



Student & Parent Handbook

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Lakeside Christian Academy
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Vision

To become the premiere college preparatory school in East St. Tammany Parish through the combined efforts of dedicated administration, faculty, parents, and students; ultimately developing future generations of effective godly leaders serving Christ successfully and being salt and light in every area of our global society including family, church, business, government, culture and community.

Mission

To partner with parents to train up their children in the discipline and instruction of the Lord in a caring and creative learning environment and empower them with a biblical worldview to reach their God-given potential by emphasizing all areas including emotional, spiritual, intellectual, and physical.

Acknowledgement

As Lakeside Christian Academy grows in size and scope, this handbook will be altered and modified to fit our situation at that time. In its present form, this handbook includes some things that, while not applicable to our current situation, are included to protect the parameters of our future development and establish a baseline of behavioral and academic standards.

The contents of this handbook are presented as a matter of information only. The language in this handbook is not intended to create, nor is it to be construed to constitute, a contract between Lakeside Christian Academy and any or all of its students. No student handbook can anticipate every circumstance or question about policy and procedure. Thus, Lakeside Christian Academy reserves the right to deviate from this handbook as circumstances may warrant and reserves the right to modify, revoke, suspend, terminate, or change any of the plans, policies, or procedures set forth herein, in whole or in part, at any time with or without notice. Notwithstanding any provision to the contrary, Lakeside Christian Academy administration shall have final authority in any and all matters related to Lakeside Christian Academy, which matters involve students (potential, current, and former) and their respective parents/guardians, including but not limited to, student enrollment, re-enrollment, discipline, dismissal, extracurricular activities, athletics, academic affairs, parental involvement, financial affairs, and adherence to policy.

The Lion's Legacy

Stand Boldly.

At our school, we encourage students to Stand Boldly in their faith and convictions. Our mission is to partner with parents to instill a strong biblical foundation, equipping students to navigate challenges with courage and integrity. In our caring and creative learning environment, we empower them to embrace their God-given potential, embracing every opportunity to reflect Christ's teachings confidently and steadfastly in their daily lives.

Learn Continuously.

We believe in the value of lifelong learning and strive to Learn Continuously in all areas of life. Our mission focuses on providing a comprehensive education that emphasizes emotional, spiritual, intellectual, and physical growth. By fostering an environment where curiosity and inquiry are celebrated, we aim to prepare students to seek knowledge and wisdom persistently, aligning their educational journey with a biblical worldview that prepares them for success and service in a dynamic world.

Love Genuinely.

In everything we do, we are committed to Love Genuinely—creating a nurturing and supportive atmosphere where students can thrive emotionally and spiritually. We partner with parents to cultivate a loving environment that reflects Christ's compassion and care. By embodying genuine love, we develop future leaders who are equipped to serve others with sincerity and empathy, making a positive impact in their families, communities, and beyond.

LCA Statement Of Faith

- (A) I believe in the Bible to be the only inspired Word of God and that such Word of God is without error in its original writing. (II Tim. 3:16; II Peter 1:21)
- (B) I believe in one God, eternally existent in three Persons, the Father, the Son and the Holy Spirit. (Gen 1:1-2; John 10:30; John 10:37-38, Rev. 1:8, John 1:1-4, 2 Cor 13:14, Matt. 28:19, 1 Peter 1:1-2)
- (C) I believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious death and atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Isaiah 7:14; Matt. 1:23; Luke 1:35; Heb. 5:15; Heb. 7:25; John 2:11; Heb. 9:12; Eph. 1:7; Col. 1:14; John 11:25; Acts 1:11; Rev. 19:11-16)
- (D) I believe that for the salvation of lost and sinful man, faith in the Lord Jesus Christ and regeneration by the Holy Spirit are essential. (Rom. 3:19, 23; John 3:16-19; John 5:24; Eph. 2:8-10; Titus 3:5-6)
- (E) I believe in the present ministry of the Holy Spirit by whose indwelling and filling the Christian is enabled to live a Godly life. (Eph. 5:18; Eph. 4:30; I Cor. 3:16; I Cor. 6:19-20)
- (F) I believe in the resurrection of the saved and lost, the saved unto life eternal in the presence of God and the lost unto damnation, separated from God. (John 5:28-29)
- (G) I believe in the spiritual unity of the church, which is the Body of Christ, composed of all who have been regenerated through faith in the Lord Jesus Christ. (Rom. 8:9; Col. 3:11; Gal. 3:26-28)
- (H) I believe in the creation of man by the direct act of God. (Gen. 1:26-28; Gen. 5:1-2)
- (I) I believe in the eternal security of the believer. (Romans 8:38-39, Eph. 1:13-14, 1 John 5:13, John 10:28-29)
- (J) I believe in the Biblical view of sexuality and marriage. God made sexual intimacy a great blessing in the context of marriage between one man and one woman (only). God made marriage between man and woman both His plan for populating the earth and a picture of Christ and the church. (Gen 1:28, Gen 2:18-25, Eph. 5:22-33, 1 Cor. 7:2-5)
- (K) I believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. I am therefore called to defend, protect, and value all human life. (Ps. 139, Luke 1:44, Genesis 1:27, Psalm 82:3-4.)

ONE WAY

At Lakeside Christian Academy, **One Way** is more than a theme-it is the standard that guides who we are, how we serve, and how we make decisions. We do things One Way- His Way!

Jesus said, *“I am the way, the truth, and the life. No one comes to the Father except through Me.”* John 14:6

Our mission is to partner with families to provide a Christ-distinctive education that develops students academically, spiritually, socially, and personally. We are committed to helping students recognize their God-given purpose, grow in wisdom and character, and become prepared to serve and lead wherever God places them.

ONE WAY GUIDING PRINCIPLES

Transparency- Humbly admitting faults, asking and offering forgiveness, receiving grace, and seeking restoration. Living without pretense.

Loving- Sharing God’s love to others by joyful, second-mile service.

Excellence- Consistently giving our best as unto the Lord, not for personal or LCA glory.

Influence- Intentionally shaping the hearts and minds of our students and community to follow Christ above culture, leading rather than being led.

Unified- Building body-of-Christ relationships; seeking and giving candid, edifying feedback.

Service- Putting others before ourselves through intentional, second-mile, Christlike service

Growth- Mindset of continuous self-reflection, Bible saturation, learning, and personal change.

THE LIFE OF LION

A Lakeside Christian Lion mirrors the character of Christ and leads others to do likewise, displaying prayerful obedience to the Father's plan, abandoning the kingdom of self for the Kingdom of Heaven, and seeking God's glory over personal convenience, comfort, and benefit.

Our purpose is to help each other achieve God's best for our lives - spiritually, academically, physically, and emotionally. In that process, we hope to manifest and foster these qualities:

- Knowledge of God (Philippians 3:10)
- A personal, practical faith in Christ (James 2:17)
- Quality of character, manifested in the fruits of the Spirit (Galatians 5:22)
- Spiritual discernment in every area of life (James 1:5)
- School spirit evidenced by a commitment to God's purpose at LCA (Col. 3:23)
- An appropriate understanding of and response to authority (I Peter 5:5-6)
- A passion for academic, spiritual, and physical excellence (Philippians 3:13-14)
- A diligent and cooperative attitude (Psalm 133:1)

Notice of non-discriminatory admissions policy

Lakeside Christian Academy admits students of any race, color, nationality or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

Code of Student Conduct

The goal of Lakeside Christian Academy is to provide and maintain an outstanding school environment within the framework of our mission statement. Students who accept the privilege of attending LCA agree to the responsibility of appropriate behavior at all times and are expected to uphold the context of the mission statement both on and off the campus.

Lakeside Christian Academy Honor Code

“As a student of Lakeside Christian Academy, I will honor God in word and deed, be truthful, never steal or cheat, respect myself and others, and live to glorify Jesus Christ.”

Parent Responsibility Regarding Behavior

Lakeside Christian Academy recognizes parental responsibility for student supervision and expects parents to set standards of behavior consistent with the school’s mission statement and Code of Conduct during non-school related events while under their direct supervision.

Lakeside Christian Academy reserves the right to take appropriate disciplinary action in response to the misbehavior of its students on or off campus during school or non-school related events, especially in serious matters that violate the well-being of the school, the community, or the honor and glory of Jesus Christ. Serious violations of this Code of Conduct may result in suspension or dismissal from the school.

Medication Policy

We follow the guidelines set forth by the State of Louisiana.

All medication must be turned in to the office and must be accompanied by a medication form completed by a physician. If a student is caught with any form of medication, they will be suspended.

Philosophy of Discipline

The Bible clearly indicates that parents are responsible for the discipline (that is, training for instruction) of their children. The Christian school exists to assist parents in their God-given responsibilities. Lakeside Christian Academy does not seek to assume a task that God has given to parents, but only to serve, in a limited way, as the parents' appointed and authorized representative in the child's training process. Lakeside Christian Academy has attempted to align themselves as closely as possible with the Bible's instructions to parents so as to provide the utmost consistency for the child between training received at home and training received at school. In that same spirit, the school likewise assumes parents will direct and discipline their children accordingly.

It is our belief that God expects parents or other authorities to discipline a child with the goal that he/she consistently becomes more self-disciplined, requiring less supervision as he/she matures. God's ultimate purpose in charging parents with this task is to prepare children to enter into and mature within God's family, and to respond to Him with respect and obedience on the basis of the training that they have received from their parents.

Lakeside Christian Academy's philosophy of education and discipline exists to serve and further this ultimate spiritual goal.

During school hours and at other school related and school supervised functions, students are to respond to school faculty and supervisory staff members with the same obedience in action and respectfulness, and in the same spirit that should be present under biblical standards when they respond to their parents or guardians. Any failure to maintain a biblical attitude of respect and obedience toward school authority, which manifests itself in improper behavior or violated standards, will result in disciplinary action, which is appropriate for the violation. The school expects that parents will support the administration of such disciplinary action by encouraging obedience and respectfulness to the action of the school. Only while operating within the above philosophy of discipline can the educational process reach its maximum potential.

The home, church, and school partnership can only succeed when there is clear communication and mutual agreement regarding student behavior. The goal of this section is to outline and highlight Lakeside Christian Academy's expectations in the area of student behavior. Our standard of behavior is based on the pillars of Christian Character, Mutual Respect and Common Courtesy.

LCA has at its foundation the goals of presenting a Christian educational program to our students and a Christ-like model to the community. In light of these goals, lifestyle is an important consideration. With this in mind, along with the scriptural guidelines of liberty found in 1 Corinthians 8-10 and Romans 14, immorality, homosexuality and the use of tobacco, alcohol, and drug-related substances, both on and off school property, are unacceptable.

A Christian lifestyle simply cannot confine itself to the school day. It must be a consistent lifestyle in practice. Because student's lifestyles reflect on the reputation of the school, as well as the home, LCA will not hesitate to assert discipline in areas where a student practices a lifestyle or engages in activities antagonistic to the policies, goals, and character of the school. Disciplinary action, including dismissal or expulsion, may be taken by the school regardless of where the event occurs. Standards of conduct and character extend to all activities, regardless of if they are school related.

DRESS CODE

The purpose of the dress code is to encourage students to dress as Christian ladies and gentlemen, representing both Lakeside Christian Academy and Christ. In addition, uniforms are a safety factor for our school so that strangers cannot come on campus unnoticed. The school uniform is to be worn as designed by the manufacturer. The school administration shall be the final interpreter of the dress code. The list outlines the article of clothing required for attendance. These items may be purchased at Cajun Uniforms formally Bayeaux Uniforms located at 604A Robert Blvd. Slidell, La 70458.

We respectfully ask parents to assist the school by:

Purchasing only regulation apparel.

Maintaining an adequate supply of laundered uniforms;

Insisting that the student come to school with the required apparel, including rain gear during inclement weather.

If a student's attire does not comply with this policy, his/her parent/guardian may be requested to bring regulation apparel to school or keep the student at home until the violation has been corrected and meets administrative approval. Absences due to dress code and haircut violations are unexcused.

General Dress Code Guidelines

- All shirts must be tucked in, this is for girls and boys.
- Uniform shirts/blouses must be worn under the sweatshirt.
- Polos must have the LCA logo embroidered on them.
- Shoes & Socks must be white, black, grey, or navy (brown dress shoes are permitted.)
- Hats may not be worn during the school day.
- No blankets allowed in school.
- No Hoodies are allowed in school
- Belts are required with pants, and must be fastened at the waist securely. (no sagging)
- Khaki pants must never have cargo pockets of any kind.
- Skirts must not be shorter than 3 inches above the knee when kneeling, and must touch the back of the calf when kneeling.
- Students must wear LCA Spirit Shirts with daily uniform bottoms.

Teachers and administration have the final say in the discretion of uniforms.

All Uniforms must be purchased from our official uniform provider – Cajun Uniforms formerly Bayeaux Uniforms located at 604A Robert Blvd. Slidell, La 70458.

Complete Uniform Policy

Hair

Hairstyles that are extreme or attention-seeking, such as Mohawks or outlandish and/or unnatural hair coloring are not permitted.

Boy's hair should be well-groomed. Boy's bangs cannot reach past the eyebrows.

Boys must be clean shaven, no mustaches, beards, or sideburns longer than the lower part of the ear.

The administration may require that a student cut his hair.

Make-Up

Girls in grade 7 and up may wear appropriate make-up.

Girls' fashion accessories (jewelry, make-up, hairstyles, nail polish, etc.) should be conservative in nature. No parts of the body other than the ears should be pierced. Gauge earrings are not permitted.

Boys are not allowed to have polished nail or fingernail designs.

Jewelry

Visible body piercing and tattoos are prohibited. Jewelry must be appropriate and not excessive.

Students may not have nose rings.

Students may not have tongue piercings.

Students may not wear gauge earrings.

Boys & Girls

GIRLS: Navy, Gray, or White polo shirt with logo. LCA approved plaid skirt or shorts (neither can be shorter than 3 inches above the knee when kneeling). White, black, gray, or navy footed tights or ankle length leggings are permitted under skirts. PK3-3rd grade girls can also wear a navy polo dress.

BOYS: Navy, Gray, or White polo shirt with logo. Khaki shorts or pants secured with a Navy, Black or Brown belt.

Shoes and logos must be White, Grey, Black or Navy Tennis Shoes (Combination of any these 4 colors are OK, no designs, no large logos,). Shoes must be worn at all times.

Brown dress shoes, such as Doc Martens or Sperry's (name brand not necessary)

Socks: Solid White, Black or Navy socks

Boys' hair styles should be neat, moderate and in good taste. When combed straight down, hair should not fall over the top of the shirt collar, the top of the ear, or the top of the eyebrows.

Students may NOT have tattoos or body markings that are visible at any time while on campus or at any school-sponsored event.

Girls in grades Pre-K-5 are not allowed to wear cosmetics of any kind with the exception of nail polish. All make-up must be minimal, modest and conservative.

BANQUET ATTIRE

This is LCA's Dress Code for Special Events, including all Sports Banquets, Awards Ceremonies, Graduations, etc.

Parents & Guests

Parents & Guests visiting the LCA campus, no clothing revealing cleavage or midsection, shorts may be no lower than midway between knee and hip. No clothing bearing inappropriate, attention-seeking, provocative, political or controversial logos or statements. (This shall be at the discretion of the administration.)

For the young men: Button down shirt, tie, slacks, belt, and dress shoes. A jacket is not required but would be appropriate. Shirt sleeves should not be rolled, and a tie needs to be worn appropriately.

For the young ladies: A modest, appropriate dress, skirt, or dress pants. Skirts and dresses should be no more than one hand-width between the knee and hem. If strapless, then a cardigan or jacket should be worn, no revealing necklines, and the dress/skirt should fit appropriately and modestly (i.e. not be too tight to walk in). Shoes need to be conservative heels, flats, or dressy sandals, not flip-flops.

Students will be asked to leave if their dress is not appropriate.

Dress for Dances

(Homecoming, Prom, etc)

Girls - “And I want women to be modest in their appearance. They should wear decent and appropriate clothing and not draw attention to themselves.”
– I Timothy 2:9

- a. Dress for a formal occasion.
- b. Dresses must be an appropriate length front and back - (one hand width between your knee and the hem)
- c. No low cut dresses (In front, above bra strap line in back, no low sides)
- d. No tight fitting or revealing material
- e. All dresses must be pre-approved by the appropriate administrator.
- f. OUT OF SCHOOL GUEST attire must be approved as well by the appropriate administrator.
- g. Dresses may NOT be altered after administrative approval. Students will not be allowed to enter the dance if the dress does not meet the above-mentioned guidelines.
- h. Students in casual shoes (such as flip-flops) will be denied entrance.

Boys – “For we aim at what is honorable not only in the Lord's sight but also in the sight of man.” – II Corinthians 8:21

- a. Dress for a formal occasion, including a jacket and tie
- b. Shirts must remain on, buttoned, and tucked in.
- c. Students in casual shoes or no belt will be denied entrance.

Teachers and administrators have the right to direct students to make adjustments in their clothing, hair styles or accessories. Students who cannot conform may not remain on campus or at the event.

Out-of-school guests at school dances will be limited to high school students and/or LCA alumni.

Any male or female student involved in marriage or a pregnancy may not attend Lakeside.

Special Dress Days/Events/Field Trips:

The privilege of a dress down day is awarded occasionally. Shorts of appropriate length and fit may be worn. Jeans may be worn but should not have excessive rips or holes. Shoes need to be close-toed style.

Outerwear

Personal coats with hoods can only be worn in cold weather outdoors only. Any coat with a hood must be removed inside.

Approved LCA Sweatshirt with school logo.

No Hoodies at all on campus ever.

Girls: Navy/black/white/gray tights or leggings may be worn on cool days.

Navy fleece with school logo or plain White, Navy, Grey or Black jacket.

ACCEPTABLE TECHNOLOGY USE

NO CELL PHONES OR SMART WATCHES ALLOWED:

Any student caught with a phone or smart watch will be subject to immediate suspension. Phones can be kept in the student's bag, but if it is taken out at any time, the student will face disciplinary action. This includes seeing the outline of a device in a student's pocket.

Exceptions: Students are not allowed to have PHONES or SMART watches during school hours unless previously approved by administration (In some classroom lessons, teachers may get approval for students to use their devices. Outside of this approved time, phones must not be visible). LCA assumes no responsibility for phones, smart watches, or electronics.. Electronics will not be available to students during beforecare or aftercare.

The phone will be confiscated, and a parent will be required to pick it up in person. The administration reserves the right to examine the contents of all confiscated cellular phones and other electronic devices.

EMAIL

Students are responsible for good behavior on the Lakeside Email network, just as in a classroom or school hallway. General school rules for behavior and communications apply over email just as they do in "real life." Students will use Lakeside email addresses for official school correspondence ONLY. They may only correspond across the Lakeside network, which means they can send and receive email to and from LCA Students and faculty only or pre-approved correspondence. The LCA email account may be treated like a school locker. LCA Administration may review any student's email account at any time to maintain system integrity and insure that users are using the system responsibly. If students violate any of these on-line rules, they will be subject to Lakeside disciplinary action.

Student technology agreement

- I will use my electronic devices in ways that are appropriate and educational and meet LCA School expectations.
- I will use appropriate language when using emails, journals, wikis, blogs, or any other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other persons.
- I understand that my devices are subject to inspection at any time without notice and remain the property of LCA.
- I will follow the policies outlined in this acceptable Use Policy and the LCA Handbook while at school and at home during all times.
- I will take good care of my school-issued devices.
- I will never leave the iPad/MacBook unattended, and I will know where it is at all times.
- I will protect my iPad/MacBook.
- I will never loan out my iPad/MacBook to other individuals.
- I will not let anyone else use my iPad/MacBook other than my parents or guardians.
- I will charge my iPad/MacBook's battery daily and arrive at school with my device charged.
- I will keep food and beverages away from my iPad/MacBook since they may cause damage to the device.
- I will not disassemble any part of my iPad/MacBook or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the iPad/MacBook or case or do anything to permanently alter or deface the iPad/MacBook in any way.
- I will not remove or deface the serial number or other identification on any iPad/MacBook.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad/MacBook, case and power cords in good working condition at the end of the year.
- I agree to conduct my social media actions in a manner pleasing to the Lord and to allow LCA Administration to review my social media correspondence upon request.

CLASSROOM DISCIPLINE

Each teacher at Lakeside Christian adheres to a three-step in-classroom discipline plan. The following steps provide a guideline for most minor offenses. Certain behavior such as "disrespect" or being "unaccounted for" may cause the teachers to move beyond steps one and two and straight to a "Discipline Referral."

- ◇ 1st Offense: Verbal Warning
- ◇ 2nd Offense: In class consequence at teacher's discretion and/or communication with parent(s)
- ◇ 3rd Offense: Discipline Referral

LEVELS OF OFFENSES AND CONSEQUENCES

MINOR OFFENSES

- Being tardy to class
- Being in the hall without a pass
- Talking in the hallway when told not to
- Talking in class or making other disruptive noises
- Not sitting in desk appropriately
- Getting up without permission
- Leaving the class without permission
- Not responding to teacher immediately or appropriately
- Derailing classroom discussion and asking off-topic questions
- Dress Code Violation
- Classroom disruption
- Possessing disallowed items such as toys, etc.
- Failure to show for detention
- Sleeping in class
- Gum Chewing
- Profanity
- Excessive Tardies

MAJOR OFFENSES

- **Alcohol/Drug Possession and Use** (including synthetic substances) - Please see the policy below.
- **Tobacco/Vapes:** The use of tobacco in any form or the use of vapes or any variation is forbidden. No smoking or vaping paraphernalia is allowed on campus.
- **Fighting:** Students who fight may be immediately suspended or expelled.
- **Threats:** A threat is considered assault under LA Criminal Code R.S. 14:14:36. LCA maintains a No-Tolerance policy for bullying or violence toward any kind of threat (verbal, written, gesture of violence, picture or otherwise). Any student making such a threat deemed so by the administration may be immediately suspended or expelled. Local authorities may be called and consequences determined in a meeting attended by the offending student, parents, school personnel, and a police officer.
- **Weapons:** Bringing or threatening to bring a gun or other weapon to school is against LCA policy and is also a violation of state law (La. Revised Statute Title 14-95.2) In addition to immediate suspension or expulsion, the offending student may be subject to consequences as mandated by law.
- **Cheating:** Dishonesty or cheating on tests, quizzes or papers (or helping another student do so) will result in a zero on the assignment involved. Students caught cheating at any level for a second time may be expelled.
- **Marriage/Pregnancy/Sexual Activity:** Students who are married or involved in a pregnancy are not permitted to attend LCA. If a student is involved in a sexual relationship, physically or digitally, whether on or off campus, the parents will be notified and if the indiscretion continues, it will result in expulsion. If an adult is involved in the sexual relationship, the authorities will be notified.
- **Vandalism:** Any student caught vandalizing the school campus or intentionally defacing or destructing school or church property may be suspended or expelled.

- **Theft:** Incidents of theft, once proven, will result in suspension or expulsion.
- **Truancy:** Any student who is consistently absent from school without authorization will be suspended or expelled.
- **Skipping School:** Students are not to leave campus without permission from the school office.
- **Open Rebellion or Disrespect:** Any student who displays open rebellion, disrespect, or intentional disobedience to a faculty member whether verbally, physically, or gestures, may be immediately suspended or expelled.

Drug and Alcohol Discipline Policy

Upon the discretion of the administration, any student may be required to be tested for drugs or alcohol at any time. At least one parent or legal guardian will be notified in advance prior to testing. Refusal to submit to the test may result in immediate expulsion.

The use of drugs and/or alcohol is considered a major violation of the standards established by LCA. The Lakeside student is expected at all times to reflect the standards of LCA on and off its campus. The dangers of substance/alcohol use are well documented by the standards set by the laws of the State of Louisiana. The school considers each student a reflection of its mission, vision and purpose. Any use of drugs and/or alcohol will result in immediate discipline by the administration of Lakeside Christian Academy. The following guidelines have been established and approved by the Administration and Board of Directors. Students in violation of the School's position will be subject to immediate discipline.

Positive Drug Test

LCA reserves the right to randomly drug test students. This arrangement is agreed upon enrollment as a student. The following measures will be taken if a student tests positive for banned substances.

First Time Offender

1. The student will serve a three-day suspension and be placed on "Disciplinary Probation" for 90 days. The student will be required to seek professional counseling and verification of counseling will be submitted to the office within two working weeks of the positive results.
2. During the probationary period, an accumulation of three minor offenses or any one major offense may result in immediate dismissal.
3. Subsequent major violations such as further illegal drug use, alcohol use, or other major violations may result in immediate dismissal.
4. The student will be drug tested frequently throughout the probationary period and the remainder of his or her time at LCA. A positive result will result in dismissal. Any evidence that supports the student has used drugs besides a positive drug test will result in dismissal.

Alcohol Use And Possession

A. Students in the possession of or responsible for bringing alcohol on campus will be dismissed from LCA. It should be noted that this applies to all LCA sanctioned events such as Prom, Homecoming, athletic and other events.

B. Students participating in the consumption of alcohol off campus will be directed through the following procedures:

1. Student will be suspended for three days
2. Placed on Disciplinary Probation for 90 days.
3. The Administration will review the student's discipline record. If the student's prior disciplinary record is unfavorable the Administration reserves the right to recommend expulsion.

C. Note: A second offense involving alcohol on or off campus will result in dismissal.

Drug and Alcohol Possession/Usage Protocol

1. The possession/usage of drugs and/or alcohol on campus or at any school function will result in the following actions to be taken by the administration.
 - a. The discipline committee will be informed and investigate the violation.
 - b. If the violation is proven, the parents of the student will be contacted and asked to come to the school immediately.
 - c. As required by Louisiana State Law, the authorities will be contacted. Any arrest will be solely determined by the investigating officer assigned to the case.
2. The student in possession and/or proven to have had possession of illegal drugs on campus will be dismissed from school. The possession of drugs and/or usage of drugs off campus will result in the student receiving the same consequences of a positive drug test. Possession of drugs with arrest off campus will result in dismissal.

Bullying and Harassment Discipline Policy

One of our primary responsibilities in accordance with our school's mission is to create and sustain a safe community - so that all of our students can focus on their work and do their best. In order to achieve this goal we must acknowledge that bullying sometimes occurs within our community and is harmful to everyone involved—perpetrators, bystanders, and victims alike.

We have outlined characteristics of bullying as follows:

- Both boys and girls can engage in bullying behavior. We, as a community, will not tolerate an attitude of "boys will be boys" or "girls will be girls" to excuse cruel behavior.
- Bullying can be direct or indirect, blatant or subtle; and it involves an imbalance of power, repeated actions, and intentional behavior.

- Bullying is any behavior considered physical aggression, social aggression, verbal aggression, written aggression, intimidation, sexual harassment, or racial/ethnic harassment.
- Bullying is cutting someone off from essential relationships.
- Bullying includes isolating the victim by making them feel rejected by his/her community.
- Bullying is malicious gossip and rumor spreading.
- Bullying often occurs outside of the physical school grounds yet these actions still impact the safety of our students as if they have occurred on school grounds. Any bullying behavior demonstrated at school or outside of school that impacts our school community will be addressed by the school. Examples of bullying outside the school can be (but are not limited to) the following: E-mails, text messages, or Instant messages that include physical threats and/or malicious gossip and slander.
- "Hit lists" via e-mail or other methods of communication naming specific students and/or teachers.
- Changing other people's email personal profiles.
- Bullying includes but is not limited to inappropriate posting of other individuals on social media or some other database.

As a school we will take seriously any report of bullying behavior. The school will notify parents whose children have been involved in bullying behavior. Bullying will be responded to through a continuum of consequences and interventions up to and including suspension, social probation (such as suspension from extracurricular activities or school functions), and/or expulsion depending on the frequency and severity of the behavior.

While we recognize that disagreements/conflicts between students occur and can resemble bullying behavior as defined herein our policy, the school makes a distinction between the two:

Most students will experience some degree of age-appropriate peer conflict during their school years. We consider whether the issues of aggression, power, domination, humiliation and control play a role in the situation in question. The administration will investigate the situation

thoroughly to determine whether a behavior fits the characteristics of bullying.

Other Basic Behavior Restrictions

1. Students are not to go to their cars or be in the parking lot during the school day.
2. Students are to respect teachers at all times as representatives of God's authority on campus. Incidents of disrespect or defiance will result in severe consequences. Any threatening behavior, act of violence or threatened violence against a teacher or other school personnel may result in immediate expulsion.
3. Students are not to be in the school buildings after hours unless accompanied by school personnel.
4. The public showing of physical affection between students is not permitted on campus or at school events.

Consequences For Violations Of Discipline Expectations

DETENTION

Recess detentions will involve the loss of half or a full recess. During this time, a student will be required to fulfill the stated consequence of the teacher. Three Recess Detentions result in a Morning Detention.

Morning detentions will begin promptly at 7:00 a.m. on designated mornings. Tardy to detention will be considered a failure to attend. Failure to attend will result in an additional day of detention. Missing detention twice will result in a suspension. During morning detention, the student will be required to fulfill the stated consequence of the teacher.

A third Morning Detention will result in a one-day off campus suspension.

SUSPENSION

Students who are suspended will not be permitted on the campus unless arrangements have been made for on-campus labor. Students on

suspension will receive a zero (0%) for all daily work, homework and quizzes. A 10% penalty will be applied on all major tests and assignments. All suspensions are recorded in the student's cumulative file. Students suspended from school are not allowed to participate in any extracurricular activities on the day/days of their suspension.

EXPULSION

Three Morning Detentions = One-day out-of-school suspension and immediate behavioral probation.

4th violation results in a Two-Day suspension

5th violation results in a Three-Day suspension

6th violation = Expulsion

Expulsion from school will result when a student, by repeated violations of school standards, demonstrates that he/she is unwilling to function within the parameters of acceptable behavior as established for students of Lakeside Christian Academy.

Any violation of LCA rules and standards or behavior that is deemed drastic or reprehensible may result in immediate expulsion as determined by the disciplinary committee.

Students may also be expelled if parents/ guardians refuse to support the school's disciplinary/ educational standards, refuse to comply with state requirements such as those involving health cards or compulsory attendance, are perceived as sowing dissent or disorder among the school family as a whole, or fail to meet required tuition payments, regardless of the culpability or lack thereof of the actual student(s) involved. Students expelled from LCA will not be allowed to attend any school sponsored event.

ATTENDANCE POLICY

Regular attendance is required by Louisiana law and is necessary for good scholarship. All school days on the calendar are considered full days unless otherwise specified through notification or special events. Attendance at school becomes a permanent part of the student's record. We believe that regular attendance in class is essential to the success of a student's school experience.

The school policy concerning student participation in extracurricular activities (i.e. athletics, spirit groups, choir, band, club, etc.) requires attendance in four class periods or hours on the day of participation. Extenuating circumstances must be approved by the administration.

ABSENCES

When a student misses school, their absence falls under four categories:

Exempted and Excused: The student is allowed to make up the missed work and the absence is not counted against the attendance requirement. Examples are extended illness documented by a doctor or to celebrate religious holidays. There is no limit to these absences. (Lakeside will also allow pre-approved educational opportunities.)

Non-Exempt and Excused: The student is allowed to make up the missed work but the absence is counted against the attendance requirement. An example is personal or family illness documented by a parent's note. The number of non-exempt and excused absences is based on the number of school days offered. Schools are required to offer 170 days of school, which means a student can be absent for ~~ten~~ 10 days. After 10 days the student will be reported to the Truancy office and the scholarship provider will be notified.

Unexcused: The student is not allowed to make up the missed work and the absence is counted against the attendance requirement. An example is skipping school.

Suspensions: The student is not allowed to make up the missed work and the absence is counted against the attendance requirement.

Reporting Back to School after an Absence

Students are only allowed ten unexcused absences per year. Any class missed counts as an absence, which is accumulated over the semester. This includes doctor appointments, illnesses, retreats (other than school), and absences requested by a parent with prior notification to the administration. If a student misses a class, for any reason, this counts as an absence. Students will be considered absent from any class to which they are more than 15 minutes late.

In order to receive credit for missed work and for the absence to be considered medically excused, the excusal note must be written by a doctor who specializes in the appropriate area that corresponds to the student's absence. The doctor must be a physician who is currently treating the student for the illness indicated on the absence.

Acceptable Excused Absences

1. Personal Illness: excused by a doctor's note and/or parent's note. Students are allowed only **2** parent handwritten notes per nine weeks.
2. Death of an immediate family member.
3. Scheduled for a doctor's/dentist appointment. Parents should schedule appointments after school hours if possible. All notes should be turned into the Lakeside office within one day from the time the student returns to school to change the absence from unexcused to excused.

Pre-Arranged Absences

A pre-arranged absence gives the school advance notice that the student will be absent. For these absences, a parent/guardian must submit a note to the school office and/or Principal.

For an extended family vacation consisting of a full week of school missed, it must be pre-approved before the beginning of that semester. These absences are not "exempt" but may be "excused" and work made up. However, this will count against the ten days allowed for absences for the entire school year.

After the absence is excused, the office will notify the teacher(s). The student then must arrange with his/her teachers for all the assignments to be missed

during such absence, and all make-up work must be completed within as many days as the student was absent. Work assigned before the absence will be due upon returning to school.

Excessive Absences

A notice will be sent to parents either by letter or email when attendance becomes an issue after five absences.

Students with a balance of over five days will be monitored and verified on a case by case basis by the administration.

Excessive absences will require a conference with the parents and the administration. Outcomes may include, but are not limited to: retention at the current grade level, required summer school, non-awarding of credit for a course, recommendation to the St. Tammany Parish Youth Service Bureau for legal review, or withdrawal from Lakeside.

1. Absences Relative to Course Credit: A student will forfeit credit for a course if he accumulates more than 10 (ten) non-exempt-excused absences per year, per course. Absences for educational and athletic purposes sponsored by the School do not count toward these totals. All absences are assumed non-exempt until verified by the appropriate third-party documentation.

2. Early Dismissal by Written Request: Appointments for students should be made after school hours whenever possible. A student must have a parent present to sign him or her out (if the student does not drive), or a parent's note to sign himself or herself out (if a student drives). Students who do not follow the prescribed checkout procedure are, in every effect, skipping school. The penalty for skipping school is one day's suspension.

3. Athletic/Extracurricular Activity: Students who check in later than 11:00 a.m. or check out for any portion of the day are ineligible for extracurricular or athletic activities for that day. Exceptions will be made only with a signed, dated note from a physician or dentist. To comply with state regulations, an absence of 1/2 day may be recorded.

School Attendance Codes (as reflected in FACTS)

- “P” = present in class
- “TU” = unexcused tardy to class
- “TE” = excused tardy to class
- “A” = unexcused absence
- “AE” = absence excused
- “HDE” = Half day excused
- “HDL” = Home distance learning
- “RDL” = Remote distance learning
- “NS” = No school due to unforeseen reasons
- “PA” = pre-arranged absence
- “ME” = medical excused absence
- “SRA” = school related absence (does not count against total accumulated absences)
- “CV” = college visit (Juniors and Seniors allowed 3 per year, and does not count against total accumulated absences)
- “S” = suspension

Make Up Work Following an Absence

If an absence or tardy is unexcused, no credit will be recorded for any missed work or test. Only excused absences are allowed to make up work.

A student who has an absence shall, by the end of the day the student returns to school, make arrangements with his/her teacher(s) for any make-up work. It is the student’s responsibility to make these arrangements.

Students shall be allowed at least the same number of days for make-up work as the number of days absent unless the assignment was assigned prior to the absence.

If a student is late making up the work, the Late Work Policy will apply.

Excessive unexcused absences may preclude students from make-up work. Excessive would be more than ten (10) absences per semester without a doctor’s note.

Late Work Policy

The Late Work Policy will be determined by the teacher and will also be determined by the nature of the assignment (homework, projects, research papers, etc.) Such penalties can include a percentage taken off the assignment, or an assignment may not be accepted, etc. This includes making up work or tests for an excused or approved absence.

College Visitation Days (High School)

Three (3) documented college visitation days will be allowed for juniors and seniors per school year. Students must complete missed work according to the make-up policy. Documentation by the college admissions office must be submitted upon return to school. College visits do not count against the total accumulated absences.

Administrative Review for Excessive Absences

A student who has ten (10) or more absences per semester may present documentation to the Principal or Headmaster for waiver. The administrative review of a student's absences will occur under the following circumstances:

- A licensed physician shall document absences for extended illnesses or hospitalization with a certification of illness for the specific days of absence.
- Chronic illness requires an annual verification by a licensed physician. The designated Division Head shall review the documentation, render a decision, and notify the student, parent(s) and teacher(s).

Checking in and Out

Doctor or dental appointments, personal or family illness, death in the family, religious holidays, and pre-arranged absences are considered excused absences; all others are unexcused. Detailed records for students will be kept in the office regarding signing in and out of school. Students too young to drive will NOT be released to anyone other than the student's parent(s) or legal guardian except when parents have given permission for another person to pick the student up on an emergency card.

Lower and Upper School

Parents must sign the check in/out form in the office/receptionist desk when checking children in/out during the day. A student may not check out after 2:30pm, unless pre-approved.

If a student checks out and returns the same day, the student must present a doctor or dentist excuse for the classes missed or a parent must accompany the student to the middle school office and meet with the Principal or Headmaster.

Student Drivers

All students are required to check in/out through the office. Students who know in advance that they will be checking out of school early for a doctor/dentist appointment, should either bring a signed note from home or the parent can call the office personnel stating the reason for the early departure. If a student checks in after 8:10am or checks out and returns the same day, the student must present a doctor/dentist excuse for the classes missed and check in through the office upon arrival.

Truancy

Truancy is a violation of state law. Skipping school either part of the day or all of the day is considered truancy. No credit will be granted for work missed because of truancy. Additionally, parents will be notified, and disciplinary action will be taken. Truancy may result in suspension or dismissal from Lakeside Christian Academy.

Tardies

The school day begins promptly at **8:00 a.m.** Any student who checks in after 8:00 a.m. will be considered tardy. After 3 unexcused tardies, the student will report to detention after completing the check-in process.

To prevent disruptions to instruction, tardy students will not be permitted to enter class during the first instructional period after the 3 unexcused tardy grace period. Upper school students will remain in detention for the

entirety of the first period. Lower school students will remain in detention for 45 minutes before being escorted or released to class.

Students are responsible for arriving at school on time and prepared to begin the day. Any classwork, assignments, quizzes, or other graded activities missed while serving detention due to tardiness will receive a grade of zero and may not be made up.

School Hours and Expectations

Calendar

Lakeside functions on a semester calendar. The school year begins in August and the first semester is completed before the Christmas vacation. Lakeside follows the school calendar of St. Tammany Parish in a general sense. However, Lakeside has complete autonomy in creating our own calendar and calling for special days off and inclement weather. Since the School enforces a strict attendance policy, parents are asked when making early vacation plans to check the School calendar in advance so that no conflicts will occur. Lakeside maintains and enforces a strict attendance policy.

School Office Hours

The School offices are open from 7:30 a.m. to 3:30 p.m.

Before and After Care

Before Care is from 6:30 to 7:45 a.m. (not available at this time)

After Care is from 3:15 to 5:30 p.m.

Fees and policies for Before and After Care will be available in the school office. Students must be signed up in advance to attend Before or After Care.

All normal Lakeside rules apply to Before and After Care just as in a classroom. This includes phones, electronics, uniforms, and discipline.

Carline Start and Finish

Morning carline begins at 7:45 and ends promptly at 8:00 a.m. No students are allowed to exit vehicles prior to 7:45 unless they have already been pre-registered for Before Care. Unless the carline has been excessively delayed, students who arrive at 8:01 or later must be escorted into the office by the parent. After three unexcused tardies, the student will serve first period in detention. Any work missed during detention cannot be made up and will result in a zero.

Afternoon carline begins 3:00 p.m. and ends at 3:15 p.m.

Any students not picked up by 3:15 must go to After Care and are not allowed to roam free on the campus. Children of Faculty and Staff are required to follow these rules.

At no time are students or children allowed in the carline area unless they are being accompanied by a faculty member for loading or unloading purposes only.

Parents must make sure that students are prepared to exit vehicles immediately so as not to cause delays in the carline.

Parents are NOT allowed to drop students off at the office during carline times. They must enter the carline like everyone else. Afternoon check-outs end at 2:30, no student can be checked out through the office after this time.

Morning Assembly and Classroom Hours

School days begin in the morning with a general assembly. Students are to go directly to the general assembly from the carline or from before care. Classrooms are not open for students until after morning assembly.

After the academic day, students may remain on campus to participate in athletics or other organized, supervised activities. At no time are students allowed to enter classrooms or roam the campus unsupervised.

TARDINESS

When a student arrives any time after 8:00 a.m., a parent or guardian must "sign-in" at the Office and the student must obtain a slip for class admission. Students will be permitted three tardies per semester. On a student's fourth or more tardy, the student will report directly to detention for the first period of the day.

Students in upper school may accumulate tardies throughout the day by not making it into the classroom before the class time begins - each resulting in a separate disciplinary penalty or detention.

Policy for Tardiness

Students are required to be in the Worship Center by 8:00 AM. Tardiness affects not only one student, but also disrupts the entire classroom experience and effectiveness. Please arrive early to allow for walking time and settling into their seats.

While the carline is staffed until 8:00 as a convenience to parents, this does NOT mean children are on time if they exit their vehicle by 8:00. They must be IN SCHOOL by 8:00. If they arrive to the Worship Center after 8:00, the parent is required to walk them to the office for an unexcused tardy.

After 3 unexcused tardies, it will result in the student spending the first period in detention. All work missed during this time will be zero and cannot be made up. This counts against the attendance policy and is considered an unexcused absence for that period.

Disciplinary Intervention Plans

Intervention Plans are invoked by the administration when it becomes apparent that a student has or may be headed toward a serious problem. It gives the student the opportunity to correct him/her direction and to

assume the responsibilities involved in a more mature and appropriate manner.

Intervention Plans may be put in place for the following reasons:

A. Attitude: A rebellious spirit, which is unchanged after an effort by the teachers, faculty, administration, or a continued negative or uncooperative attitude and negative influence upon other students.

B. Misconduct: Continued deliberate disobedience to a teacher or of school rules and policy, committing a serious breach of conduct in or out of school which has an adverse effect upon the student's or schools' Christian testimony.

Other Basic Behavior Restrictions

Students are to respect teachers and faculty members at all times as representatives of God's authority on campus. Incidents of disrespect or defiance will result in school disciplinary actions. Any threatening behavior, act of violence or threatened violence against a teacher or other school personnel will result in immediate dismissal.

Students are not allowed to go to their vehicles or hang out in the parking lot during the school day, unless they have permission from the office to retrieve something from their vehicle.

Chewing gum is not allowed on campus.

Students are not allowed in school buildings or on campus after hours unless accompanied by a school personnel.

The public showing of physical affection is not permitted on campus or at school events.

There are times when LCA depends upon the services of substitute teachers. Regular disciplinary rules apply for a substitute however, consequences will be more severe.

Students involved in extra-curricular activities must be present in school for at least four class periods (for middle school at least four hours). Students

who have a doctor/dentist appointment on the day of an event/practice must also be in attendance for at least four periods.

Re-occurring Minor Offenses: Students who continue to have re-occurring minor offenses will be subject to further disciplinary action and be placed on Behavior Probation.

Cooperation with Law Enforcement

Lakeside Christian Academy cooperates with law enforcement. When law enforcement comes on the Lakeside Christian Academy campus the initial point of contact is the Principal and/or Administration who will then notify the Head of School.

If a student needs to be questioned by law enforcement, parents (guardians) will be notified by Lakeside Christian Academy as the parent (guardian) is not the suspect of the investigation. Questioning will be done in the Head of School's office.

The parent (guardian) is responsible for notifying Lakeside Christian Academy of any charges and/or convictions that are classified as a misdemeanor or a felony. A conviction of a felony will result in expulsion from Lakeside Christian Academy.

Lakeside Christian Academy will follow the disciplinary action as defined in the Lakeside Christian Academy handbook when a student is convicted of a misdemeanor. Any arrested student may not return to the Lakeside Christian Academy campus until:

- Administration meets with the student's parents (guardians)
- Administration meets with the Lakeside Christian Academy's Head of School.
- Administration makes decisions on the charges Lakeside Christian Academy understands that the law states that you are innocent until proven guilty.

However, due to the safety and well-being of our students at large, Lakeside Christian Academy must treat any allegation, criminal or not, as serious to the mission of the school. Discipline may be administered on a case-by-case

basis upon investigation of allegations, regardless of charges, arrests, conviction, plea agreement or any other legal progress.

EXPULSION / DISMISSAL PROCESS

If a student is recommended for expulsion, the teacher-disciplinarian in charge must turn the student over to the Head of School who must follow the process outlined below. It should be noted that although this process is concise, each incident will be resolved on a case-by-case basis in a fair and reasonable manner.

- The student must be informed of the infraction(s), verbally or in writing, and the student's parent(s)/legal guardian must be contacted while the student is still in the administrator's office and no later than close of school on that same day;
- The student and his parent(s)/legal guardian must be informed of the degree of discipline, as related to the incident and is noted below;
- If the Principal or Head of School determines that multiple minor infractions have become significant enough to warrant expulsion from school, or if a major infraction has occurred while on campus or at a school event, the student's parent(s)/legal guardian will be called to school for an immediate meeting with the Administration.

SOCIAL MEDIA POLICY

At Lakeside Christian Academy, teachers, parents, students, staff, and other school community members use social networking/media (Twitter, Instagram, Snapchat, Facebook, blogs, etc.) as a way to connect with others, share educational resources, and travel experiences, create educational content, enhance the classroom experience, and network within and outside of the school community. While social networking is fun and valuable, there are some risks we need to keep in mind when using these tools. In the social media world, the lines are often blurred between what is public or private, personal or professional. Whatever we share should be uplifting, positive and glorifying to God.

Below are guidelines to follow when members of the school community (students, parents, faculty, administrators, and staff) are representing Lakeside Christian Academy in social media spaces, regardless of whether these are considered professional or personal spaces.

GROUND'S FOR DISMISSAL:

Any student, parent, Guardian, or staff member, who violates in word or spirit our social media policy may be disciplined, suspended, expelled, or terminated at the discretion of the administration Lakeside Christian Academy.

In such cases, no refunds will be due or benefits to be paid.

Use good judgment

- We expect good judgment in all situations. Behave in a way that will make you and others proud and reflect well on the school.
- Know and follow the school's Community of Respect and Responsible Computer Use Policy.
- Regardless of your privacy settings, assume that all the information you have shared on your social network is public information.

Be respectful

- Always treat others in a respectful, positive, and considerate manner.

Be responsible and ethical

- Because you represent the school, please stick to discussing only those school-related matters that are within your area of responsibility.
- Adults should be open about their affiliation with the school and the role/position they hold.

- Share and interact in a way that will enhance your reputation, the reputation of others, and the reputation of the school, rather than damage them. Behave in such a way to bring glory to God.

Respect private and personal information

- To ensure your safety, be careful about the type and amount of personal information you provide.
- Avoid talking about personal schedules or situations.
- Never share or transmit personal information of students, parents, faculty, staff, or colleagues online.
- While taking care when posting to safeguard people's privacy, be sure – as necessary and appropriate – to give proper credit to sources. In cases of doubt, privacy should be the default.
- Generally, use only first names of students. There may be special circumstances where a student is widely known for a particular achievement, in which case the use of the full name may be appropriate. If there is any doubt, use only first names or ask the Administrator for guidance.
- Always respect the privacy of school community members.
- Post about the day's activities after the fact.
- Disparaging comments directed toward teachers, students, administration or any other employee of Lakeside Christian Academy should not be made on social media and may be grounds for dismissal.

TUITION AND PAYMENT POLICY

Tuition and fees must be paid according to the payment schedule established by Lakeside Christian Academy. Families experiencing financial difficulties are responsible for contacting the Business Office as soon as possible to discuss available payment arrangements. Any alternate payment arrangement must be approved by the Business Office.

Tuition Paid in Full

Tuition paid in full at the beginning of the school year is nonrefundable. No refund, full or partial, will be issued if a student voluntarily withdraws, transfers to another school, or is expelled from Lakeside Christian Academy during the school year.

Past-Due Accounts

The following process will apply when tuition or required fees are not paid by the established due date:

- **Two weeks past due:** The family will receive a written notice.
- **One month past due:** If the account remains unpaid and no approved arrangement has been made, the family will receive a second written notice. At that time, the student may not continue attending LCA until the outstanding balance is paid in full or an approved payment arrangement has been made with the Business Office.
- **Six weeks past due:** If the balance remains unpaid, the student will be administratively withdrawn from Lakeside Christian Academy.

Any school days missed because of a past-due account will be recorded as **unexcused absences**. The family remains responsible for all tuition, fees, and other charges owed through the student's final date of enrollment.

Acknowledgement

As Lakeside Christian Academy grows in size and scope, this handbook will be altered and modified to fit our situation at that time. In its present form, this handbook includes some things that, while not applicable to our current situation, are included to protect the parameters of our future development and establish a baseline of behavioral and academic standards.

The contents of this handbook are presented as a matter of information only. The language in this handbook is not intended to create, nor is it to be construed to constitute, a contract between Lakeside Christian Academy and any or all of its students. No student handbook can anticipate every circumstance or question about policy and procedure. Thus, Lakeside Christian Academy reserves the right to deviate from this handbook as circumstances may warrant and reserves the right to modify, revoke, suspend, terminate, or change any of the plans, policies, or procedures set forth herein, in whole or in part, at any time with or without notice. Notwithstanding any provision to the contrary, Lakeside Christian Academy administration shall have final authority in any and all matters related to Lakeside Christian Academy, which matters involve students (potential, current, and former) and their respective parents/guardians, including but not limited to, student enrollment, re-enrollment, discipline, dismissal, extracurricular activities, athletics, academic affairs, parental involvement, financial affairs, and adherence to policy.