syllabus or Veracross faculty directory	Mike Zavada, Director of Upper School Academics mzavada@lcsonline.org
Instruction in class, classroom expectations and academic policy	Class Teacher, see course syllabus or Veracross faculty directory	Mike Zavada, Director of Upper School Academics mzavada@lcsonline.org
Teacher behavior that may be inappropriate in relationship to students, online social media, or in the community	Jason Roloff, HS Principal jroloff@lcsonline.org	Bryant Black, Head of School bblack@lcsonline.org
Teacher parent communication	Class Teacher, see course syllabus or Veracross faculty directory	Jason Roloff, HS Principal jroloff@lcsonline.org
High School culture, student activities, clubs, community service opportunities, travel	Heather Rhoden, Director of Student Life hrhoden@lcsonline.org	Jason Roloff, HS Principal jroloff@lcsonline.org
Student behavior, discipline issues, reports of bullying, harassment of any nature	Jason Roloff, HS Principal jroloff@lcsonline.org	Bryant Black, Head of School bblack@lcsonline.org
Mental and emotional health, social concerns	Christy Lee, Director of Guidance Services clee@lcsonline.org	Jason Roloff, HS Principal jroloff@lcsonline.org
Guidance, Academic, and College Counseling		
Question Content	First Contact	Second Contact
Graduation requirements, class placement, grade level requirements, NHS	Christy Lee, Director of Guidance Services clee@lcsonline.org	Mike Zavada, Director of Upper School Academics mzavada@lcsonline.org
Florida Virtual School, AP, and Dual Enrollment	Christy Lee, Director of Guidance Services clee@lcsonline.org	Mike Zavada, Director of Upper School Academics mzavada@lcsonline.org

V. FOUNDATION

Mission

The mission of Lakeland Christian School is to educate students in the light of God's Word to equip them for a lifetime of learning, leadership, service, and worship.

Vision

To be a Christian school of influence, characterized by academic excellence and caring community.

Statement of Faith

Basis: The basis of the School shall be the Word of God as interpreted by the following statement of faith:

1. We believe the Bible to be the inspired and only infallible authoritative Word of God. (2 Timothy 3:16; 2 Peter 1:21-22; 1 Thessalonians 2:13; 2 Peter 3:16; John 5:39)
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Deuteronomy 6:4; 1 Corinthians 8:6; Malachi 3:6; John 1: 1-3,14; John 10:30; John 15:26)
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, and in His personal return in power and glory. (Isaiah 7:14; Luke 1:27-35; John 1:1,14, 20; Romans 1:3-6; Romans 3:25; Romans 6:9; Galatians 4:4; Philippians 2:6; 1 Timothy 3:16; Hebrews 1:1-2; Hebrews 9:14; 1 John 2:2)
4. We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. (John 6:44; Ephesians 1:13; Ephesians 2:4-9; 1 Peter 3:18; Titus 3:5-7)

5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (John 15:26; Galatians 5:16-18; 1 Corinthians 6:11; 2 Thessalonians 2:13; Romans 8:1-11)
6. We believe in the resurrection of both the saved and the lost: those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation. 2 Corinthians 5:10; Ecclesiastes 7:14; Romans 14:12; 2 Thessalonians 1:9; Hebrews 9: 27; Acts 24:15; 1 Corinthians 15:51-57; I Thessalonians 4: 15-18; 2 Timothy 4:11)
7. We believe in the spiritual unity of believers in our Lord Jesus Christ. (I John 3:16; Galatians 6:10; 1 Corinthians 12:13; 1 John 5:11; 1 Peter 3:8; Ephesians 4:1-6, 13-16)
8. We believe that God has established marriage as an exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin. (Gen. 2:24-25, Ex. 20:14, 17, 22:19, Lev. 18:22-23, 20:13, 15-16, Matt. 19:4-6, 9, Rom. 1:18-31, 1 Cor. 6:9-10, 15-20, 1 Tim. 1:8-11; Jude 7) We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin. (Gen. 1:27; Deut. 22:5)
9. We believe that because God created all human life it is of inestimable worth and to be valued and protected in all its dimensions from conception through natural death. (Ps. 139).

Core Values

1) Wisdom Through Learning

As we seek wisdom, we will:

- Interact with the world in light of God's Word with intellectual humility, worship, wonder, and awe
- Value exploration and inquiry in our learning
- Develop lifelong learners
- Create opportunities for students to build character and develop resilience
- Develop life and social skills
- Incorporate innovative teaching strategies that promote the 21st century learning skills of collaboration, communication, critical thinking, and creativity
- Connect learning to practical application in life
- Provide teachers who have professional expertise and seek to continually grow in their field
- Develop cultural intelligence

2) Spiritual Cultivation

As we cultivate spiritual growth, we seek to:

- Be conformed to the image of Christ
- Understand and apply the Word of God to every area of life
- Leverage moments of conflict, disappointment, or discipline to shepherd the hearts of students
- Provide opportunities for worshiping and praying together
- Foster a heart for service to others

- Make disciples and develop leaders
- Expose students to the full scope of God's Word

3) Christ-Centered Community

A Christ-centered community will seek to:

- Cultivate a culture of grace and truth that promotes humility and confidence, holding each other accountable in love
- Delight in and celebrate diversity as an expression of the image of God
- Value people in the way God has made them
- Promote learning in community across grade-levels and disciplines
- Maintain school-wide unity
- Serve and care for each other
- Partner with families in the education process and support the mission of the Church
- Protect the physical, emotional, and spiritual well-being of others

Profile of an LCS Graduate

The LCS graduate, as they are able, will develop Godly wisdom through learning, cultivate community through service and leadership, and worship God confessionally as His child and creatively through stewardship of creation and culture.

In Learning . . .

1. Seeking to understand the Truth of God's Word and His design for all of creation
2. Curating resources that direct themselves and others to Truth, beauty, and goodness
3. Pursuing proficiency in skills and deep understanding of concepts, cultures, and systems
4. Producing artifacts, compositions, and experiences for a variety of purposes and audiences

In Leadership . . .

1. Following Christ's example of servant leadership
2. Loving themselves and others, nurturing their emotional, mental, physical, and spiritual health
3. Exercising integrity, humility, forbearance, and compassion
4. Communicating humbly and effectively, with precision, clarity, and grace
5. Considering the contexts that shape individuals, communities, cultures, and nations
6. Seeking peace in individual and community relationships
7. Taking responsibility for the consequences of their actions in all areas of life

In Service . . .

1. Giving generously of their time, talents, and treasures
2. Creating new, useful, or imaginative solutions to complex problems that contribute to individual growth, communal restoration, and human flourishing
3. Practicing justice and mercy
4. Viewing others through a lens of humility

5. Recognizing the immeasurable worth of all image bearers
6. Working with integrity and self-discipline

In Worship...

1. Confessing and believing that Jesus Christ is Savior and Lord
2. Living as wise disciples of Christ, obedient to [guided by] God's Truth as revealed in His Word and through His creation, and marked by grace, respect, and integrity
3. Creating and crafting with beauty, generosity, and excellence
4. Lamenting brokenness and celebrating restoration
5. Committing to authentic fellowship in the body of Christ through active participation in a local Church
6. Acting as caretakers of creation, both locally and in the larger ecosystem

VI. ADMISSIONS

Understanding the school-family-church partnership in terms of admissions and retention.

We are a covenant model Christian school. As such, LCS partners with Christian parents in the education and training of their children. Fundamentally, this partnership requires that at least one parent be a professing believer in Jesus Christ as his or her savior and Lord. The theology, the set of beliefs undergirding this covenant partnership, informs all aspects of school life, including student admission and retention policies. To this end, we believe these principles:

- The image of God (Genesis 1:26) remains in each person, marred by sin (Ephesians 2:1), and in His grace, redeemed (1 Colossians 15-20), and sanctified (1 Thessalonians 4:3-5) by Jesus' atoning sacrifice on the cross. God equips His redeemed, image bearing, covenant people uniquely with gifts (Romans 12:3-8; 1 Corinthians 12:4-11; Ephesians 4:11-12), to be not of this world (John 17:15-16, Romans 12:2) as they reflect the Kingdom of God which is at hand (Matthew 3:2), as representatives in the home, church, and society of His plan to reconcile all things in Christ (Colossians 1:15-20).
- God's covenant blessing in Genesis 17:7, *"And I will establish my covenant between me and you and your offspring after you throughout their generations for an everlasting covenant, to be God to you and to your offspring after you,"* forms the foundation of each of His Old Testament and New Testament covenants. The promise of God's covenant blessing is given to people of God through the families in the nation of Israel (Old Testament) and the Church (New Testament), the bride of Christ, those who profess belief in Jesus Christ as their Lord and Savior. Thus, the Covenant of the Old Testament is extended to the Christian community at LCS.
- God's covenant people in the Old Testament were to train their children in ways consistent with Deuteronomy 6:6-9: *"And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down and when you rise. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your home."* Therefore, parents are charged to provide an education that fully integrates God's redemptive plan, fulfilled in Christ, into every sphere of learning.

- Since God’s redemptive plan to establish His Kingdom is both “already” (Redemption) and “not yet” (Consummation), the programs at LCS are designed to nurture students in what they have been saved **from** {separation from God by sin (Isaiah 59:2, Romans 3:23, Ephesians 2)} and what they have been saved **for** {obedience as the fruit of saving faith that leads to spiritual maturity (Hebrews 5:12-14) and good works, representing Christ and His Kingdom in all areas of home, church, society, and culture (Ephesians 2)}.

Thus, LCS is oriented around a central partnership between the family home, church, and school. Therefore, the families of our students play a critical role in our shared goal of fulfilling the command of Deuteronomy 6:6-9. Practically, this is represented in the following practices and expectations:

- At least one parent is required to provide a Pastor’s Reference Form indicating that they are actively involved in a Christian church. Because LCS operates with the belief that an interconnected home, school, and church partnership is formative in a child’s educational development and discipleship, this screening process is in place for new admission to provide clarity and accountability that new families share that same conviction. While this process does not guarantee, nor does LCS claim, that all families at LCS are believers in Christ and attend Christian churches, this screening effort appropriately reinforces the school’s aspiration to be a school community whose families are collectively committed to the strongest possible interconnected home, school, and church partnerships.
- LCS recognizes two exceptions to the expectation that at least one parent maintains a profession of faith and participation in a local church. Firstly, LCS desires to model the “religion that God our Father accepts as pure and faultless,” the care of orphans and widows in their distress. (James 1:27) To this end, LCS will consider the application of students for whom the parent partnership has been nullified through sin (a child placed in foster care because of the actions or inactions of a parent or parents) or death, when that child has a guardian, family member, or mentor acting in loco parentis. Secondly, at the point that a student confesses with their mouth that Jesus Christ is Lord and believes in their heart that Jesus Christ is resurrected from the dead, and is of an age (high school) to make a decision to participate in a local church fellowship, the child is a covenant child. According to Jesus, the child has been grafted into the vine that is the body and bride of Christ. A High School application for such a student who is actively involved in a youth program and local church reflecting a heart transformation, for whom there is a Christian mentor able to partner with LCS, will be considered as reflecting the spirit of the covenant model for admissions.
- Once a family is admitted to LCS, the effort to emphasize the home, school, and church partnership shifts from initial screening to ongoing teaching of both the student and the family. Each family, at admission and subsequent entry of another child, is required to signify by signing that they accept and will fully support the [Statement of Faith](#), [LCS Core Values](#), and [Parent-School Partnership](#). LCS also requires that parents attend occasional reorientations, specifically focused on the primary elements and applications of the Foundation documents.

- The entire curricular and co-curricular program places an emphasis on discipleship that is designed to support the institutions of the home and the church. LCS is not the church, nor are chapel services, Bible classes, discipleship groups, and Student Life activities meant to replace any part of the role of the home or the church. All efforts in this regard are designed to point students to the lifelong, central value of the institutions of the home and the church as ordained by God.
- Because LCS views each learner as an image-bearer of God possessing immeasurable worth, LCS enrolls students with high ability, typical ability, low ability, and disability contingent on the availability of programs to meet the students' needs. Additionally, LCS seeks to enroll students of diversity (racial, ethnic, and socioeconomic) as a reflection of the covenant body of Christ in Lakeland, Polk County, and the surrounding counties. Additionally, curricular and co-curricular programs are designed to meet the needs of our uniquely gifted learners so that the community of LCS is a reflection of the diverse, but united, kingdom of God.
- In the event that a student is involved in a serious discipline situation or shows a pattern of serious misbehavior, the response of the school will be influenced by the family's own commitment to the home, school, and church partnership as outlined above. Where an interconnected partnership exists, many options will be considered, to include but not limited to significant church participation in a restoration plan, that allow the student to remain at LCS and be restored to good standing within the community. Where any part of the partnership is lacking, the school is significantly limited in its capacity to allow the student to remain as a part of the school community. LCS believes this differentiated approach to discipline is consistent with Scripture, particularly in relation to the establishment and design of the church, which LCS is intended to support.

Right to separate a student and family:

Because of its foundational commitment to a home, church, and school partnership and the important role the parent plays within that partnership, LCS may remove a student(s) from the school if the LCS Administration determines that the relationship between the school and the parent is irreconcilably broken. LCS reserves the right to separate a student where an uncooperative, defiant or disruptive attitude and/or action of the parent/guardian so diminishes the effectiveness of the school's endeavors to educate and train the student that continuation of the student's education and training is greatly impaired. This includes but is not limited to insulting, upbraiding, threatening, or abusive language or action directed at any teacher, coach, staff member, or administrator, of Lakeland Christian School and any official at an LCS athletic contest..

Admissions Standards

Our admissions standards reflect our commitment to serve as a partner with the home and the local church in the Christian education of our students. The following admissions standards are expectations for new students and their families:

- **Shared Goals:** LCS is most effective when working with families who share spiritual and academic goals compatible with the mission of the school. Admissions priority is given to families who give evidence of their spiritual commitment by faithful participation in a local church and attention to the scriptures in their home. Our mission statement declares "we

will educate students in the light of God's word." Thus, LCS is committed to the biblical definition of marriage and family. Therefore, applications will be declined from homes that involve living arrangements such as cohabiting couples or homosexual/lesbian relationships.

- **Cooperative Spirit:** Parents and the students admitted to LCS are expected to exhibit a cooperative spirit. Parents and students should read this [LCS Family Handbook](#) for a description of the school's standards and expectations. Every school has policies and procedures related to dress, attendance, communication, punctuality, conduct, demeanor, and academics. A spirit of cooperation and partnership in these areas is essential for the school to meet its obligations in the parent-school partnership.
- **Academic Record:** An applicant's academic record must indicate that the student is adequately prepared for the instructional program at LCS. If a student has been receiving special support services (504 Plan, IEP, other therapies), paperwork describing those services shall be provided by the parent with the application. Students are expected to take their academic responsibilities seriously. Applicants who have exhibited a persistent lack of effort or uncooperative spirit as it pertains to their academic record may not be admitted.
- **Disciplinary Record:** As a general rule, LCS does not admit students who have a history of disciplinary problems at a previous school. Students who have been expelled from other schools will not be admitted.

Non-Discriminatory Policy

Lakeland Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Lakeland Christian School does not discriminate on the basis of race, color, national origin, sex, age, or disability.

Trial Period

A trial period of ninety (90) school days is required for all new students. The workload, discipline, and environment require considerable adjustment for many students. Should a change be necessary at the end of this period, a conference with the parent(s) will be arranged.

Withdrawal from School

Parents must notify the school to initiate the withdrawal of a student. Each teacher must sign the withdrawal form. Textbooks must be turned in to the Main Office to complete the withdrawal process. Parents are to see the Principal and Chief Financial Officer before leaving school. Please note that if a student is withdrawn during a semester, full tuition for the semester is due. No records will be forwarded until all financial obligations to the school have been fulfilled.

Readmission

Families or students who have withdrawn from Lakeland Christian School and then later apply to be readmitted must submit a letter to the Head of School requesting consideration for readmission. The letter must include the reasons for leaving LCS. Head of School approval is required prior to being considered for readmission by the Admissions Committee.

VII. PARENT PARTNERSHIP

The partnership is first and foremost a partnership between the teacher and parent(s). Thus, we urge parents to communicate directly with the classroom teachers. Every teacher will make a concerted effort to respond to a parent's call or email within 24 hours during Monday-Friday. Teachers are not expected to respond to communication received Saturday or Sunday until the close of business on Monday.

Parent-Teacher Conferences

Conferences may be arranged at any time during the school year with the teacher. All new school families are encouraged to make a conference appointment with their child's teacher(s) during the first quarter of the school year. Please contact the teacher directly to schedule a conference. If the teacher fails to respond, please contact Lower School Administration (PK2-5) or the Upper School Director of Guidance for assistance (6-12).

Parent / Teacher / School Conflict

If a parent has a curriculum, instruction, classroom management, student discipline, or similar conflict relating to school staff or a teacher, the parent shall seek resolution in the spirit of Matthew 18.

First Step: The parent(s) shall make an appointment with the teacher or staff member and attempt to resolve the issue. In most cases this is successful. (Administrators do not normally attend or sit in on these parent-teacher conferences.)

Second Step: If the issue remains unresolved, an appointment shall then be made with the appropriate building level administrator, the HS Principal, MS Principal, or Lower School Head. The Principal or Lower School Head will decide if the teacher or staff member shall attend the subsequent meeting(s).

Final Step: If the building level administrator is unable to resolve the issue, then the concerned parent may make an appeal to the Head of School. The Head of School will be the final arbiter in these cases and reserves the right to affirm the determination of the building level principal as adjudication.

Alleged or Reported Teacher Actions That Would Violate the Teacher Code of Conduct with respect to teacher-student interaction/relationship, substance abuse, or violations of the LCS Statement of Faith.

First Step: Notify by email or appointment the HS Principal, MS Principal, or Lower School Head. The Principal or Lower School Head will determine the appropriate course of action.

Second Step: If the Principal or the Head of Lower School is unable to resolve the issue, then the concerned parent may make an appeal to the Head of School. The Head of School will be the final arbiter in these cases and reserves the right to affirm the determination of the building level principal as adjudication.

Parent-School Meetings

Each year there are a number of meetings planned to orient parents to the philosophy of the school and to assist parents in the training of their children. These meetings are announced in the annual and monthly school calendars. Your attendance and participation are greatly encouraged. These meetings include:

- Parent Orientations
- Parents' Back-to-School Night (US)
- Head of School/CFO/CAO Spring small group meetings
- Grade Level Parents Meetings
- College Admissions/Financial Aid Seminar
- Parent Worldview and Culture Education
- Benchmark Conferences

Parent Organizations

- Parent Ambassadors are current school parents who volunteer by serving as a resource for newly enrolled families. They share important school information with our new families and invite them to a variety of events that will help them get to know other school families.
- Women of Impact is a group that all women of LCS can be involved in. It is where women of LCS invest in our mission to positively reach others through acts of compassion together in the light of God's Word. While building friendships with other LCS women, we serve in the community, work together to plan events for the Viking Fund, the Fall Festival, the Voyages and Victories Gala, the Viking Invasion 5K, and more. For more information about Women of Impact contact Kelly Brenneman at kbrenneman@lcsonline.org.
- Elementary Home Room Mothers provide assistance with a variety of special events and projects throughout the year. Their support is of vital importance to LCS.

VIII. FINANCES

Financial Commitment

Christian education involves financial sacrifice for many families. The school works hard to plan effectively and control tuition costs to provide an accessible Christian education. Tight budgeting makes families meeting their financial obligations essential if the school is to maintain financial stability and avoid major increases in tuition over the long term.

Tuition & Fees

Enrollment at Lakeland Christian School constitutes a legal obligation to pay all tuition and fees. Financial obligations are due by the due dates. If tuition or fees are not paid on their due dates, the school will take necessary measures to pursue collection of the full amount of tuition and fees including the dismissal of the student from the school. The school has the right to withhold a student's records, schedules, grades, transcripts, and diploma for failure to pay fees. Fees may include, but are not limited to tuition, activity fees, athletic fees, fees for destroyed or damaged textbooks, library books, school owned technology or school materials.

Withdrawal of Student

If a student is withdrawn during a semester, the full semester's tuition is immediately due. The administration reserves the right to waive this financial obligation for serious, extenuating circumstances.

Overdue Payments

A late fee of 1.5% per month may be assessed on charges older than 30 days. Semester and final grades will be withheld until all payments are current. No student may be enrolled in a new semester unless all previous semester payments have been made. For payments returned because of insufficient funds, the school will assess a \$30.00 service charge. Student transcripts/records will be released only after the account has been paid in full.

Financial Aid

A limited amount of financial aid is available to families who may not be able to attend LCS without need-based financial assistance *The school utilizes a third-party service to recommend the amount of assistance based on the total amount of resources available. Families seeking financial assistance must complete a tuition assistance application and submit it to School Financial Aid.* Families who qualify for assistance and meet these deadlines will be notified of the amount of awarded aid by the end of the corresponding month.

Supplemental Scholarship Programs

In addition to need-based aid provided through LCS, we also accept tax credits and state scholarships for families who qualify. (As governed by the State of Florida, only one supplemental program can be used per student.) For a list of the scholarships that are currently accepted by LCS, please contact the Business Office or visit the Parent Resources tab located within your Veracross ParentPortal.

IX. SUPPLEMENTARY SERVICES

Lunch Program

Lakeland Christian School believes that proper nutrition plays a vital role in supporting the learning environment as well as physical and spiritual development. The lunch program is viewed as an extended classroom to teach and support the fundamental importance of eating well-balanced meals. A traditional hot lunch is composed of the five food groups and consists of the hot entrée accompanied by a starch, and vegetable. A soup or salad will be available for older children as well

as a number of a la carte items. It is our goal to provide meal options that offer a variety of selections and support optimal nutrition.

Lunch money may be deposited in your account using several options: sending a check directly to the Business Office, transferring funds electronically through Veracross or by using the “Pay Now” credit card system. Each time a child makes a purchase, it will show on your personal account on Veracross. Please monitor your family’s balance regularly and deposit funds when the account is low.

Insurance Coverage

Lakeland Christian School provides limited student accident coverage for your child during school hours and for school-sponsored and school-supervised activities after school hours. This plan includes all school sports. Parents should acquaint themselves with the provisions of the policy by going to Veracross and viewing the information under Parent Resources. If a child is injured during the school day, the teacher will send him/her to the clinic. Parents will be contacted if any injury requires treatment. It is very important that the school clinic has a current medical information card with emergency numbers listed. The clinic attendant will assist you in completing the required insurance forms. Please notify Student Services immediately if your child reports an injury that took place while at school. The at-school insurance is on an excess basis which means the policy pays only those covered expenses not paid by other valid and collectible insurance. You must file with your insurance before excess insurance will respond. The coverage provided is meant to supplement the personal insurance carried by each family. All school activities are covered at the limits published in the insurance brochure at no additional cost.

X. FAMILY POLICY: CUSTODIAL AND NONCUSTODIAL PARENTS

The safety and well-being of every student at LCS is missional, and our family policies are directed to this end.

Custody Documentation

At the time of enrollment, parents shall provide all relevant documents concerning custody or visitation of each student enrolled at Lakeland Christian School. Enrollment is not complete until custody documents are on file with the school. Parents of enrolled students shall have an ongoing duty to provide any documents and information relevant to a change in current custody or visitation rights to Lakeland Christian School within seven days of change or at the time of reenrollment if the school has dismissed for summer break.

School Records

A noncustodial parent shall have the right to access school records related to his or her student unless prohibited by a legally binding instrument.

Dismissal and Early Releases

No student shall be released to any individual other than a custodial parent unless express written permission is first given to Lakeland Christian School by a custodial parent or a valid legally binding instrument granting release is on file with Lakeland Christian School. A parent cannot ask the

school to withhold release of his or her student to the other parent or parent's representative without a legally binding instrument.

Elementary students are not permitted to leave campus early between the hours of 1:30-2:20 PM without Principal approval. Secondary students are not permitted to leave campus early between the hours of 2:15-3:15 PM without Principal approval.

Parent-Teacher Meetings

It is Lakeland Christian School's policy to provide separate parent-teacher meetings if the need arises and if the school is informed in a reasonable time.

School Communications

It is the custodial parent's duty to communicate with the noncustodial parent regarding school announcements and notes. Lakeland Christian School will provide communications to noncustodial parents upon request as long as it is not prohibited by a court order.

XI. OTHER ADMINISTRATIVE PROCEDURES

Campus Visitors (Adults)

Any adult visitor to the school campus during the school day must first sign in through the Main Office. This includes school parents visiting the campus during the day. If there are items that need to be delivered to a student, they are to be dropped off at Student Services. Parents and visitors may not go directly to classrooms.

Student Visitors

All visitors must abide by the dress code set for the school. Upper school students from other local schools may not visit the campus during the school day. This includes the parking lot and the cafeteria during the lunch period.

Lower school visitors must sign in at the Elementary Office and be accompanied by an adult unless the visitor is shadowing.

Lower school lunch visitors must sign in at the front desk. Visitors are asked to sit outside using the tables between the lunchroom and gym. The visitor may only sit with their child and may not invite other children to participate.

Phone Calls

Students are not permitted to use their cell phones during school hours. In cases of emergency, please contact the school office and we will have the student contact you. General messages will be delivered during class breaks, at lunchtime, or just before dismissal. The office and classroom phones are not for student use. During school hours, if a student has a written pass from a teacher, they may use the phone in their respective grade level office.

Food & Beverage

Food Orders & Delivery - Food order delivery to campus is not permitted.

Study Halls - No food in the study hall rooms. A pass may be obtained from the study hall teacher, whereby the student may go to the cafeteria, and the cafeteria only. They will have 10 minutes to get their food, eat it and return to the study hall. If abused, the study hall teacher can revoke their privileges.

Regular Classrooms - Teachers, if departmental policy allows, may permit a student to go to the cafeteria to get food and drinks and bring back to class. If abused, the teachers may revoke any privileges granted.

Flex Space - only water may be allowed in this carpeted area.

High School and Middle School: Drinks not purchased on campus must be in a non-breakable, sealable container. No glass is permitted.

PreSchool/ Lower School (PK2-5th grade): Students are encouraged to bring their own plastic, sealable container which can fit into the side pocket of their backpack. Glass or metal containers are not permitted.

Medical Information Documentation

It is important that each student has emergency information on record. This information must be on file in Veracross before any first aid can be given to any child.

Illness

Students who experience the following symptoms should be kept home until they are symptom-free for a full 24 hours without the use of medications: vomiting, diarrhea, fever (even if it's low grade), sore throat, loss of taste or smell, sneezing, runny nose, headache, new uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, this would be a change in their cough from baseline).

If a student develops an illness that requires antibiotics to no longer be infectious, they must be on antibiotics for 24 hours before returning to school.

To prevent the spread of illness, other conditions that require exclusion from school include: open weeping sores that cannot be covered with a bandage, conjunctivitis (pink eye), strep throat, impetigo, pinworms, mouth sores that cause drooling, shingles, looks or acts very ill, head lice (must be checked by the school nurse before returning to the classroom).

The following conditions require a doctor's note to return to school. Please notify the school nurse as soon as possible if your child has any of the following: measles, mumps, hepatitis A, tuberculosis, pertussis (whooping cough), chicken pox, rubella, scabies, certain stool infections and COVID19. Please contact the school nurse if you are unsure about a diagnosis your child received.

Students displaying any of the above symptoms will be sent to the clinic and the parents will be notified as quickly as possible so the student can be taken home to recover. Students must be picked up by a parent within the hour after being notified of a child's illness.

Administration of Medications

Prescription medications: Prescription medications must be brought to the school/clinic in the original bottle by the parent/guardian. All medications will be counted and documented when received. Each prescription medication requires an Authorization for Medication form completed and signed by the parent/guardian and physician. This form must be renewed at the beginning of each school year (for chronic conditions) and with each illness (for short-term conditions). The teacher will send the student to the office at the appropriate times with a clinic pass. The school nurse will document that the medication was administered in the medication log.

Students are permitted to carry certain medications such as Epi-pens and inhalers with the Authorization for Medication form signed by the student's parent/guardian and physician. A Medication Contract may also be completed by the school nurse, principal, parent/guardian and student recognizing that the student is responsible for carrying the medication.

All medications must be picked up by the parent/guardian at the end of the school year. The school nurse will attempt to contact the parent/guardian for pick-up. If medication is not picked up by the last day of school, the medication will be destroyed.

Non-prescription Medications: Non-prescription medications may be administered by the school as long as the parent has provided the medication in the original container and has provided the required Authorization for Medication form, signed by a physician, giving written instructions including how and when to administer the medication. The instructions must be consistent with the instructions on the bottle. Students may not self-medicate.

School Closings/Emergency Communication

Lakeland Christian School will follow the lead of Polk County Schools in determining the closing of school. If weather or emergency situations arise, LCS communicates to parents via Veracross text alerts. Information is also posted on the school website and social media accounts. If it is announced that Polk County Schools are closed, Lakeland Christian School will also be closed unless otherwise notified.

Change of Residence

It is essential that the school has accurate family information. The parent/guardian is responsible for updating any change in address, phone number, and any other changes related to guardianship in the Parent Portal through Veracross. Whenever possible, the school should be notified prior to the change in guardianship. All students must be under the direct supervision of a parent or guardian while they are enrolled at the school.

Photo/Publication

From time to time, LCS will use images of students and student activities to include in school publications and promotional materials. When parents sign the enrollment agreement each year, they give general consent for their children to be photographed or videoed in the course of school

activities and for LCS to use those images in these publications or promotional materials. If a parent does not want to give this general consent, it is up to the parent to note this on the enrollment agreement and contact the school in writing of their intention.

Bus Guidelines

Students are to conduct themselves in a manner that is conducive to the safe and efficient operation of the bus. Students are to adhere to the seating arrangement established by the driver or chaperone and remain seated at all times when the bus is in motion. Students are to remain silent when the bus stops at railroad crossings. Students are to refrain from bringing food or drink on the bus unless instructed otherwise by the chaperone who will establish responsibilities for trash and clean up. Students are to refrain from throwing objects from the windows, sticking arms or heads out of the windows, or making inappropriate gestures to a passerby. Students are expected to obey bus drivers and chaperones at all times.

Transportation for School Activities

Students riding a bus to a school activity (i.e. field trip, sports event, performance etc.) will ride back on the bus unless other arrangements are made. These arrangements may allow for the student to ride back with his or her parent, or another parent with prior approval. All arrangements must be communicated in writing by a parent (via email, text or hand-written note) and approved through the faculty sponsor or coach.

Parking/Driving

All vehicles must be registered in the High School Office. A parking tag which must be displayed on the vehicle windshield will be issued upon receipt of an LCS application form, submission of a valid driver's license and proof of insurance is verified. Students must park in their assigned parking space in the student parking lot. Use of private vehicles on school premises is a privilege, not a right.

When students arrive on campus, they must park their vehicles and come directly to the school buildings. Once a student's vehicle has been parked in the lot, the student may not return to it during the school day without receiving written permission from the High School Office. Students are not permitted to go to their cars during lunch period. Students are not permitted to congregate in the student parking lot before, during or after school.

Permission to park on school property is granted only with the acknowledgment that the student driver, the owner of the vehicle, and the student's parent or guardian have given consent to search the vehicle upon the school's request. School authorities may perform periodic patrols of student parking lots and conduct exterior inspections of student automobiles on school property. Interior searches of student vehicles may occur to determine if contraband or illegal materials are contained inside. Refusal to allow access to a vehicle at the time of the search will be cause for terminating the privilege of parking on school property without further hearing.

Reckless Driving

Driving deemed to be reckless by LCS Faculty, Staff, or and Administration, which includes, but is not limited to speeding, swerving, and students hanging out of windows or sunroofs, will result in the revocation of the student's campus and driving privileges for a period to be determined by the

school division principal. Drivers on campus are expected to not exceed a speed of 15 miles per hour.

Senior Trip & 8th Grade Trip

The Senior Class Trip and the Grade 8 Trip are part of the educational program of the school and participation is mandatory. Any exception to this policy must be requested in writing to the division principal as soon as possible prior to the trip.

Baccalaureate/Commencement

The Baccalaureate and Commencement exercises are part of the requirements for graduation. Attendance at these ceremonies and the rehearsals for them are mandatory.

Textbooks

Students are loaned textbooks for most of their classes. A damage fee is assessed for excessive wear or damage. Replacement costs are assessed to any student who loses a book or turns in a book other than the one that was assigned to him. If books are written in or are considered irreparable, the full price of the book will be charged. Book replacement and damage fees must be paid prior to the release of the final grades or school records.

Lockers

Students in the 5th grade and the upper school are assigned lockers. The school will not be responsible for items removed from lockers. Lockers may be opened at any time for inspection. Writing on lockers is considered damage to school property. Students are held financially responsible for any damage to their lockers. Pictures or stickers that are not compatible with the schools' Mission and Core Values are not permitted in lockers. Students may not switch lockers without permission. A student's locker or desk is the property of Lakeland Christian School and is at all times under the control of the school. School authorities may perform general inspections of lockers and desks at any time without notice, without student consent, and without a search warrant. Students are permitted to use personal locks with the agreement that a lock may be removed and destroyed if the school deems it impedes access to any locker at the time of inspection.

XII. ACADEMIC PROGRAMS

Lower School Program

Preschool (PK2-K5)

The preschool program serving ages two through five years is intended to provide an age-appropriate foundation in each area of social, emotional, physical, spiritual, and cognitive development. Aligned with best practices for early childhood development, each day is filled with engaging, hands-on activities that encourage play, creativity, inquiry, and fun. Biblical truth permeates throughout the day. Singing songs, movement, and fine motor fun are integrated as children participate in whole-group instruction, centers and outside play. Phonemic awareness,

phonics, and number sense are emphasized. Children have the opportunity to attend Chapel and participate in a variety of Specials depending upon their grade level.

Elementary (Grades 1-5)

The elementary classroom program emphasizes a biblical worldview and foundational truths in all academic subject areas. The curriculum consists of classes in Bible, Reading, Language Arts, Math, Social Studies, STREAM, and Science. In addition, students attend Chapel, Art, Music, Library, and Physical Education are provided. To monitor academic growth, children participate in benchmark testing three times a year. Fourth and fifth graders have an opportunity to participate in a variety of electives such as choir, band, Orff, praise and worship team, and piano.

Upper School Program (Grades 6-12)

The Upper School Program at LCS is designed to function as a coherent, aligned, and sequenced curriculum grades 6-12. The curriculum is comprehensive in its scope, providing a “core” humanities curriculum with standard, honors, dual enrollment, and AP courses in each of the core disciplines. Another aspect of its comprehensive nature is the breadth of electives offered to students to support exploration of areas of interest and skill.

Middle and High School Curriculum: See the [Guidance Handbook and Curriculum Guide, 2024-2025](#)

Special Programs

The Special Programs (SP) Department serves students with special learning needs as identified through formal testing. Students with a documented diagnosis may be placed in the program where individualized needs are addressed by a designed curriculum plan for each student. There is an additional charge for students in the program, and class sizes for students receiving “pull out” or daily program services are limited. Lakeland Christian School participates in a variety of scholarship programs to assist students who qualify for SP.

Students who consistently demonstrate an academic weakness or a behavioral issue have access to a full battery of specialized diagnostic tests, available through the Special Programs Department. A separate fee is charged for this testing, which includes a parent conference and a formal written report.

XIII. ACADEMIC REPORTS/TESTING PROGRAMS

Achievement Testing

Each year the school administers a nationally standardized achievement test to all students grade K5-11. These tests provide insight into each student’s progress on a national scale and allow the school to identify the degree of its academic effectiveness. A copy of the achievement test scores is sent to each parent at the end of the school year. In grades 3-5, individualized, flexible schedules are created to meet the needs of each student. For students in grades 5-9, the MAP assessment results and individual course outcomes will be used to assist in determining course placement for the upcoming school year.

Aptitude and Vocational Interest Tests

The Pre-Scholastic Assessment Test (PSAT) is given at LCS each fall . The test is the basis for the National Merit Scholarships. It is required of all juniors and sophomores. All sophomores are required to take the Pre ACT test which serves to prepare students for the ACT, assesses college readiness and provides vocational information. Freshmen take the PSAT-9 test which provides a starting point in terms of college and career readiness as students transition into high school. The Armed Services Vocational Aptitude Battery (ASVAB) and the Strong Interest Inventory are offered to high school juniors and seniors upon request.

The school code number for the national aptitude tests is: **100-888**

Transcript Policy

Transcripts of students will be sent to other institutions, when requested by a parent or by a student. All financial obligations to LCS must be met before any records or transcripts will be released.

Report Cards

Report cards are issued at the end of each semester for upper school and every nine weeks for lower school. The dates of issuance are included on the annual calendar. All grades are issued as a number. The grading scale for LCS is:

A+ 98-100	A 93-97	A- 90-92
B+ 88-89	B 83-87	B- 80-82
C+ 78-79	C 73-77	C- 70-72
D+ 68-69	D 63-67	D- 60-62
F 00-59		

Progress Reports

Lakeland Christian School provides families with regular updates on a student's progress in each subject area. These progress updates are established each year in the annual calendar. Grades can be viewed in Veracross at any point during the school year.

XIV. ACADEMIC POLICIES

Promotion Policies

Lower School (Grades PK 2-5)

Students will complete benchmark assessments three times per year. A portfolio will be kept with work samples to assist in monitoring progress as well. Teachers will meet with parents to discuss

goals and create a learning plan as needed. If a student is at-risk for retention, an academic improvement plan will be developed to specifically outline the criteria that will be required for promotion. Retention will be considered as developmental milestones are monitored by the Elementary Intervention Team. If retention is proposed, administration makes the final determination regarding grade level placement for the following year.

Middle School (Grades 6-8)

Students in grades 6-8 must pass a minimum of four (4) subjects to be promoted. The four subjects are Mathematics and English, and a combination of Bible, Science, and Social Studies. Additional course work is recommended for any student who earns a "D" for the year in English or Math.

High School (Grades 9-12)

A minimum of six credits must be earned each year in order to be promoted to the next grade level. Six credits are required for sophomore standing, twelve credits for junior standing, and eighteen credits for senior standing.

Attendance

Students must be in regular attendance to be eligible for promotion and continued enrollment. Eligibility for continued enrollment/re-enrollment will be reviewed if the student exceeds 15 absences in a semester.

Graduation Requirements

A list of graduation requirements is available in the High School Office and can be found in the Upper School Curriculum Guide.

Honor Rolls

All courses are used in computing the Grade Point Average. Students in grades 9-12 are ranked on a weighted cumulative GPA. Advanced Placement courses are awarded an additional quality point. Honors courses receive an additional 0.5 quality point. Students are also awarded a partial weight based on percentage grades within the grading scale. For instance in a regular class, an A+ is awarded a weight of 4.2, an A is awarded a 4.1, and an A- is awarded a 4.0. Percentage grades rather than letter grades will be used as the tiebreaker in determining the Valedictorian and Salutatorian of a class.

High School

High School Academic honors are determined by grade point averages on a weighted grading scale. All courses are included. Highest Honors are awarded for a GPA of 4.25 or above. Students earning GPA between 3.75 and 4.25 will be placed on the Honor Roll. Graduates with a cumulative GPA of 4.0 or above will be designated as graduating with Highest Honors.

Middle School

Middle School Academic honors are determined by grade point averages on a weighted grading scale. All courses are included. Highest Honors are awarded for a GPA of 4.0. Students earning a combination of all A/Bs will be placed on the Honor Roll.

Lower School

Students in grades 4 and 5 have two levels of academic honor rolls. "Highest Honors" is for students who have grades between 94% - 100% in academic subjects and "Honors" is for students who have grades between 85% - 93% in academic subjects. Physical education, music, and art are not computed in the grade average.

Honor Societies

Lakeland Christian School in conjunction with the Association of Secondary School Principals sponsors the National Honor Society for high school students and a Junior National Honor Society for 8th and 9th grade students. Students must maintain high grades and exhibit the required traits of character, leadership, and service to obtain and maintain membership.

Course Credit (Grades 9-12)

A one (1) unit course must be attended for the full year in order to receive any credit. A one-half (1/2) credit course must be attended for the duration of the course and completed in order to receive credit. Senior high students must be enrolled in a minimum of six (6) courses each school term. A current list of graduation requirements and course offerings is available in the Upper School Office. A student's schedule is the responsibility of both the school and the parents. The school will place students in classes based on parental input and past academic performance.

Dual Enrollment (High School and College) Opportunities

Lakeland Christian School sophomores, juniors and seniors may elect to take college level work through Cedarville University, Polk State College and Southeastern University. The registration process for dual enrollment includes:

- Taking a college placement exam, if required.
- Meeting with the school counselor to discuss course options and receive LCS administrative approval for the selected courses.
- Maintaining a minimum unweighted 3.0 cumulative GPA.
- Completing a college registration application.
- Assuming responsibility for all financial obligations.

Homework

Homework is an integral part of the educational process at LCS. It is given to extend the classroom learning or for practice that will help internalize what has been taught. It is an essential part of independent learning and for the formation of study skills.

In grades K5-5, homework will range from 15 minutes to two hours per night. The child's grade level, developmental stage, and overall organization skills will most likely impact the workload and completion time. Parents should encourage their child to take his/her agenda out of their backpack upon arriving home and ask the parent to sign the agenda each night. Students should review their agenda each night with a parent, make a plan to complete assignments, set short term and long term goals.

In grades 6-12, homework may range from one to three hours. This will vary with the day and the class load. It is the responsibility of students to see that homework is done.

Late Work

Refer to Course Syllabus for Upper School late policy.

Lower school late work policy is discussed at Parent Orientation in August. A student may earn up to 90% if work is turned in one day late. A student may earn up to 80% if turned in 2 days late. If work is turned in after 2 days, the student will earn a 0. In cases of illness resulting in a single day absence, a student will receive 2 days to make up the missed work. Adjustments will be made by the teacher for extended illness.

Lower School Summer School (K5 - 5)

Reading (LA) or Math Academy may be required over the summer in order for a child to return to LCS. An approved LCS tutor may be an option; a minimum of 20 hours of tutoring for each subject of concern must be documented over the summer by an LCS approved tutor or teacher of an LCS Academy.

Incomplete Grades

When work is not completed and a student's course grade is 60 or higher, a teacher may assign a semester grade of "incomplete" on the report card. If the student does not complete the missing work within 10 days, an F will be recorded for the course. An exception may be granted in the case of extended illness.

Non-Graduating Seniors

Seniors who do not complete the graduation requirements, are not more than one credit behind, and are in good standing in every other respect, may participate in graduation ceremonies. The student will receive a certificate of attendance at graduation. Students must complete missing graduation requirements by August 1 to receive an LCS diploma. Incomplete transcripts may be issued, but no diploma will be granted to seniors who do not meet graduation requirements.

Course Placement

A student's performance and grade in a particular subject course that functions as the prerequisite or precursor in that particular subject, ability (sometimes students underperform relative to ability) standardized test scores, and teacher recommendations are key factors considered by the teachers and department chairs when placing students. The placement of students within The Zone of Proximal Development of a course, basically within the zone that represents content that is accessible and challenging, is critical to student development. A student placed in a course below their ability will not grow academically for lack of challenge and rigor, and a student placed in a course above their ability, with content that is not accessible, will fail to thrive, often experience serious anxiety, and likely not continue to develop the content knowledge and skills necessary to be successful in the next grade.

Course Withdrawal

Upper School students may not withdraw from a class after the third full week of a course without a transcript annotation. The withdrawal deadline is the Monday following the third full week.

Students withdrawing from a course after the course withdrawal deadline up to October 15 first semester and April 1 second semester will receive a WP (withdrawal passing) or WF (withdrawal

failing) on their transcript annotating the withdrawal. Students will not be permitted to withdraw from a class after October 15 or April 1 except in the case of serious, prolonged illness.

Course Failure

Grades 6-8

Students are required to take independent coursework and pass a summer placement test in the subject with a score of 70 or higher if they have a year-end average of “F” in Mathematics or English to be considered for promotion. A student with an F in both Mathematics and English at the end of the year will be unable to continue enrollment in LCS for the following school year. Independent study may also be recommended for students who have year end grades of “D” in any subject.

Grades 9-11

Students who fail both semesters of a Math, English, Bible, Social Studies or Science course are required to repeat the course next school year. With prior administrative approval, these courses may be completed through an approved online course by August 1. The student is responsible for the cost of the course plus an administrative fee.

For final grades of “D” in math, tutoring is strongly recommended over the summer before enrolling in the next level math class.

Grade 12

Non-Graduating Seniors may request to redeem credits through a public school program or an independent study course.

Academic Probation and Dismissal

See Guidance Handbook/Curriculum Guide 2024-2025

Lower school students who are unable to meet the expectations and benchmarks of the school, may be placed on an improvement plan, required to participate in tutoring at an additional cost to the parent, or may be asked to leave the school. Students who have low grades, but whose effort and attitude are positive are permitted to remain as long as administration determines that the school can meet their academic, social, and emotional needs.

Extra Credit

Extra Credit may not be given in lieu of required work, or incomplete work, and it may not replace a 0 for required work not submitted. It is the school’s policy that no extra credit work be assigned the last two weeks of a grading period. Extra credit work will not be used to raise a grade that has been previously entered into a student’s records.

Individual Help/Tutoring

Parents and/or students may contact specific teachers to schedule individual help. The guidance counselor can be contacted for a list of tutors to assist upper school students. Parents are encouraged to arrange for an LCS approved tutor if the need arises.

Physical Education

Lakeland Christian School strives to provide opportunity for the education of the total child; physically, emotionally, socially, and spiritually. Proper habits of physical conditioning and recreation are essential to a well-balanced lifestyle. Physical education is available to all students grades K4 through 12. Currently, the physical education courses available for students in grades 9-12 are Weight Training and Football.

LCS does offer high school students the option of using a waiver to satisfy their physical education requirement. Students that participate in an interscholastic sport at the junior varsity or varsity level for two full seasons during high school are eligible to receive the waiver. Please note that students will not receive a grade or credit for the waiver.

Lower school students are expected to participate in all physical education classes. If a student is ill or injured and will not be participating, the student must bring the PE teacher a note from his/her parent or guardian requisition that the child be excused for the day. If a child can not participate in P.E., they will have "indoor recess" in the classroom or office.

Clothing

In grades 6 through 8, physical education students dress out for class daily. P.E. shorts are available in the Athletic Office. Students are to wear the school t-shirt or a plain white t-shirt with no trim or lettering and P.E. shorts. All clothing worn for physical education should be clearly labeled with the student's name.

XV. ATHLETIC PROGRAM

The athletic program at Lakeland Christian is designed to help young men and women develop spiritually, physically, emotionally, and socially as members of a team. It is one significant way students experience community at LCS. This is necessary to receive the enjoyment that comes from participating as a member of a team.

Team Member Selection

In some cases there are more students desiring to participate than can be accommodated on a team roster. Coaches make selections for the team based on ability and attitude. Student Athletes not selected will be informed of the decision and its basis in a meeting with the coach making the selection.

Athletic Program Membership

Lakeland Christian School holds membership in the Florida High School Athletic Association.

Athletic Eligibility

Students who wish to participate in athletics must show themselves to be competent students in the classroom. Lakeland Christian School adheres to the academic policies of the Florida High School Athletic Association, which requires documentation related to academic standing, residency, age, and attendance. In order for the student to participate in sports:

1. Middle school students are required to maintain a 2.0 GPA at the conclusion of each semester and must be promoted from the previous grade in order to be eligible for sports.
2. High school students are required to maintain a cumulative 2.0 grade point average at the conclusion of the semester in order to participate in athletics the following semester. A high school student entering 9th grade for the first time is eligible to participate in sports for the first semester, but must have a 2.0 GPA at the end of the semester to participate in the second semester.

In addition, Lakeland Christian School requires that all students maintain a 2.0 GPA each grading period (including each semester) in order to participate in athletic competitions. Students who do not meet this standard may be placed on academic probation per the academic probation policy. A student on probation may participate in practices but may **not** participate in athletic competitions or miss school for athletic events. Eligibility for participation in competitions will be reviewed at the third and sixth week of the quarter through progress reports. Students who maintain a 2.0 GPA and have no D's or F's on progress reports may participate in competitions during the next three week period.

Removal or Probation From Team Activities

Students who are members of sports teams must exhibit a cooperative, positive spirit in their classrooms and school activities. A student may be removed from a team or suspended for a number of contests for a poor attitude or misbehavior. A student on behavioral probation is not permitted to represent the school on an athletic team.

XVI. MUSIC PROGRAMS

Piano and Voice Lessons

Individual and group, private piano and voice lessons are available during the school day. Lessons are scheduled by the piano or voice teachers for the least amount of conflict with a student's schedule. Information regarding openings in the program is available in the Music Department. Students who take piano lessons at LCS for all four (4) high school years receive one-half (1/2) credit. Piano and voice lessons are only scheduled during study hall, advisory, or physical education classes. There is an additional fee for piano and voice lessons.

XVII. ATTENDANCE POLICIES

This policy is based on the premise that a student grows most effectively when he or she faithfully participates in LCS Academic, Student and Spiritual Life, Performing and Fine Arts, and Athletic programs. The LCS administration encourages continuous school attendance of all students in all classes with the effort by students and families to reduce unexcused tardiness, early dismissals, and absences. Research shows there is a direct correlation between student achievement and face-to-face instruction. Please understand that any absence from school impacts a student's ability to learn and meet or exceed standards.

We also recognize navigating different school schedules for Lower and Upper School students can be a challenge; however, Lower School students are expected to be on time on late start days for the Upper School. In the Upper School, attendance is taken each class period, while in the Lower School, attendance is taken at the beginning of the school day. Please be cognizant of differences in how an unexcused absence is determined in Lower and Upper School.

Absences

Absences are characterized as ***excused and unexcused***. Students may not accrue more than **15** absences per semester from any one class without potentially losing credit in that particular class and/or be considered for continued enrollment/re-enrollment.

Excused Absences

Students are permitted up to 10 excused absences during a semester. In the event a student exceeds 10 excused absences in a semester the subsequent absences will be considered unexcused.

An excused absence is a documented absence based on one of the reasons listed below:

- Illness
- Doctor's appointments
- Family emergencies
- Administratively approved school sponsored activities
- Prearranged administratively excused absence
 - College visits (up to 2 days are not counted towards total absences for upperclassmen)
 - Participation in other educational experience
 - Unique family event
 - Legal or personal matter

Documentation from a parent, medical or legal professional, which includes the date and the specific reason for the absence, and a phone number where the parent can be reached during the day is required for an absence to be considered excused. If documentation is not received within three (3) school days of the absences, the absence will be considered unexcused. A parent note does not mean an absence will be automatically excused. The school makes the final determination whether an absence is excused or unexcused.

Unexcused Absences

An unexcused absence is an absence for a reason other than the valid reasons stated in this excused absence section or an absence without written documentation from the parent or medical or legal professional. For Upper School students the Late Work Policy will apply.

Some examples of unexcused absences include, but are not limited to the following:

- Skipping/cutting classes or school programs
- Leaving school without parental permission and failure to sign out of the school office
- Family trip which did not receive prior administrative approval
- Absences in which appropriate documentation was not provided within three (3) days

Illness

We recognize there may be an occasion when a student is sick and unable to come to school, but is not seen by a medical professional. If this occurs, a parent is still required to provide written documentation of such. LCS administration reserves the right to request a note from a medical professional for all illness related absences if a pattern of absences due to illness is observed.

Please see the Illness section under Other Administrative Procedures for specific guidelines regarding returning to school after an illness.

Doctor's Appointments

Parents are strongly encouraged to schedule appointments around academic classes when possible. We encourage parents to schedule appointments during the daily lunch and recess time for elementary students, lunch and advisory window in middle school, and during study hall in high school, if at all possible. We do understand that there are times when students must miss a class due to an appointment, but would ask that this be kept to a minimum.

Administratively-Approved School Sponsored Activities

All administratively-approved absences related to school-sponsored activities (co-curricular activities, fine arts, field trips, athletics, testing, etc.) are considered excused absences. Teachers work directly with administration to schedule the event and to make teachers aware of the related excused absence from classes. Unless otherwise stated by the teacher, students are responsible for completing missed work within the same time frame as a normal absence.

Family Emergencies

In the event of a family emergency, please contact the attendance office and the building level principal. A planned absence form will not be necessary in this case.

Prearranged Administratively Excused Absence

LCS recognizes there may be unique family events, such as mission trips, weddings, college visits, and out of state graduations, that may cause a student to miss school. Since such events are known in advance, a parent must complete a *Planned Absence* form and submit it to the principal at least five (5) days prior to the planned absence. Once approved, the student will have each teacher sign off on this form, indicating they are aware of the student's upcoming absence and plan accordingly. While it may be possible at times, teachers are not required to pre-package work/assignments for students prior to their planned absence. Unless otherwise agreed upon with the individual teacher, the expectation is that the student will have any work that was available prior to the absence completed upon return.

If a student will have...

Planned Absences of 2 or more consecutive days

- Use a Planned Absence Form
- 5 days ahead of time
- Must use for college visits, even if 1 day

Excused Absences of 1 day

- Communicate with Attendance Office by 9am on day of absence for it be excused

The LCS administration reserves the right for the following:

- A. Credit on work will be reduced or possibly nullified if a planned absence form is not turned in.
- B. An extension for work missed will not be granted if a planned absence form is not approved turned in within the appropriate time frame.

College Visits

We encourage our juniors and seniors to take approved college visits. If a student is nearing the 15 absence threshold, the administration reserves the right to deny administrative approval for a college visit. 11th and 12th grade students are permitted two (2) days per academic year for college visits that do not count towards an absence of any kind. Use Planned Absence Form for such visits.

Family Trips

The school calendar includes consecutive days out of school at various times of the year to allow for families to plan vacations and family gatherings. Please plan such events during the time identified in the school calendar so students do not miss essential academic time. Student absences due to family trips not approved by administration will be considered unexcused.

Tardies & Leaving Campus Early - Lower School

There is an expectation for students to arrive on time and stay throughout the school day. If your child has an appointment and needs to leave school early, please use the Student Attendance Change link on the Veracross Parent Portal. Please refer to your child's daily schedule to determine the best time to pick up your child within the 10:30 AM -1:30 PM window. *If your child submits a medical/dental note, they will be excused.*

Scheduling appointments first thing in the morning or after 3:00 PM is ideal. We are striving to ensure that we offer the most conducive learning environment for every child. When we interrupt instruction throughout the day to sign a child out, we interrupt the entire class. *If you do not sign your Lower School child out by 1:30, please meet them at carline.*

If you are going out of town and wish to sign your child out early, please include the requested early dismissal date and time (*between 10:30 and 1:30*) on the Planned Absence Form five (5) days prior for approval. This form can be accessed and submitted through Veracross. If a student is tardy or checks out between 10:30-1:30 three (3) times without submitting a Student Attendance Change via Veracross and/or submitting a physician/dentist's note, this will equal 1 absence. For example, if a student accumulates 2 unexcused tardies and 1 unexcused early dismissal, that will equal 1 absence. If a student has 3 unexcused tardies, this will equal 1 absence. If a child is tardy 9 times without a note from a doctor or dentist, this will equate to 3 unexcused absences. These absences will be applied to the 15 unexcused absence rule per semester. Please remember if your child receives 15 unexcused absences in a semester, they may be asked to leave LCS or be retained.

A note does not guarantee that the tardy, request to leave early, or absence will be excused. The administration makes the final determination in those cases.

Missed Schoolwork (For Lower School & Upper School)

Please note that students who have missed class will receive all classwork, homework, and notes through normal modes of delivery (Veracross, Google Classroom, teacher request, etc). As stated previously, for prearranged administratively approved excused absences, the expectation is that the student will have any work that was available prior to the absence completed upon return, unless otherwise agreed upon with the individual teacher.

For any absence, it is the Upper Elem through High School student's responsibility to seek out a teacher or classmate for notes upon returning from their absence. Unless otherwise agreed to by the teacher, when a student is absent, for work assigned during the absence, the student will have one (1) day for every day they are absent, plus one, to submit work assigned during the absence.

Examples:

1. If a student is absent on Wednesday, and an assignment was given in class on Wednesday which is due on Thursday, the student would be required to submit the work no later than Monday.
2. If a student is present Monday, an assignment is due on Tuesday, and if the student misses Tuesday, the assignment is due Wednesday when the student returns to class. If Tuesday was an excused absence, the student has one additional day to submit the assignment.

Tardies - Upper School

Classes for Upper School students begin at 8:05 am and there is an expectation for students to arrive at school on time. Students must sign in at Student Services when they arrive late to school. An Upper School student is considered absent if he or she misses **20** minutes or more of a class period. A student who is late to class, but misses less than 20 minutes will be considered tardy.

A maximum of ten (10) tardies for being late to school and class are permitted during a semester without consequence. The following consequences are in place for 10 or more tardies:

- 11 = 1 hour detention
- 12=1 hour detention + Letter home
- 13 = Saturday school
- 14= Saturday school
- 15 = In School Suspension

Co-Curricular/Extra-Curricular Student Participation - Upper School

To participate in after school co-curricular activities such as athletic practices, games, and fine arts functions, students must be present for at least half of an academic day. The nature of this absence must also be excused. Specifically, a student must be present for four (4) complete class periods in order to be eligible to participate in any co-curricular activity as a participant. A student will be assigned an unexcused absence if they attend an after school activity having not been present at school. Students who had an excused absence will be allowed to participate in activities if they are absent with the appropriate documentation.

Partial-Day Absence - Upper School

Entering School During the Day / Tardy

Students coming to school after school begins for a planned absence must have the information entered in through the Student Attendance Change link available on the Veracross Parent Portal. They must sign in at Student Services when they arrive.

Students who are tardy should bring a note signed by a parent or guardian giving the date, specific reason for being late, parent signature, and phone number where the parent can be reached during the day. Students must sign in at Student Services when they report to school.

Students are not permitted to leave school for non-crucial appointments such as hair appointments. A note or documentation in Veracross does not guarantee that the absence will be excused. The school makes the final determination in those cases. Students must sign out at Student Services when leaving the campus. Parents may use the Student Attendance Change link available on the Veracross Parent Portal when checking out their students early.

Leaving School During the Day

Students are not permitted to leave campus without parental permission and must sign out at Student Services when leaving the campus.. A student who leaves without permission is considered to be skipping class.

Parents who request their student leave school during the day must submit a request through the Student Attendance Change link available on the Veracross Parent Portal or provide a note or email signed by a parent stating:

- The time of departure
- Specific reason for departure
- Phone number where the parent can be reached during the day.

A note or documentation in Veracross does not guarantee that the absence will be excused. The school makes the final determination in those cases. Students are not permitted to leave campus early between the hours of 2:15-3:15 pm without Principal approval.

Assessment Days

Students are expected to be present on days when an assessment is being given or a major assignment is due. If a pattern of absences (also known as assessment dodging) by a student is noted by faculty and administration on assessment days, the administration will require a doctor's note prior to allowing the student to take the assessment following an absence. Parents and students will be notified of this pattern in advance of these steps being taken. Additional disciplinary action is possible at the discretion of the building level principal.

Work/Community Service Release

LCS students may be excused from school after 6th or 7th period to go to a job or volunteer if they meet the following conditions:

- Students must be a junior or senior.
- Community Service/Work Release form is signed by the parent granting permission and student.

- The school has a letter or email on file from the employer or supervisor where the student will be completing the community service, the days of the week in which the student will be present, and stating the hours of employment or community service.
- Students do not miss any part of an academic class.
- Students have no grade lower than a “C” on a report card.
- Students must be enrolled in 6 academic classes, 1 of which may be a Special Programs Study Hall.
- Students understand the privilege of work release/community service is conditional on satisfactory academic progress and conduct. A student will be removed from work release/community service immediately upon a drop in grades below a “C” or there is a conduct problem.

It is recommended that students not be permitted to work more than 20 hours each week while school is in session. Students leaving on work release are required to sign out at Student Services each day before leaving the campus.

XVIII. DISCIPLINE PHILOSOPHY AND PROCEDURE

Disciplinary Philosophy and Procedure

The mission of LCS in situations where discipline is necessary is best accomplished when there is a collective understanding of the significance of the home/church/school partnership and agreement regarding these fundamental truths: 1) Every student, faculty, and staff member is created in God's image and given the privilege of uniquely reflecting that image in the world; 2) Humanity's fall into sin through Adam, means every member of our school community is fallen, sinful from birth, and in a state of rebellion against God apart from the atoning sacrifice of Jesus Christ and indwelling of the Holy Spirit; 3) In His great mercy and grace, God sent His Son, Jesus Christ, into the world to suffer the punishment we rightly deserve because of our sin, to be the atoning sacrifice on our behalf. To those who have declared with their mouth that “Jesus is Lord,” and believed in their heart that God raised him from the dead (Romans 10:9) is the promise of salvation and sanctifying work of the Holy Spirit, that we would be conformed to the image of Jesus Christ. This redemptive work frees us from shame even as we struggle with the presence of sin in our lives until the day Christ returns. In this framework, discipline is an act of sanctifying grace. It is the work of discipleship. Specifically, it is designed to:

1. Glorify God by vindicating the honor of His Son (Rom 2:23-24);
2. Protect the peace, flourishing and testimony of the body of Christ (which is an incarnational manifestation of His person, created by His work, 1 Cor 12:12-27);
3. Identify sin, for “whoever knows the right thing and fails to do it, for him that is sin,” (James 4:17) and “the wages of sin are death”(Romans 6:23);
4. Warn others from committing sin. (I Timothy 5:20)
5. Exhort the student to confess his or her sins and repent from the sin (James 5:16), that the student may be restored to the community (Jas 5:20);
6. Encourage others in the community to live in grace by modeling biblical reconciliation (2 Cor 7:12).

Within this context, LCS must view each discipline situation on a case-by-case basis. Policy provides structure and general guidelines, but our policy will be implemented by first considering the strength of the home/church/school partnership with the family involved. As a restoration plan is developed, the response and/or the genuine repentance of the student is also vitally important. The result of these considerations may lead to different consequences, with different students, for the same offense.

The partnership with the parents, as the primary covenantal shepherds of the child, and the church, as a primary partner in the spiritual care of the student and family, are critical to successful discipline and restoration at LCS. In working with parents, the following concerns will be addressed:

1. Are the parents still in agreement with our disciplinary policies? If the parents are in substantial disagreement with our policies, there may be an insurmountable obstacle to restoring the child.
2. Are the parents satisfied with the statement of the facts of the case? LCS will make every effort to discern the truth of the matter (which is sometimes a difficult task!) and share all appropriate information with parents. In the end, LCS must act in accord with its best judgment and the parents must decide whether they are willing to submit their child to that judgment.
3. Are the parents and LCS able to come to agreement as to what the child needs for restoration and social/spiritual/emotional growth? In order for the student's restoration to the community to be successful, the parents must support the restoration plan. To this end, is the family actively engaged in a local church such that we may partner with pastoral leadership in the discipleship of the student?
4. Are the parents willing to work with LCS in implementing a restoration plan, including any needed reporting, particularly with outside resources?

Scripture teaches us that we are not our own but instead part of a community under the headship of Christ. Our actions affect not just our individual lives but also our community. As we seek the greatest of the commandments, to love the Lord with our heart, soul, mind, and strength, and to love your neighbor as yourself (Mark 12:28-34), we must consider how our actions harm others and fracture the community of LCS. In cases where disciplinary action is necessary, careful consideration will be given not just to how to restore the individual who acted inappropriately, but also how to restore those affected by the inappropriate action.

As a proactive step towards encouraging an environment where all students can flourish, LCS seeks to orient its community life around the LCS Student Community Covenant. Each year, students, faculty, staff, and administration review the LCS Student Community Covenant and Parent Partnership documents. As disciplinary situations arise, it is important that parents and students review these documents as well.

Lakeland Christian School discipline is exercised at two primary levels:

1. Classroom, stage, playground, athletic field or gym. This level of discipline occurs at a teacher, coach, or teacher club sponsor level. The incident is considered minor as an individual incident, but may move to a higher level if it represents a pattern of misconduct. The teacher, teacher club sponsor, or coach will note the infraction on LiveSchool or Veracross. The teacher, teacher club sponsor, coach, may assign a Wednesday detention directly in response to the infraction.

Lower school: Grades 3-5 utilize the LiveSchool System to encourage positive behavior and document student conduct. This allows daily student behavior to be shared with parents.

Middle School also utilizes the LiveSchool System to note behaviors. Consequences generally are immediate and reflect the infraction. The LiveSchool behavior consequences for Middle School students only are listed below:

Student Monthly Demerits (Negative Points) - Demerits reset to zero each month

3 negative points in the same class - Teacher contacts the parent

6 negative points - Conference with student and administrator (Admin conference)

8 negative points - Admin conference and lunch/recess detention

10 negative points - Admin conference and after-school detention

14 negative points - Admin conference with student and parent and after-school detention

18 negative points - Admin conference and Saturday work detail

22 negative points - Admin conference and In-school suspension

25 negative points - Admin conference with student and parent and implementation of a behavior contract

2. School Division Level. This level of discipline transcends the immediate authority (teacher, coach, teacher club sponsor) and is addressed by the building level principal. Generally, it represents a pattern of misconduct, an event involving a level of disrespect or disobedience that requires a more substantial consequence, a major violation of school policy. As the infraction is of a more serious nature, so too are the consequences. Consequences may include detention, Saturday work-school, suspension, or separation. The severity of the pattern of misconduct or seriousness of the infraction may require a Restoration Contract.

Wednesday After-School Detention

This disciplinary option does not involve loss of time from classroom instruction. Students are required to report to the designated detention room on campus by 3:20 for a one hour detention. Failure to report will result in an additional detention being assigned or a Saturday Work Detail being assigned for repeat offense. The activities of the one hour detention will be assigned at the discretion of the supervising LCS faculty, staff, or administrator.

Saturday Work Detail

This disciplinary option does not involve loss of time from classroom instruction. It may be used as an alternative to suspension in some cases. Students are required to report to school from 8:00 - 11:00 AM on Saturday. They are assigned to on-campus work projects. The student pays a \$30.00 fee to offset the cost of supervision. At the end of each semester, any remaining funds from Saturday

Work Detail will be transferred to the Upper School Student Life budget. Students will be notified in writing when they are assigned to a Saturday School. Students up to 10 minutes late will receive 30 additional minutes of work detail. Students more than 10 minutes late will receive an additional Saturday Work Detail.

Students who display a lack of cooperation, a negative attitude toward the school, a teacher, or academic work will be reviewed for dismissal.

Restoration Contract

Disciplinary Restriction. This level of discipline represents a response to a very serious incident or a pattern of misconduct that requires an immediate and extensive, long-term response in order to restore the student and the community. The path to restoration will be defined in a written restoration plan. The plan will prescribe a definite period of time, requirements for restoration (amends, confession/repentance, spiritual needs) and a measurable plan for tracking the student and family's compliance with the plan. A student who is suspended (out-of-school suspension) will automatically be placed on disciplinary restriction. In addition, the student will be ineligible to participate in athletic and co-curricular activities occurring during the period of suspension. Additional consequences may apply depending on specific athletic, student leadership, and co-curricular policy.

Disciplinary Probation. This level is reserved for egregious infractions that represent a serious threat to the safety and well-being of the LCS community and the student involved or a pattern of non-compliance with the terms of existing disciplinary restriction. This level requires immediate cessation of all participation in co-curriculars and LCS events outside the academic day of 8:05-3:15. This is the final stage before separation. Students on behavioral probation are restricted to their classrooms and may not obtain passes to leave classes or study halls. Students who do not earn their way off behavioral probation will be reviewed for dismissal from the school. Four (4) weeks is the minimum probationary period.

Students may be placed on behavioral probation for: (1) a major violation of school code; (2) exceeding 5 detentions; or (3) exceeding 5 office referrals in one semester. Students on behavioral probation may not be permitted to participate on an athletic team, hold a class office, attend a class party, event, or field trip, as well as other restrictions. Students will be required to participate in mentorship to guide them in their behavior. The minimum probationary period is four weeks.

Separation From LCS

This level represents immediate and permanent separation from the LCS community when the nature of the infraction is such that the safety and well being of the LCS community or the student involved is preserved only through the student's separation from LCS, either through immediate withdrawal or expulsion. Building level principals may recommend parents withdraw a student. A determination of expulsion is the sole responsibility of the Head of School. Parents of a student may appeal the expulsion to the Board of Directors within seven (7) days of the Head of School determination to expel. The parent shall submit a written letter of appeal addressed to the Executive Committee of the Board of Directors, Attn: Chairman of the Board. The Board will make a

determination to affirm the decision of the Head of School without a hearing, or grant the parent(s) a thirty (30) minute hearing with the Board to present the basis for overturning the decision of the Head of School.

While some discipline situations may rise up through the aforementioned levels of intervention, it is by no means necessary that a particular situation unfold in stages. The level of disciplinary response to a student's behavior is entirely at the discretion of the administration, which will take into account the seriousness of the offense, the effect of the offense upon the community, the observable depth of repentance and the strength of the home/church/school partnership.

Attending Lakeland Christian School is a privilege, and that privilege is based on the continued acceptance and support by students and parents of the school regulations. Any student or parent, who expresses an attitude of disregard for the school, its standards, or teachers, may be asked to withdraw from the school. Parents and students are expected to acquaint themselves with the school's rules and to abide willingly by them.

XIX. THE STUDENT COMMUNITY COVENANT AND STANDARDS FOR STUDENT CONDUCT, VIOLATIONS THEREOF

Cheating

Cheating includes any work that a student submits that has not been completed honestly and fully by him or herself. The exchanging of answers on homework, quizzes, tests and essays is considered cheating. Both the obtainer and supplier of information are treated the same. For a first violation the student will receive a grade of zero for the assignment, will resubmit the assignment for up to half credit half (for example, a submitted paper that receives a 100 would be counted as a 50) and will serve a Saturday Work Detail. If the second violation occurs in the same course, the student will receive a zero (0) on the assignment or assessment, be suspended for one day, and placed on Disciplinary Restriction. A third violation whether in the same class or in total, across several classes, will result in a minimum of a multi-day suspension and probation up to separation from LCS.

Plagiarism

Plagiarism is a particular form of cheating. The dictionary defines plagiarism as: "The appropriation or imitation of the language, ideas and thoughts of another author, and representation of them as one's original work." Plagiarism in student papers occurs in two basic forms. The first is a word-for-word copying of an author's work without appropriate documentation. If an author has stated information that is vital to the student's subject and the student feels that a verbatim rendition is the best way to convey that information, the student must surround that passage with quotation marks and cite the source of that material. The second and more frequent manner of plagiarism is the rewording of an author's ideas and facts through summaries or paraphrases without parenthetical documentation.

It is academic theft to incorporate any part of an author's expression, ideas, or research into the content of one's paper without citing the source of that material. It robs the author of the credit due them for their published material. LCS does not tolerate plagiarism. Students found guilty of

plagiarizing will be required to rewrite the paper and incur an academic penalty. If the teacher deems that the plagiarism is excessive, it will be considered cheating and treated as such.

Artificial Intelligence Usage

The use of Artificial Intelligence (hereafter AI) in education has become more prominent with the introduction of chatbots such as ChatGPT, Bard, and others. With regard to LCS academic policy, students, parents, and faculty should note the following:

- Students must have the expressed written permission of their teacher of record to use such tools on any type of assignment.
- Use of such tools without expressed written permission could be considered plagiarism and related academic policy consequences would apply to the situation. LCS does not specifically discourage the use of AI and chatbots in assignments guided by faculty with faculty permission. Like Google, Wikipedia, and Grammarly, some AI tools do have some educational merit under parameters set by faculty. However, students should be advised that teachers can use AI detection devices as a counter to plagiarism.
- If a student has consent to use an AI tool for an assignment and if that assignment requires documentation of sources used, the tool and its output should be properly documented with citations.

Harassment/Bullying, Cyberbullying, Fighting, Intimidation, and Racism

Lakeland Christian School is committed to maintaining a culture in which all individuals treat each other with dignity and respect. The policy of LCS is to provide an environment that is free from all forms of intimidation, exploitation, hazing and harassment, including sexual and electronic harassment—whether based on gender, race, color, national or ethnic origin, age, or disability. The school includes bullying and racism in its definition of harassment. The school does not tolerate harassment of students, nor does it tolerate reprisals against any student who makes a harassment complaint. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including separation.

Harassment, intimidation, fighting, cyberbullying, racism, or bullying in any form has the effect of:

- physically harming a student or damaging a student's property.
- knowingly placing a student in reasonable fear of physical harm to the student or danger to the student's property.
- belittling, isolating, or impugning a student, faculty, or staff members' character or spreading false accusations about a student or LCS employee.
- creating a hostile educational environment.
- compelling a student to alter normal routines.

The school encourages prompt reporting of all incidents of harassment irrespective of the identity of the alleged harasser. The school will investigate and take appropriate action to prevent and correct any violation of this policy with reasonable promptness and in such a manner as to prevent retaliation and preserve confidentiality to the greatest extent possible.

Definitions

1. *Verbal Harassment.* Derogatory descriptions or stereotypical classifications concerning an individual based on gender, race, color, ethnic or national origin, age or disability. Although some students or individuals may enjoy discriminatory identifications and jokes, the school does not tolerate such violations.
2. *Physical Harassment.* The use of pushing, shoving, or other unwanted physical contact as an intentional act to impede normal movement in an effort to intimidate.
3. *Visual Harassment.* The use of obscene gestures or display of signs, flags, symbols, pictures, cartoons, written statements, or other material that denigrates, intimidates, belittles, disrespects, bullies, or otherwise discriminates against any individual.
4. *Sexual harassment.* Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting.
5. *Electronic and Social Media Harassment and Misuse.* Harassment may occur through a number of mediums or means, including electronic communications. The student Harassment/Bullying policy applies to all harassment, including any that occurs by or through any type of electronic or social media communication. This includes, but is not necessarily limited to, Internet, email, cell phones (including picture phone or text and voice messaging), Facebook, Instagram, TikTok, Snapchat Vine, or other social media platforms and or other communication devices, and communications of any type. This list of electronic devices and social media platforms is not inclusive, and the policy is intended to cover other types of electronic communication. Social Media may also be misused to create false or unauthorized representations of LCS and members of its community. The following represent violations of this policy. The list is not exhaustive.
 - Publicly bashing, shaming, or humiliating a student, LCS employee, volunteer, or board member on a social media platform.
 - Posting inappropriate pictures, videos, or using inappropriate language or symbols in ways that are tied to the LCS community.
 - Threatening an LCS student, teacher, or administrator on a social media platform.
 - Creating fake social media sites for a LCS student, teacher, or administrator.
 - Creating an unauthorized LCS social media site that creates the perception that the site is school sponsored through the use of LCS logos, images, or trademarks.
 - Hacking into or attempting to hack into or accessing a person's accounts through the person's device without authorization.
6. *Bullying.* A repeated pattern of willful and deliberate activity on the part of one or more persons intended to cause harm or instill fear. Bullying is conduct of a physical, verbal or written nature that interferes with a student's educational opportunities, benefits, performance, or with a student's physical or psychological well-being.
7. *Racism.* Derogatory descriptions or stereotypical classifications concerning an individual based on race, color, ethnic or national origin. The school does not tolerate such violations.

Application

The student Harassment/Bullying, Cyberbullying, Intimidation, and Racism policy applies to: school hours; to any school-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and whether the activity or event occurs on or off the school campus; while on school property or at school-leased facilities; or at any other time when the event or activity has any school recognition, and to hours outside of school between LCS students, most commonly in the form of cyberbullying via social media. As a Christian school, the school has the right to expect and does expect that students at the school will conduct themselves in a Christ-like manner as a Christian role model. Conduct violating these biblical standards—whether occurring at school or during school-sponsored events, activities, or functions or not, or on campus or not—is subject to appropriate disciplinary action by the school.

Inappropriate Communication, Materials and Images

Conduct in communication or conversations held within the classroom, on school grounds, on school sponsored transportation, travel, excursions, or field trips, may not degrade, harm, or disrespect a student or member of the LCS faculty and staff. Whether intentional or unintentional, such behavior demonstrates a lack of care and regard for one's neighbor. Jokes, pranks, offensive symbols, creation and distribution of pornography or inappropriate images, gossip, hurtful remarks, degrading names or epitaphs, misuse of God's name or spiritually meaningful terms, and vulgar language are examples of inappropriate communications. Incidents where any student who accesses, creates, shares, transmits, or otherwise possesses images or materials with profane, obscene, sexually explicit, or vulgar content shall be promptly investigated and appropriate disciplinary action, up to and including suspension, probation, and separation from LCS, will be administered.

Symbols

All people are created in God's image. Consequently, students are expected to demonstrate love and respect for all members of our community. Any form of discrimination or intimidation, in word or deed, which is derogatory toward another race, ethnicity, nationality, or political affiliation, is contrary to the Mission and Core Values of LCS. Violators of this policy are subject to disciplinary action. Egregious and repeat offenses are subject to suspension, probation, and separation. Students who witness a violation of this policy are asked to report the violation to the administration immediately.

Controlled Substance Abuse and Drug Testing Policy

On-Campus/School Event, Travel, or Trip Use, Possession, or Distribution

Lakeland Christian School endeavors to maintain a drug, alcohol, and nicotine free environment. Student safety is a priority at LCS. Consequently, student use, possession, and distribution of all products containing nicotine (including but not limited to cigarettes, chewing tobacco and snuff, e-cigarettes and vaping devices), alcoholic beverages, and illegal drugs including the misuse of prescription drugs or legal substances as intoxicants, is prohibited at LCS. This would include use or possession at LCS, at any school function, and at any school-sponsored activity, trip, or excursion. On campus, school event, or school trip use or possession by any student enrolled at LCS is subject to immediate indefinite

suspension pending investigation, and is cause for discipline up to and including Disciplinary Probation and Separation. Violation of this policy involving drugs, both illegal and misused prescription, will result in immediate separation. Violation of this policy involving alcohol will result in immediate suspension and disciplinary restriction up to separation depending on the severity, community impact, and breadth of the offense. Repeat offenses of this policy for all substances are subject to and include disciplinary probation and immediate separation. Violations of the Controlled Substance Abuse policy constitute reasonable suspicion and the subject student may be required to submit to a drug test at the parent's expense as a condition of remaining a student at LCS. Law enforcement agencies will be notified when appropriate.

Off-Campus Use

Students are expected to refrain from all illegal activity. Thus, for a reported off-campus, non-school function incident involving the illegal use, possession, or distribution of the substances identified in the section labeled "On-Campus/School Event, Travel, or Trip Use, Possession, or Distribution," the student and his or her parents (or guardians) will be contacted to address the reported incident. A drug test may be required by the building level administrator at this time at the parents' expense. A confirmed off-campus incident will result in disciplinary action as described for the previous section, "On Campus/School Event, Travel, or Trip Use, Possession, or Distribution."

Off campus incidents not previously reported to the administration and thus not under investigation, where students/parents self-report, are handled on a case-by-case basis with all circumstances, history, student and parent response, and church partnership taken into consideration. This partnership represents an opportunity for intervention and restoration. This rare instance may provide a pathway to a restoration plan that precludes suspension, probation, or separation, depending on the nature and severity of the incident.

Student Drug Testing

LCS is committed to maintaining a drug-free environment. In order to realize this goal, the school maintains the right to require, when reasonable suspicion exists, including but not limited to possession of drugs, alcohol, or nicotine delivery products, that parents have their student tested for drugs and the results submitted to the administration at the parents' expense. A student may be suspended until the school receives the results. A positive test will lead to disciplinary action up to and including separation. Failure to comply with a required drug test may result in separation.

Dangerous Weapons/Items

Any student who brings a dangerous weapon (firearms/knives) or any item that would endanger the health, safety, and well-being of students or staff on school property will immediately be suspended from school, pending a Head of School determination regarding separation.

Note: The possession of a concealed weapon is a felony crime and requires that the incident be reported to the authorities.

Any student who is complicit in concealing the presence of a weapon will also be immediately suspended and is subject to discipline up to and including disciplinary probation and immediate

separation. Neither pocket knives, lighters, firecrackers, nor other types of dangerous objects are permitted at school or on school buses.

Arrest and/or Conviction of a Crime

Lakeland Christian School students are expected to obey the laws of the community, state, and nation. Any student who is arrested, charged with, or convicted of a crime, other than minor traffic violations may be subject to school discipline which may include separation. Offenders are required to report such incidents to the school administration for review. Failure to report an incident may result in suspension pending additional discipline to include possible separation.

LCS Statement of Faith, Article 8, Violations Thereof

It is the position of Lakeland Christian School that the Bible teaches that marriage is an intimate physical union between one woman and one man, bound by a marital vow. This prohibits LCS from teaching or communicating, by action or word, that premarital, extramarital, and same sex sexual unions; pornography of any kind; heterosexual cohabitation without marriage; and excessive or dominating immodesty or indecency are acceptable in God's eyes (this list is not exhaustive).

We believe that those who practice and/or promote the LGBTQ lifestyle or an illicit heterosexual lifestyle, like all other sinners, are subjects of God's love, for Romans 5:8 declares, "But God commended His love toward us, in that while we were yet sinners, Christ died for us." A reflection of this love is the discipline and correction of those engaged in a lifestyle declared to be sin by the Bible, through the exhortation, counsel, and training to live godly lives as it pertains to relationships and sexuality.

In accordance with the LCS Statement of Faith, Article 8, the practice and/or promotion of lesbian, gay, homosexual, bisexual, and transexual lifestyle, to include, but not limited to, sexual activity, dress, and locker room and bathroom activity, and an illicit heterosexual lifestyle (sexual intercourse of any nature outside the confines of marriage, 1 Cor 6:18) is prohibited at LCS. To practice and/or promote the LGBTQ lifestyle or an illicit heterosexual lifestyle is to stand in opposition to the biblical teaching regarding sexual sin and gender and the LCS Statement of Faith. Therefore, any student practicing (consensually) and/or promoting the LGBTQ lifestyle or an illicit heterosexual lifestyle is called to change their activity to comply with the LCS Statement of Faith, Article 8, embrace confession of sin and repentance, engage their local church leadership, and desire restoration to the LCS community. To do so will result in disciplinary action ranging from suspension and disciplinary restriction to separation.

Our hope is for restoration that can only come through repentance and forgiveness offered freely through the grace of Jesus Christ (1 Timothy 1:12-16). Ultimately, there will be full restoration to right desires, right relationships, and wholeness. At the same time, we acknowledge that the wholeness we seek has not fully arrived. Until it does, God instructs and equips us to renounce ungodliness and worldly passions and may call some to a practice of a celibate lifestyle (Titus 2:11-13). As beautifully promised in 2 Corinthians 5:17, "Therefore, if anyone is in Christ, he is a new creation; the old has gone, the new has come."

Finally, students continuing to practice and/or promote the LGBTQ lifestyle or an illicit heterosexual lifestyle in any manner in violation of their restoration plans will face separation from LCS.

Students Who Become Expectant Parents

Pregnancy outside the context of marriage is sensitive, because, while the premarital sexual relationship that may lead to pregnancy is sin, pregnancy itself is not; indeed, children are a good gift from God. LCS seeks to walk in accordance with the biblical doctrines of sin, confession and repentance, and restoration. Continued attendance of expectant parents, both mother and father, is considered on an individual basis. Each decision is made on the basis of Christian concern for the welfare of each student and family involved and for the welfare of the student body and LCS community. The Bible teaches that premarital sex constitutes sexual sin (Eph 5:3, 5). The Bible teaches that confession and repentance of sin lead to the forgiveness of sin by God and the restoration of believers to full communion and fellowship in the body of Christ (John 8:1-11; 1 Cor 6:11). Thus, in the context of confession and repentance, LCS seeks to restore the expectant parents to fellowship in the LCS Community (Gal 6:1; 1 John 1:9).

Expectant parents may be permitted to continue as students only in the context of open repentance and full parental support for the restoration plan set forth by the administration as determined by the High School Principal, Director of Biblical and Worldview Studies, Director of Spiritual Cultivation and Biblical Leadership, and the Director of Student Life. LCS embraces transparency with the expectant parents' peers to avoid gossip, innuendo, and the appearance that LCS is condoning sexual sin, and to emphasize the nature of confession, forgiveness, and restoration in the LCS community. Likely conditions include but are not limited to a reduced participation in school activities where context cannot be provided and a period of homebound education.

The decision may be appealed in writing to the Head of School by the student or his or her parent or guardian within seven (7) days of the date on which the Head of School notified the student and parents of the determination.

Smartphones/Cellular Phones/Wireless Communication Devices/Wearable Technology

Lower school students are not permitted to carry phones/wireless communication devices including smart watches.

Upper school students are not permitted to use their smartphones, wearable technology, and wireless headphones while on campus from 7:20 AM to 3:15 PM. Additionally, there is to be no text messaging during the course of the school day.

In order to fully implement our policy, the LCS Upper School has adopted the Yondr Phone Pouch system. Every student is assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day and keep it in good working condition.

The Yondr pouch is property of Lakeland Christian School. If a student damages his or her Pouch or is caught on the phone, the following actions will take place::

If a student damages* or loses his or her Pouch:

- If the pouch is damaged*, the Administration will collect the phone and pouch.

- If the pouch is lost, the student will need to turn his or her phone into the office until a replacement pouch is assigned.
- Administration will contact parents regarding the infraction.
- The student's Veracross Student Billing account will be charged \$50 to cover a new pouch.

**Damage consists of any signs that the physical integrity of the pouch has been compromised, whether intentional or unintentional, as determined by the school or Yondr staff.*

If a student is caught using his or her phone:

- The teacher/administration will collect the phone.
- Students will be assigned:
 - 1st offense - Work Detail | Saturday School
 - 2nd offense - Work Detail or In School Suspension; Parent must pick up the phone from the school office.

If a student forgets his or her Pouch: If a student forgets his/her pouch:

- The student will turn the phone into the MS/HS Office.
- The phone will be returned to the student at dismissal.
- If the student forgets his/her pouch multiple times, administration will contact parents to reiterate the policy.
- Non compliance with this policy may result in separation of the student and family per the "Right to separate a student and family" policy on page 16 of this handbook.

If a student doesn't have a phone:

- The student will not be issued a Yondr Pouch.
- At the beginning of each semester, the parent will sign a document confirming the student does not own a phone.
- Deceit regarding phone possession is a serious offense and will result in discipline up to separation per the "Right to separate a student and family" policy on page 16 of this handbook.

Cult/Occult/Satanic Practices

Students who become involved with a cult/occult/or Satanic practices will be suspended pending an investigation. Students found to be engaging in cult/occult/ or Satanic practices face disciplinary action ranging from suspension and disciplinary probation to separation.

Stewardship of School Property

God has blessed LCS with a beautiful campus, and He calls us to exercise care and dominion over what He has entrusted to us. Students are expected to show respect for school property and for other people's possessions at all times. This occurs primarily in two ways:

1. First, students are asked to act responsibly as caretakers with the facilities, materials, and resources found at LCS. Examples of this would include, but are not limited to, throwing away personal trash and helping to pick up other trash or debris on campus, cleaning up after lunch, treating restroom facilities with care, acting responsibly with school property

and resources, maintaining a clean locker, and refraining from vandalism.

2. Next, care for the property of others is also very important. This would also include, but is not limited to, returning items that have been borrowed, respecting the personal property and space of fellow students and teachers (staying out of other students' lockers, bags, and purses; teacher desks and cabinets; etc.), and by refraining from stealing or taking items that are not our own.

Students will be held responsible for broken or vandalized items, and immediate disciplinary action could result. Students are also expected to report any damage that has been caused to property whether intentionally or unintentionally. Students who steal or take items that are not their own are subject to disciplinary action.

Chewing Gum

The Lord has blessed the LCS Community with an outstanding facility we are called to stewardship of our facility. Thus, gum, which finds its way to sidewalks, the undersides of desks and tables, and the bottom of shoes, is not permitted on campus. Per semester, a \$5 fine is assessed for the 1st and 2nd violations. Saturday School will be assigned for subsequent offenses.

Implied Consent/Search and Seizure

When a student enrolls at Lakeland Christian School, he/she waives the right of privacy related to any personal property brought on campus. This includes automobiles and all wireless communication devices. Refusal to comply with a request for permission to search a student's possessions may result in discipline up to expulsion. The administration reserves the right to search students' personal property and areas on campus if it is suspected that a school policy has been violated.

Search and Seizure Policy and Procedures: To maintain order and discipline on school property and at school-related events and to protect the safety and welfare of students and school personnel, Lakeland Christian has the right to perform unannounced searches and to seize contraband, and has the right to perform physical searches of students to determine whether they pose a danger to themselves and others. The Head of School and authorized staff members may search a student's pockets, purse, backpack, gym bag, cell phone or other personal property; student lockers, desks or other school property; or student automobiles under the conditions described below.

No student may possess any illegal substance, object, or contraband that constitutes a threat to the health, safety, or welfare of any person or persons on school property. Contraband is all substances or materials prohibited by school policy or state or federal law, including but not limited to pornographic materials, controlled substances, drugs, drug paraphernalia, alcoholic beverages, cigarettes, vapes, guns, knives, weapons, or incendiary devices. All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by staff. Storage, return or destruction of such items shall be at the discretion of the Head of School or the Head of School's designated agent, subject to legal impoundment.

Personal Searches: A student's person or personal effects (e.g., backpack, purse, and pockets) may be searched by an administrator staff member to determine whether the student is in possession of contraband. Searches may be performed without notice, without consent, and without a search warrant. All personal searches will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the student. A school administrator of the same sex will conduct the search in private, with another adult witness of the same sex present, and only upon approval of the Head of School or a specified designee. The student's parents will be notified of the search as soon as reasonably possible. Under no circumstances will a strip search be permitted unless conducted by law enforcement personnel.

Physical/Public Display of Affection

No physical/public display of affection is permitted at school. Students are to ensure that, whether they are in class, in the halls or in the cafeteria, that they maintain appropriate space between them.

Elevators Usage

Students may not ride the elevators without an appropriate pass. Students who choose to ride the elevator without appropriate passes will be subject to disciplinary action.

School Computer Usage

The computers at Lakeland Christian School are to be used for educational purposes only. Educational purposes include academic research, completing class assignments, and software training. Use of computer systems and Wi-Fi for entertainment (games, etc.) and commercial solicitation, chatting, posting, or other inappropriate activities is prohibited. The Computer Use Policy is found in Appendix A of this Handbook and on the Wi-Fi agreement page. Student use of any school computer constitutes an agreement with the Computer Acceptable Use Policy. Violations of these policies may result in suspension or other disciplinary action.

Social Activities and Entertainment

Lakeland Christian School partners with a wide array of families and churches within the body of Christ. Many differ on their view of appropriate entertainment for teens.

The Bible calls Christians to exercise discernment and godly judgment in their activities and affections. Though Scripture does not specifically refer to every activity or entertainment available in our culture, it does call us to holiness of life. Parents are encouraged to monitor the entertainment options exercised by their students.

XX. DRESS CODE

Dress code can be a point of contention, frustration, and distraction for students, parents, and faculty. This should not be the case. We hope the following guidelines will help you understand and commit to the overall attitude we desire.

The Scriptures only touch the issue of dress through principles. A Christian school dress code can be dealt with on a "spiritual" basis, only as it relates to biblical principles. The underlying principles

are not usually a source of contention. They are more frequently related to institutional preferences, which the school chooses. Two different Christian schools that are equally committed to the Scriptures may have different dress guidelines for their faculty and students. Just as churches and families also have varying perspectives. Each school necessarily establishes boundaries that conform to its mission.

The principles found in I Timothy 2:9-10, 4:12 and Titus 2:6-8 teach:

- Appropriateness – “in harmony with the situation”
- Modesty – “moral sensibility within the bounds of propriety”
- Humility – “not proud or self-assertive”

In addition, neatness, respect and gender distinction are basic to the code.

The school established its rules of dress to meet these standards and to reasonably enforce them. Some specific items of dress are not permitted at school because of the difficulty in making fine distinctions between appropriate and inappropriate attire.

Judgments of interpretation are always a part of dress code implementation. Students and parents with questions are encouraged to check with the administration before purchasing clothing.

Note to Parents

Parents are encouraged to teach their children to live happily and submissively within the code’s guidelines. Nitpicking criticism, to which any set of rules is susceptible, creates a spirit of unrest in children. We want to prevent the dress code from becoming a **major** issue at LCS. Even though we readily acknowledge that much of the dress code is mere institutional preference, it is not optional. Students are expected to comply with the code and parents are expected to monitor compliance before their children leave home. We are not here to be “clothes police.” It is inappropriate that complying students, teachers, or principals be distracted from the educational process, due to someone failing in his or her commitment to follow the code.

The ambiguities of many terms associated with the dress and the ongoing changes in styles, necessitates that the school publish an annual dress code description which can be obtained in the school offices or the LCS website.

Lower School - Boys and Girls

Uniform Shirts:

Uniform shirts which display the school logo are required. There are two options for purchasing shirts.

- Option 1: Purchase uniforms through the Lands’ End, MARST Marketing or Tommy Hilfiger Uniform Stores. Links to these sites are available on the Veracross Parent Portal.
- Option 2: Purchase a short or long sleeve polo shirt on your own.

Approved shirts types and features:

- Must be a solid color (not heathered)

- Boys and girls may wear plain T-shirts or collared shirts, dry-fit or cotton is acceptable.
- Girls may also wear a Bella-style shirt.

Shirts not purchased through Lands' End, MARST Marketing or Tommy Hilfiger will need to have the school logo embroidered on them at one of the following approved vendors:

- Hazmore Outdoor Products (1645 North Galloway Road, Lakeland - 863-698-6521)
- Williams & Williams Inc. (1145 East Main Street, Lakeland – 863-683-5487)
- Imagewear Screenprint & Embroidery (3210 Winter Lake Road, Lakeland – 863-937-9872)

Only these vendors may be used. They have the approved logo design, know the required location of the logo and know which thread colors are acceptable.

Dress Code Requirements:

- Tennis shoes are required for all elementary students every day (no exceptions).
- LCS sweatshirts may be worn but only over a dress code shirt.
- Special Days: On Fridays students may wear any LCS spirit T-shirt.

Lower School - Girls:

- Skirts, capris, jeans, slacks, and modest shorts are appropriate for school
- Shorts should not be shorter than mid-thigh
- No “butterfly” shorts
- Make-up and acrylic/gel fingernails are inappropriate for elementary school (including colored lip gloss). Fingernails are to be trimmed.
- Hairstyles should not be distracting. Hair must be kept neat and out of face.
- No excessive jewelry.

Lower School - Boys:

- Long pants, jeans, and shorts are permitted
- Shorts should not be shorter than mid-thigh
- Hairstyles should not be distracting. Hair must be neatly trimmed, kept out of the eyes, and not cover the collar.
- Earrings or pierced ears are not permitted.
- Fingernails are to be trimmed.

Lower School - Not Permitted:

- Tops - multicolored, color-blocked, two-toned, tie-dyed, patterned or striped shirts, v-neck, ruffles, glitter, cutouts, tank tops, eyelet, lace, sleeveless, or backless shirts
- Pants - Torn jeans or shorts, overalls, yoga pants, Jeggings or leggings unless worn under an appropriate length skirt or shorts
- Shorts - Bike shorts or form fitting shorts , no “butterfly shorts”
- Skirts - shorter than 2” above the knee (4th and 5th grade)
- Hats - Caps in classes or hallways during school hours
- Tattoos (permanent or temporary)

- Accessories - Apple or Gizmo watches, excessive jewelry
- Hair - Mullets, Mohawks or any other extreme or distracting hairstyle. The administration reserves the right to deem any hairstyle as a violation due to style, color, or length.

Upper School - Young Men and Women

Uniform Shirts:

Uniform shirts which display the school logo are required. There are two options for purchasing shirts.

- Option 1: Purchase uniforms through the Lands' End, MARST Marketing or Tommy Hilfiger Uniform Stores. Links to these sites are available on the Veracross Parent Portal.
- Option 2: Purchase a short or long sleeve polo shirt on your own.

Approved shirts types and features:

- Must be a solid color.
- May not have pockets or more than three buttons.
- May have small brand logos.
- Mock polos, shirts with no buttons, cropped sleeves or without sleeves, are not permitted.

Shirts not purchased through Lands' End, MARST Marketing or Tommy Hilfiger will need to have the school logo embroidered on them at one of the following approved vendors:

- Hazmore Outdoor Products (1645 North Galloway Road, Lakeland - 863-698-6521)
- Williams & Williams Inc. (1145 East Main Street, Lakeland – 863-683-5487)
- Imagewear Screenprint & Embroidery (3210 Winter Lake Road, Lakeland – 863-937-9872)

Only these vendors may be used. They have the approved logo design, know the required location of the logo and know which thread colors are acceptable.

Upper School - Young Women

Skirts: Skirts are to extend past the knee. Slits above the top of the knee are not permitted.

Pants, including capris and khaki style/cotton twill material joggers are acceptable (no athletic or lululemon style). The hem should be neat and not excessively frayed or cut-off.

Blue jeans, bib-overalls, athletic pants, leather pants, stretch pants, leggings, spandex, lycra or excessively tight or baggy styles are not permitted.

Shorts are not permitted.

Uniform shirts must have a collar. Although tops may be untucked, they must be long enough so that no skin shows when the arms are raised above the head. Only the top button may be unbuttoned on shirts. Shirts may not be altered. Undershirts must be tucked in.

Shoes: Dress/casual and athletic shoes as well as flip-flops and sandals are acceptable. Crocs and shoes with wheels are not acceptable.

Upper School - Young Men

Long pants must be neat and a solid color. All pants must be worn at the waist. Cords, cargo pants and khaki style/cotton twill material joggers are acceptable (no athletic or lululemon style).

Blue jeans, bib-overalls, athletic pants or excessively tight or baggy pants are not permitted.

Shorts must be khaki/school uniform style **ONLY** (no dri-fit, fleece or athletic shorts).

Golf cut-style shorts are permitted. They must be solid in color without designs or emblems. Worn at the waist, the shorts must be fingertip length or longer and come to within mid-thigh when seated. The hem should be neat and not frayed or cut-off. No excessively tight or baggy shorts are permitted.

Uniform shirts may not be altered. All shirts must have a collar. Only the top button may be unbuttoned on shirts.

Hair should be clean, well-groomed and worn in a style that is not in any way extreme or in bad taste. Sideburns may not extend beyond the bottom of the ear. Hair cannot be longer than the bottom of the collar. Extreme or fad styles, such as "Mohawk, Punk, Emo, Spiked or Shaved designs" will not be permitted. Hair may be highlighted or colored with natural hair color only. All facial hair must be neatly groomed. The administration reserves the right to determine the acceptability of hairstyle or color.

Shoes: Dress/casual shoes or athletic shoes are acceptable. Crocs, sandals, slippers (including UGG style) or shoes with wheels are not acceptable. Shoes must have a full heel.

Outerwear:

Any clothing worn over a uniform shirt is considered outerwear. Solid or heather color sweatshirts with the LCS logo and quarter-zips or jackets which display the school logo may be worn. Hooded sweatshirts displaying the LCS logo are permitted; however, hoods may not be worn indoors. Non-LCS hoodies, such as FHSAA wear are not permitted. If wearing LCS outerwear, students must wear an LCS polo shirt underneath.

Anything with a full zipper, not displaying the LCS logo is considered a jacket and will only

be permitted on *administratively designated* cold weather days.

Team/Group Gear

Wearing LCS Team/Group Gear

- Teams/Groups leaving campus for an event or activity (FFA, Band, Robotics, etc.) where they will need to be in 'uniform' are permitted to wear LCS team or group tops to school.
- LCS Team/Spirit Gear (team t-shirts, etc) may only be worn as designated by administration.

Wearing Team Uniform Tops

- Teams may wear uniform tops on days of home games and district/state playoffs. In lieu of uniform tops, students may also wear a team shirt on those designated days.
- Exceptions for wearing a team t-shirt in lieu of a uniform top would apply to swim team, track & field, cross country.
- Team jersey days must be requested in advance.

No camouflage clothing nor sweaters are permitted.

Excessive jewelry, make-up, or hair styles that the school deems distracting to the atmosphere or mission of LCS are not permitted. Single stud nose rings and modest earrings are permissible. No hats or bandanas.

Dress Down Days: Approved non-dress code shirts and jeans are permitted. Jeans must be appropriate. No jeans with holes, rips, shredding or excessively frayed edges are permitted. No excessively tight or baggy jeans are permitted.

Hairstyles should not be distracting. Hair may be highlighted or colored with a natural hair color only. No extreme styles. Hair must be kept neat. The administration reserves the right to deem any hairstyle as a violation due to style or color.

Costumes are not permitted, except during approved Spirit Days or other special events.

Extracurricular Activities: Students remaining after school for various activities are required to be in modest, suitable attire. Shorts with slit sides are not allowed. No clothing which exposes the midriff is allowed. Boys should always wear shirts on campus.

Semi-Formal Dress Code:

Young Men:

- Dress slacks and a long-sleeve button-down dress shirt is considered the minimal acceptable attire for this type of event. Dress coats and ties are optional.

Young Ladies:

- Dresses must be longer than the fingertips when arms are fully extended by the sides, or mid-thigh (whichever is longer). This applies to the entire hemline all the way around the dress, including slits.
- Dresses should not be excessively low in the back or have a completely backless design.
- Modest fronts cannot have a plunging neckline or expose cleavage.
- No bare midriffs, which means no cut-outs on the front of the dress. Sheer and nude material does NOT constitute coverage of any area.
- Dresses must meet dress code guidelines for the duration of the event.
- This dress code applies to all semi-formal events, as well as award/athletic ceremonies and banquets.

Formal Dress Code:

Young Men:

- Dress slacks, a dress coat or a long-sleeve button-down shirt and tie is considered the minimal acceptable attire for this type of event.

Young Ladies:

- Dresses must be longer than the fingertips when arms are fully extended by the sides, or mid-thigh (whichever is longer). This applies to the entire hemline all the way around the dress, including slits.
- Dresses should not be excessively low in the back or have a completely backless design.
- Modest fronts cannot have a plunging neckline or expose cleavage.
- No bare midriffs, which means no cut-outs on the front of the dress. Sheer and nude material does NOT constitute coverage of any area.
- Dresses must meet dress code guidelines for the duration of the event.

If there is a question about appropriateness, check with the administration at least one week prior to the event. Students who do not meet the appropriate dress will not be permitted to enter the event and no refunds will be given. This dress code also applies to non-LCS students who attend as guests.

Dress Code Enforcement - Lower and Upper School

Students who are out of dress code may be removed from class until the violation is corrected.

In the case of hair violations, when the violation involves an improper haircut or style, the violation must be corrected by the Monday of the following week or the student may not be permitted to return to class.

In the case of legitimate misunderstanding or other extenuating circumstances, the Principal may excuse the student from any penalty. (The violation still must be corrected). Offenses are tracked by semester.

Lower School - First Offense: Teacher notifies parent with note in agenda, email, text, or phone call
Lower School - Second Offense: Administrative referral and parent will be notified
Lower School - Third Offense and each offense thereafter: Students will be sent to the office and parents will be notified to bring suitable clothing or students will need to be picked up from school to get a haircut or take care of violation prior to returning to school.

Upper School - First Offense: Warning

Upper School - Second Offense and each offense thereafter: After-school detention, Saturday School

Final authority to decide appropriateness of an outfit worn on campus and at all LCS activities rests with the administration.

Further violations may lead to further disciplinary action. A perpetual lack of cooperation or brinkmanship regarding dress code often indicates an attitude incompatible with continued attendance at LCS.

Some parental attitudes that would be helpful regarding the dress code:

- Do not let your child operate on the brink – keep hair and clothing well within the limits. It is your responsibility to see that your child stays within the limits set by the school.
- Don't take it personally. We do not wish to make a big issue over it and hope you don't either.
- Explain to your child the function of a dress code and the importance of children learning to live within the limits.
- Don't let the inconvenience of circumstances make you lose control of your emotions. Please remind your child that parents and the school are partners in this issue.

XXI. APPENDIX

Technology Acceptable Use Policy for Students

Students' access to technological resources at LCS, including school computers and networks, and student's personal electronic devices are permitted for educational purposes. The following rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Adherence to the following policy is necessary for continued access to technological resources.

Failure to comply with the policy and rules may result in loss of technological privileges, disciplinary action and/or legal action.

A. Computer Use is a Privilege, Not a Right

Student use of personal electronic devices and of the school's computers, networks, and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. The school administration shall have final authority to decide whether a student's privileges will be denied or revoked.

B. Acceptable Use

Students' access to technological resources at LCS, including school computers and networks, and student's personal electronic devices is provided for education purposes and research consistent with the school's educational mission, curriculum, and instructional goals. The same rules and expectations govern student use of technology as apply to other student conduct and communications. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing personal devices or the school unit's computers, networks, and Internet services. The school has the right to place reasonable restrictions on the use of equipment, resources and material students and employees access or post through the network. Students are also expected to follow the rules set forth in the school's technology use guidelines governing conduct, disciplinary code, and the law in their use of the school's equipment and network. All access and rights are privileges granted by the school, and users should expect no privacy rights.

C. Prohibited Use

The user is responsible for his/her actions and activities involving technology. **Examples of unacceptable uses that are expressly prohibited include, but are not limited to the following:**

- 1. Accessing Inappropriate Materials** – Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.
- 2. Illegal Activities** – Using technology for an illegal activity or activity that violates other school policies, procedures and/or school rules.
- 3. Violating Copyrights** – Copying or downloading copyrighted materials without the owner's permission.
- 4. Plagiarism** – Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher, and Web site must be identified. Refer to Artificial Intelligence Usage Policy.
- 5. Software** – Copying or downloading software without the express authorization of the system administrator or the supervising teacher. Software may not be copied and/or taken from the computer lab unless the supervising instructor gives permission.
- 6. Non-School-Related Uses** – Using technology during the school day for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use.
- 7. Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts.

8. Malicious Use/Vandalism – Any malicious use, disruption or harm to the school’s computers, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

9. Unauthorized Access to Social Media/Chat Rooms/News Groups – Accessing social media services (Instagram, Twitter, etc.), messaging services, chat rooms, etc. without specific authorization from the supervising teacher.

10. Games – Games are only to be played if they have educational value and have been assigned by a teacher.

11. E-mail – Permission must be granted from a faculty member for use. You may not check your e-mail or send e-mail unless granted permission.

12. Harassment or Defamation – Initiating or continuing unwelcome communication to another student or staff member, or sharing private information about another student online.

D. No Expectation of Privacy

The school retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by the school. The school technology director reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, including email and stored files. Students’ use of their personal devices during the school-day is contingent on their consent for those devices to be searched upon reasonable suspicion of wrongdoing. Students will be required to delete inappropriate materials that are found on their devices.

E. Compensation for Losses, Costs and/or Damages

The student and/or the student’s parent/guardian shall be responsible for compensating the school for any losses, costs or damages incurred by the students to a computer, server, network, or any other part of the infrastructure.

F. School Unit Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use

The school assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

G. Student Security

A student shall not reveal his/her full name, address or telephone number on the Internet. Students should never meet people they have contacted through the Internet. Students should inform their supervising teacher if they receive information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

H. System Security

The security of the school computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify the system administrator. The user shall not

demonstrate the problem to others. Any user who attempts or causes a breach of system security, or circumvents the network's content filtering shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action by the school.

Consequences for Violation. Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources, up to expulsion.

Supervision and Monitoring. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Please sign and return to the Lower School or Upper School Office.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS TO THE FAMILY HANDBOOK::

Student

Date

Parent/Guardian

Date

PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM.

THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR YOUR STUDENT'S USE OF COMPUTERS AT HOME, AT LIBRARIES, OR ANYWHERE.

Lakeland Christian School 1-to-1 Chromebook Policy

The policies, procedures, and information within this apply to all school issued Chromebooks used at Lakeland Christian School by students, staff, or guests including any other device considered by the administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classrooms.

Receiving Your Chromebook:

Chromebooks will be distributed during the first week of school. Parents and students agree to the terms in this handbook by signing the acceptable use policy and enrollment in Lakeland Christian School.

Return:

Student Chromebooks and accessories (both pieces of the charger) will be collected at the end of each school year for maintenance over summer vacation. While we will attempt to return the same device to the students when they return the following year, this is not a guarantee.

Any student who transfers out of LCS will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for the payment in full (see page 6 for payment details).

Taking Care of Your Chromebook:

Students are responsible for the general care of the issued Chromebook. Chromebooks that are broken or fail to work properly must be reported to your classroom teacher **ASAP**. Your teacher will submit a ticket to the IT department. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced. Accidents happen, but misuse or failure to follow rules outlined in this handbook may result in the student assuming the cost of the repair. Below are the rules that will help ensure your Chromebook is kept in working order.

General Precautions:

- No food or drink allowed next to your Chromebook
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook ports.
- Students should never carry their Chromebook while the screen is open unless directed by the teacher to do so.
- Chromebooks should never be shoved into a locker, or wedged into a backpack as this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature before turning it on.
- Chromebooks must always be placed on a desk, table, or solid surface when in use.
- Under no circumstances should a key be picked or removed from the Chromebook. If a key falls off you should notify your teacher immediately. Generally, keys do not fall off unless misuse has occurred.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean on top of the Chromebook
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (i.e. pens, pencils, notebooks).

Using your Chromebook

At School:

The Chromebook is intended for use at school every day. Students are responsible for bringing their Chromebook to all classes unless specifically advised not to do so by their teacher.

At home:

Students are encouraged to take their Chromebook home each night. **Chromebooks must be brought to school fully charged each day.** If a student comes to school without a charged device, it is not a guarantee that he/she will be supplied with a loaner. They will have to use non-technical means to continue learning while their device charges.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students are encouraged to bring their own earbuds or headphones.

Printing:

At school: Printing functionality is limited at school and only used on an as needed basis. Teaching strategies will facilitate digital copies of assignments.

At home: The school can not troubleshoot or attempt to set up any home printing solutions for students.

Managing Your Files and Saving Your Work

Students will save their documents directly to their school-linked Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work (as long as they have a stable internet connection) as Drive will save each keystroke as the work is being completed.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape or labels that are not the property of Lakeland Christian School. Spot checks for compliance may be done by LCS staff at any time. Defacing the Chromebook will result in the student/parent being charged to repair the damage.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Lakeland Christian Acceptable Use Policy.

Software on Chromebooks

Originally Installed Software:

Chromebook software is delivered through the Chrome Web Store. These are web-based applications that do not require installation space on the hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

As teachers and administrators direct, the school may add software applications for use in a particular course. This process will be automatic through a restart of the Chromebook with virtually no impact on the students. Applications that are no longer needed will automatically be removed by the school as well.

Protecting & Storing Your Chromebook

Chromebook Identification:

Chromebooks will be labeled in a manner specified by the school:

Chromebooks can be identified in the following ways:

- Record of serial numbers and LCS asset tag
- Individual's Google Account username

Under no circumstances are students to modify, remove or destroy identification labels.

Storing Your Chromebook:

Chromebooks should never be stored in an unattended vehicle. Students are responsible for securely storing their Chromebooks during extra-curricular activities.

Chromebooks Left in Unsupervised/Unsecured Areas:

Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, personal lockers, the library, gym, locker rooms, hallways, bathrooms, buses, in a car, or any other entity that is not securely locked or in which there is no supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Middle School or High School Office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

Repairing or Replacing Your Chromebook:

Chromebooks undergoing Repair:

- Loaner Chromebooks will be issued to students when they leave their Chromebooks for repair at the Tech Office.
- The school may refuse to provide a loaner Chromebook if repair is needed due to malicious damage.
- **Students and parents will be charged the full cost of repair for Chromebook damage that is a result of misuse or abusive handling.**

Replacing a Lost Chromebook:

If a student misplaces a Chromebook, they must bring a signed note from parents that they searched any possible locations for the Chromebook and have been unsuccessful in locating the device. The students will be issued a loaner device for a period of 2 weeks. **If the device has still failed to be found by the end of the loaner period, the student and parents will be charged for the cost of the replacement.**

Privacy and Safety

Each LCS Chromebook has state-of-the-art content filtering software, GoGuardian, installed on them. Students’ web history and traffic will be filtered no matter where they are, even at home.

Best Practices for Navigating the Internet

- Do not go into any chat rooms or video calls other than those set up by your teacher
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, or passwords online.
- Remember that your network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, notify your teacher or principal immediately so such sites can be blocked from further access. This is not merely a request. It is a responsibility.

GoGuardian Parent App

In School:

Upon completion of the installation and verification for the GoGuardian Parent App, parents will have access to their student’s account information. This App includes:

- A list of the Top 5 visited domains and Google Suite files.
- A count of how many times teachers using GoGuardian Teacher has guided the student’s browsing behavior by closing tabs, locking browsing, opening specified tabs, or blocking access to websites.
- All browsing activity by domain is logged within the Chrome browser for the student’s managed Google Account.

Out of School App Features:

GoGuardian Parent can also allow you to enforce which sites your children cannot access while considered "out of school," allows for on-demand pausing of internet access for your children, as well as scheduling specified periods of no internet access.

Chromebook Repair Costs

Example of Repair Needed	Cost of Repair
Replace keys on a keyboard	\$10
Headphones/ USB broken off in jack (if motherboard isn’t damaged)	\$20

Broken LCD screen	\$100 (G3, G4) \$150 (G6 and above)
Body/Hinge replacement	\$75
Keyboard Replacement	\$75
Power Supply/Charger	\$50
Top Case cover	\$50
Stylus	\$50
Loss, stolen, or willful damage to Chromebook	\$300