

Lakeside Christian Academy

Student/Parent Handbook



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WELCOME

Lakeside Christian Academy (LCA) is an educational program based upon the biblical teachings of Proverbs 1 which advocates the importance of the home, church, and school in “training of a child in the way he should go.” Parents should be the primary source of biblical teaching. Christian education should serve as a supplement. The church bears the role of discipleship and doctrinal teachings. If we neglect to educate these children, providing God’s perspective of life, creation, history, and the fundamentals of education, we risk having raised our children void of spiritual discernment and receptivity to God.

We will endeavor to serve each student and their family by:

- Teaching all subjects as parts of an integrated whole with the Scriptures at the center.
- Providing a clear model of biblical Christian life through our faculty and administration.
- Encouraging every student to begin and develop their personal relationship with God the Father through Jesus Christ.
- Providing curriculum that includes the study of the Bible for every student each year they are enrolled at LCA.
- Emphasize grammar, logic, and rhetoric in all subjects.
- The teachers, administrators, committees, and the Board of Directors shall work closely with parents and/or guardians for the benefit of the whole student.

This handbook communicates the policies and procedures of Lakeside Christian Academy. Please read and retain for future reference. This document may be amended from time to time. Please take care to refer to the latest version.

In seeking quality Christian education for your child, you have taken an important step in their development. By choosing Lakeside Christian Academy, you have demonstrated your trust and confidence in the quality of our care. For that, we thank you and pledge our continued commitment to excellence.

Administration & Board of Directors

PHILOSOPHY OF EDUCATION AND MINISTRY

Education

While LCA understands that each learner is unique, our pedagogical methodology can be best classified as “Classical Education.” Classical Education is a pedagogical strategy that “teaches with the grain” of the child. Employing the ideas first realized by Dorothy Sayers in *The Lost Tools of Learning*, classical education seeks to train students how to learn. It is a method of education that utilizes the trivium. The trivium, as defined by Sayers, is the developmental stages in the life of a child. The grammar, logic, and rhetoric stages, as they are most commonly known, are specific ages or time periods in the life of a child that correspond to certain norms, habits, and expectations. Classical education seeks to capitalize on these stages of development by employing a methodology that best connects with the student and their particular stage of learning. The classical model and the Christian mission should never be opposing ideas. In fact, the classical method serves the Christian mission very well. If the mission of any school is to establish Christian culture, then proper education is the most fitting weapon. Education is the key to the advancement of any culture and the classical method is proven, tried, and tested.

Mission

The mission of Lakeside Christian Academy shall be to operate an independent Christian School that provides a creative, loving and academic environment for children to grow spiritually, socially, emotionally, physically and academically through individual and group learning experiences under the guidance and nurture of carefully chosen Christian teachers, administrators, and under the Lordship of Jesus Christ. It shall be the purpose of Lakeside Christian Academy

(LCA) to encourage all students to grow in a personal relationship with Jesus Christ and to emphasize the value of the eternal soul, the worth of the individual, the love of God for man, and the kinship of all peoples as taught in the Holy Scriptures, while providing students with the opportunity of achieving academic excellence. LCA shall present the whole truth, for the whole person, for the whole life, under the Lordship of Jesus Christ, for the glory of God.

Statement of Faith

As Lakeside Christian Academy instills biblical principles into the lives of the students and families it serves, it is of utmost importance that we communicate our beliefs to our students and their families.

We believe the Bible itself, as the inspired and infallible authoritative Word of God (2 Timothy 3:15, 2 Peter 1:21) that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of LCA's statement of faith, practice, policy, and discipline, our board of directors is LCA's final interpretive authority on the Bible's meaning and application.

We believe there is one God eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).

We believe in the creation of man by the direct act of God (Genesis 1:26, Genesis 1:27).

We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return to power and glory (Acts 1:11, Revelation 19:11).

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, 1 Corinthians 3:16, 1 Corinthians 6:19-20, Ephesians 4:30, 5:18).

We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential for salvation (Ephesians 4:4-24).

We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).

We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).

The Sanctity of Human Life

We 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. We are therefore called to defend, protect, and value all human life (Psalm 139).

Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes, which are determined by anatomy at birth and are not subject to change, together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). Whenever there is a conflict between the school's position and any new legal standard for marriage, the school's statement of faith, doctrines, and biblical positions will govern. (Gen. 2:24; Eph. 5:22-23; Mark 10:6-9; 1 Cor. 7:1-9)

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We further believe that any other type of sexual activity, identity or expression that lies outside of this definition of marriage, including those that are becoming more accepted in the culture and the courts, are contradictory to God's natural design and purpose for sexual activity. (Gen. 2:24; Gen. 19:5; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9-10; 1 Thess. 4:1-8; Heb. 13:4)

We believe that in order to preserve the function and integrity of LCA as the local Body of Christ, and to provide a biblical role model to the members and the community, it is mandatory that all persons employed by Lakeside Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the statement of faith at Lakeside Christian Academy.

Theological Stance

LCA is a non-denominational school providing a Christian education. Doctrinal questions shall be referred to the student's parents or their church leaders.

BASIC OPERATION TIMES

Academy: Monday – Friday, 7:30 a.m. to 3:20 p.m.

Preschool: Monday – Friday, 7:30a.m. – 5:30 p.m.

After School: Monday – Friday, 3:30 p.m. – 5:30 p.m.

Summer Camp: Monday – Friday, 7:30 a.m. – 5:30 p.m.

GENERAL INFORMATION

Admissions

Lakeside Christian Academy seeks students from all ethnic, cultural, racial, and socioeconomic backgrounds who can benefit from a challenging academic program and make positive contributions to the LCA community. Students are admitted on the basis of academic records, academic assessments, interviews, and commitment to align with the school's statement of faith. In addition, extracurricular interests and talents are integral parts of the admission profile. One of the factors considered in the admission process is the applicant's legacy status. Siblings of children currently attending Lakeside Christian Academy, children of alumni, siblings of alumni, and children of employees are considered legacies of the Lakeside Christian Academy.

Admissions Criteria/Process/Procedures

- **Medical Records** – All students enrolling will be required to provide appropriate medical records. Kentucky State Law requires that all children enrolling in Kindergarten must have current immunization for diphtheria, polio, measles, and rubella. A physical signed by the doctor must include confirmation of immunizations. At sixth grade, students are required to have an MMR immunization booster. All necessary health forms including religious or medical exemption forms are available at www.lakesidechristianacademy.org under Admissions.
- **Birth Certificate** – A copy of the student's birth certificate must be submitted with the admissions application.
- **Report card** - Or school record of progress from previous school.
- **GPA** - Must be 2.0 or above. Below a 2.0 GPA may require remediation.
- **Completed application** – and all corresponding documents.
- **Application and Registration fee paid** – non-refundable.
- **Signed Student/Parent Handbook** – Applicants are selected from those whose attitude, lifestyle, academic history and moral and behavioral characteristics are compatible with Lakeside Christian Academy.
- **Transfers** – See Transfer Student section on p. 28.
- **Kindergarten Enrollment** – In accordance with KRS 158.031, any child who is five (5) years of age, or who may become five (5) years of age by August 1, may enroll in Kindergarten at Lakeside Christian Academy. In addition, as permitted by KRS 158.030, LCA has adopted a policy to permit a parent or guardian to petition the School Board to allow a student to enroll in Kindergarten who does not meet the age requirements. This policy includes

a formal student evaluation process to provide evidence of academic, physical, social and cognitive abilities related to the rigors of the kindergarten program at LCA.

- **Placement** – Grade placement for all students will be determined by the administrative staff. Acceptance is based on academic standing at the student’s previous school and/or an assessment by a member of the school staff to determine the appropriate academic level.
- **Re-enrollment** – Re-enrollment applications for the upcoming school year will be accepted for students in good standing. Registration fees are non-refundable. Preference for returning students will only be given during early registration. After that, classroom openings are available to the public, as well. No student has a right to re-enroll and re-enrollment applications will be approved at Lakeside Christian Academy’s sole discretion.

Statement of Nondiscrimination

Lakeside Christian Academy does not discriminate on the basis of race, color, national origin, and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs, or any other privileges or activities generally accorded or made available to LCA students. However, as a religious institution LCA reserves the right to deny admission or to terminate the enrollment of persons whose lifestyle, words, actions, or otherwise do not align with LCA’s statement of faith, code of conduct, or other policies.

Children with Special Needs

The Administration reserves the right to determine whether the school has adequate and appropriate resources to enroll children with special needs. While Lakeside Christian Academy does accept some students with special learning needs, physical or other disabilities, LCA does not have a nurse or special education teacher to work exclusively with or provide care to such students. While our teachers and staff do what they can to help such students where it is appropriate to do so, some students are better served in schools that have personnel trained to meet the student’s specific needs.

Change of Contact Information

It is essential for the welfare of all our students that the school office be able to contact parents at work or home. It is equally important that we have accurate contact information for emergency contacts or others a family gives as a contact. If any of the information provided as the school year begins should change, please notify the school office.

Office Hours

Offices are open from 7:45 a.m. to 3:45 p.m. during the school year. Summer office hours are 9:00 a.m. to 3:00 p.m. Monday-Thursday.

Calendars

A copy of the annual Parent-Student Activities Calendar is posted on the Academy website. Although we make every effort to plan efficiently, some necessary updates or changes may need to be made. Any updates or changes will be communicated through email and other available methods.

Arrival/Departure Procedures

Students may enter classrooms at 7:50 am each morning. If students arrive before 7:50 am, they must report to the gym where a teacher is assigned to supervise them. Parents may bring students into the building but must depart before the classes begin at 8:00 am so that the teachers may use the time efficiently.

During the regularly scheduled departure time, students are to be picked up from the designated pick up location, which shall be communicated at the beginning of the school year. Please wait until the teacher begins dismissing the students at 3:20 pm before attempting pick up.

If a student must be released early, it must be done through the office. When you arrive, someone will call the classroom to have the student come to the office. Do not go to the room for early release.

All vehicles must park in the spaces provided. Please do not block drive areas so that others leaving may do so safely. Drivers must drive slowly in the parking lot maintaining the posted speed limits in all areas.

Students will only be allowed to leave the premises with those persons authorized by the parent in writing. Any person other than the parent picking up a child will be required to show picture identification. If there are any questions about whom the child is to leave with, the child will not be allowed to leave until the parent has been contacted.

Academy Before/After School Care

Before Care begins at 7:30 am in the Gymnasium. Students will be sent to their classes in time to prepare for the day. Families may choose to participate in the Before Care program with no additional tuition cost. In the event of a delayed opening, this program will delay by the same amount of time as the school.

All students enrolled at Lakeside Christian Academy have the opportunity to participate in the afterschool program. Our aftercare program is held daily from 3:30 – 5:30 pm and allows our students time to play and have fun with other friends. Students may also choose to work on homework, but may not be permitted to use electronic devices (see device policy below). This time is supervised by trained LCA staff members.

All students must be picked up by 3:30 pm, unless it is an early release day or if school is released early for any other reason. All students remaining on campus after 3:30 pm, regardless of the reason and regardless of grade level, will be checked into aftercare and charged the daily rate. If this becomes frequent, families may wish to take advantage of the monthly rate. If students are children of staff, they either need to be in aftercare or with their parent. **All students attending the after school program must be picked up by 5:30 pm**. Only persons authorized for pick up may sign students out. Students who are not picked up by 5:30 pm will be charged \$1 per minute they remain in aftercare after 5:30 pm.

Daily After School Rate

\$10.00 first child in family
\$5 each child in family thereafter

Visitors

For security purposes, all visitors, including parents, will be required to check in at the front Office, present identification if unknown to the school staff, state the purpose and intended length of visit, and sign out when leaving campus. All visitors, including parents, must be accompanied by a staff member when in school buildings during school hours.

Parent Communication and Support

Open communication between parents and staff is essential. Parents need to feel free to speak with the appropriate school personnel about concerns. However, because of the necessity of the teachers to be devoted to the safety and supervision of the students, parents must either **make an appointment or email** requesting a returned phone call, if there is a need to confer with a teacher at length.

Most mass communication from LCA to parents is by email. If a parent does not have an email account, he/she must contact the front office to make other arrangements for communication.

Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent is disruptive to the academic, athletic, or spiritual environment of the school or has failed to support the ministry staff or the school's policies and procedures, including the code of conduct, which is based on the statement of faith, the administration reserves the right to deny the student continued enrollment in the school.

Conflict Resolution

As in all practices of Lakeside Christian Academy, guidelines for the resolution of disputes and grievances have been established upon biblical guidelines. The principles of Matthew 18 and James 3 will be followed especially during the attempted resolution of concerns. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of LCA's operations between any two parties connected in a direct way to the school including students, parents, faculty, staff, and volunteers. Administration and/or the Board of Directors will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy.

A dispute can be defined as any disagreement that results in broken fellowship or trust between two or more parties, or that disrupts the lines of authority in the school, or which (in the judgment of either disputant) threatens the successful implementation of LCA goals and objectives. A grievance is any concern about any decision made by one authority, where the concern is large enough to appeal the decision beyond that authority to the next level. Concerns are the substance and details of the dispute and/or grievance.

All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student him/herself. If the problem is not resolved, the parents or student may bring the concern to the Administrator. If the student brings the concern, he/she must have permission from his parents to do so. If the problem is still not resolved, the parents must submit a request to appeal the decision to the Board of Directors.

If parents or patrons have a grievance or dispute about the general operation of the school, apart from the daily operations of the classrooms, they must bring their concerns to the Administrator. If the situation is not resolved, they must submit a request to present their concerns to the Board of Directors.

If the situation still cannot otherwise be resolved, parents and students will be required to resolve any potential legal claims, disputes, or causes of action through binding Christian arbitration using the procedures outlined in the school's arbitration procedures. Binding arbitration shall be the sole remedy for any and all controversies or claims arising out of the student's enrollment relationship or the enrollment agreement. As a condition of enrollment, parents and students are prohibited from making demands, threatening to sue, or actually litigating any matter whatsoever relating to or resulting from the student's enrollment at the school. Making demands, threatening to sue, or litigating a matter against the school violates Biblical teaching and practice and will constitute sufficient grounds for immediate suspension or expulsion of student's enrollment. The only acceptable legal action against the school or its agents in any civil court is to enforce a legally binding arbitration decision.

Lunch

Under the supervision of well qualified cafeteria staff, LCA offers a daily lunch program as an additional service to our families. There are three meal choices each day. Daily menus can be viewed through the school management software. Payments for meals can be done at the time of purchase, through ACH withdrawal, or prepaid in the school office; charging lunches may only be done in the event of a forgotten lunch and only if the account is in good standing. Orders for meals and/ or a la carte items (drink or various other items) are taken by the primary or home room teacher at the beginning of each day. To be good stewards of our resources, once a lunch is ordered it will be charged to your family's account unless the student checks out through the main office due to illness or another emergency; the office must be informed of this lunch order change when checking out.

Pricing

Meal choice – Student \$4.00 (includes choice of drink)

Annual Meal Plan - \$500 (makes daily rate \$3.03)

Semester Meal Plan - \$268.13 (makes daily rate \$3.25)

Monthly Meal Plan - \$59.58 (annual plan broken up into 9 monthly payments)

*There are additional charges for extra items regardless of chosen meal plan

Students will be instructed to inspect the tables and floor for trash at the end of each lunch period. A few microwaves are available for student use; items brought to be warmed must be limited in time so that others may have time to use the microwaves too. Microwave areas must be kept clean and neat. The kitchen area is off limits to all students; cafeteria staff will assist through the serving line area. Mops and rags must be used to clean spills. Arriving to and departing from lunch promptly is important to allow for adequate time for all classes.

Food in Classrooms

Food may only be consumed by students in the assigned locations and times on campus or during school activities. At no time is food allowed in the computer labs or around the computers of the mobile lab.

Parties

From time to time, teachers will plan class parties as part of seasonal celebrations. Parents may be asked to assist in the provision and preparation of these kinds of activities.

Field Trips

Field trips are an important part of the learning process as they help to supplement and illustrate a unit of study. Participation on field trips is a privilege. Students must understand that on all field trips they represent a Christian school and that their conduct must reflect this image. Notification will be given in a timely fashion for the parents to return the permission slip authorization form, liability waiver, and any applicable fee.

All students are expected to participate in field trips. If a parent requests that their student not participate, the student must remain home that day which will be considered an absence. Any work related to the field trip will be the responsibility of the student as directed by the make-up work guidelines. Exceptions to this policy can only be made by administration.

When planning for a field trip, the following are some basic guidelines established to make the opportunity as enjoyable and safe as possible.

1. Students are the responsibility of the teachers while on school transportation and at the site, as well as any parents who are chaperoning.
2. Children who cannot control their behavior in the classroom may not be allowed to participate in field trips.
3. Only class members will be permitted on field trips under the supervision of LCA staff or volunteer chaperones.
4. Friends of students may not attend field trips.
5. Siblings of class members whose parents are **chaperoning** may not attend field trips. Some institutions may limit the number of participants which may impact attendance for others not acting as chaperones.
6. Students **must** have a signed permission slip and pay any applicable fees to go on any field trip or school sponsored trip.
7. Parents will not be permitted to ride on school transportation unless asked by the teacher for official chaperoning purposes and a background check has been conducted.
8. Parents who drive additional children for school-sponsored events must have their drivers' licenses and insurance information on file with the school.

Personal Property

All personal items of a student must be properly labeled. Some items are prohibited on campus or at school related activities such as any type of weapon or firearm. Any personal item that promotes alcohol, tobacco products, drugs, rock groups, crude, vulgar, suggestive, ungodly or otherwise inappropriate images or words will not be allowed at school or related activities. School personnel may extend this prohibition to any item that detracts from the educational environment. Students who violate this rule will have their property confiscated and returned to their parents.

Weapons

Students are not allowed to carry, possess, or use firearms or other deadly weapons, destruction devices, or explosives in or on school property, school-sponsored or related games, or athletic events. Any student who brings a weapon to school or obtains a weapon at school will be suspended from school and may be expelled if the School Administration and Board of Directors deem necessary. The incident will also be reported to the local authorities for further action. A WEAPON IS CONSIDERED TO BE ANY OBJECT (KNIFE, GUN, FIRECRACKERS, BULLET, ETC.) WHICH BY ITS NATURE OR USE MAY CAUSE HARM. This policy applies to all students, staff/faculty members, and visitors to LCA.

School personnel are not responsible for any items that are lost, stolen or damaged when brought to school.

Locker Use

Students in grades 4 – 12 will be assigned a locker. The lockers are for their convenience, but are school property. The administration reserves the right to inspect the contents of a locker. Students must remove food items and dirty clothing items daily. The students will be allowed to display appropriate items inside their lockers to personalize them but may only use magnets to attach the items to the locker. They may also use a standard locker shelf to allow items to be placed over their textbooks. Students will not be able to store or display items outside of the lockers without administrative approval. Locker checks may be made during the course of the school year to ensure cleanliness. Although the administration will investigate any reports of stolen property, the school cannot be held responsible for items lost or taken from lockers. Students are not permitted to place a lock on the lockers unless their homeroom teacher has an extra key or record of the combination. Neither locks nor lockers may be changed without prior approval from their teacher.

Lost and Found

Each student is provided with his/her own cubby, coat hook, or locker. All personal belongings along with artwork and various forms of communication will be stored in one of these locations. It is very important that all personal items be labeled with the student's name in order for teachers to determine ownership. All students will be encouraged to be responsible for their own belongings. Unidentified items that are left behind will be placed in lost and found located in the bathroom hallway of the gym. Items not claimed within a few months will be given away to various charitable organizations.

Student Drivers

For years, parents have reminded their sons and daughters that driving is a privilege to be treated responsibly. A law that was implemented in August 2007 pairs the responsibility of maintaining good grades and attendance in the classroom with the privilege of driving.

The No Pass/No Drive law (KRS 159.051) states that a student can be denied his or her driver's license or have his or her license revoked for 1) academic deficiency or 2) dropping out of school as a result of unexcused absences. A student is considered academically deficient when he or she has not received passing grades in at least four of six courses, or the equivalent of these courses. Reports of noncompliance based on academic deficiency will be made at the end of the fall and spring semesters.

If a sixteen or seventeen-year-old student (with a driver's permit or license) accumulates nine or more unexcused absences, the school will report the student as noncompliant. Any absences due to suspension will be deemed an unexcused absence. Additionally, if a sixteen or seventeen-year-old driver drops out of school, a report of noncompliance will be made. Additionally, any student applying for a permit or driver's license will be required to have a completed school compliance verification form. The form verifies that the student is compliant with the components of the statute. If the student is not compliant, a form will not be issued.

It is a privilege (not a right) to drive a vehicle to school. Only students with a valid state driver's license may drive to school. **If a student accumulates five or more unexcused absences and/or tardies, the student will not be permitted to**

drive a vehicle to school. All student-driven vehicles are to be registered in the school office. There must be a completed registration form on each vehicle a student may drive to school. Each student must purchase a parking permit, which is to be placed in the front window of the car. Registration forms and parking permits may be picked up in the school's office.

Each driver is to be an example of courteous driving habits. Reckless driving will result in the loss of the privilege to drive to school. Once a student has arrived at school in a vehicle, it is to be parked in the designated area, locked and vacated. Students are not to sit in parked vehicles on school property during regular school hours. Vehicles are to remain vacated until school is over, unless permission is obtained from the school office. Students are not to be in the parking lot area at any time throughout the school day without permission.

Student Use of Technology

Technological resources, including computers, other electronic devices, programs, networks and the Internet provide opportunities to enhance instruction, appeal to different learning styles and meet our educational goals. Through the school's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

Students must observe the following while accessing online materials:

- All internet use must conform with and may not violate the code of conduct or the school's statement of faith.
- The material students access through the school's network system must be for class assignments or for research on subjects similar to what he/she might study in a class or in the school library. Students are not to post non-academic messages to others within the network system.
- Teachers/classroom monitors must be present in the classroom when students are accessing the internet.
- Parents/guardians and school personnel may revoke internet access privileges at any time.
- If a student mistakenly accesses inappropriate information, he/she must immediately report this access to a teacher or an administrator. This will protect the student against a claim that he/she has intentionally violated this policy.
- Students may not share or allow others to use school-provided passwords. "Hacking" into another's account is strictly prohibited and will result in disciplinary action.
- It is prohibited for computers or tablets to be used to download, copy, or store any software, shareware, freeware, or other online information on the school's hard drive without prior permission from the supervising teacher or computer lab monitor.
- School officials are permitted to access network storage of student files or any school-provided portable storage files.
- Students are prohibited from accessing and posting to social media, blog, or chat sites, and on sending and receiving personal email from school electronic devices and computers.
- Students are strictly prohibited from using the network system to access the following: material that is obscene; child pornography; material that depicts, or describes in an offensive way, violence, nudity, sex, death, or bodily functions; material that has been designated as for adults only; material that promotes or advocates illegal activities; material that promotes the use of alcohol or tobacco, academic cheating, or weapons; or material that advocates participation in hate groups or other potentially dangerous groups.
- It is prohibited to use the school's internet or computers to transmit material that violates US or state laws, including illegal activities or violations of copyright.
- It is prohibited to use the school's internet to harass, personally attack, and/or post private information about a person.
- It is prohibited to post negative information online about the school, its administration, faculty, staff, other students, policies, events, or activities.

- LCA has taken reasonable steps to restrict access to materials it considers harmful and to materials that do not support or conform to accepted educational objectives. These steps include installing filtering software to protect against access to inappropriate material. However, students are ultimately responsible for the content they access. Just because the filter “allows” particular content does NOT make it appropriate.
- Students may not seek to bypass the filtering software by using a proxy site or some other technology such as a USB flash drive, disc, or end-user applications (apps).
- If a student feels that the filtering software is blocking access to an appropriate site, this must be reported to the teacher, technology instructor, or a school administrator.

Use of Electronic Devices in the Classroom

ALL student cell phones and electronic devices must be turned off or set to silent. These devices must be put away while in the classroom. At the discretion of the teacher, students may be permitted to use their electronic device for *academic purposes only*. If a student chooses to use their device at an inappropriate time, the consequence will result in loss of privileges to bring cell phones and electronic devices to school.

Cyber Bullying: see the section on *Bullying* below for further information.

Social Media/Electronic Communications with Staff

Students’ public social media activity may be monitored by the staff and administration, and all student online activities at and away from school must adhere to the code of conduct and Lakeside Christian Academy’s statement of faith. Students may be disciplined, up to and including expulsion, for online activity that is disruptive to the spiritual or educational environment of the school or that in any other way violates the letter or spirit of the school’s policies or statement of faith. Online activities, including social media posts, blog entries or comments, emails, chats, or otherwise, that the administration becomes aware of that potentially constitutes or involves past, current, or future criminal activity will be reported to appropriate law enforcement.

Students are prohibited from initiating “friend” or similar invites or accepting such invites from teachers and staff members at Lakeside Christian Academy and from initiating or responding to texts from teachers or other staff members (staff members are also prohibited from the same) unless such communications also include parents or are on a class-wide group communication or are sent through the approved school communication platforms.

Sexting

Sexting usually involves sending nude and/or sexually explicit images or sexually explicit text messages primarily between electronic devices. Due to Kentucky’s Child Pornography Laws it is LCA’s responsibility to investigate all allegations of Sexting regardless of where the images or text messages originated.

Sexting is a serious issue and must not be taken lightly. Some teenagers, who have texted photographs of themselves or of their friends or partners, have been charged with the distribution of child pornography, while those who have received the images have been charged with the possession of child pornography. Possessing or distributing child pornography is a felony and could result in jail time and being placed on Kentucky’s Sex Offender Registry.

Consequences for Violation

When a student violates prohibitions of this policy, they shall be subject to disciplinary action. Disciplinary action may include the following based upon the nature of the offense:

- Confiscating student device, which shall only be returned to the student’s parent or guardian.
- Infraction appropriate to the action (which may include detention, suspension, or expulsion based on the severity of action)
- Scheduling a parent conference to discuss the incident.
- Loss of student’s privilege of bringing a personal electronic device onto school property.
- Loss of student’s privilege of using school technology resources (e.g., school computers, network, etc.).

If the nature of the offense is such that it is suspected that a state or federal law has been violated (child pornography, terroristic threatening, etc.), a report will be made to law enforcement.

Searches

All school-owned or school-provided computers, networks, online academic services or platforms, electronic devices, physical or electronic mail or storage files, parking areas, desks, and lockers are the property of the school, and students have no expectation of privacy in these items or areas. School authorities reserve the right to conduct random inspections of any of these to protect the health, safety, and welfare of our students. In addition, in the event the school suspects a student possesses an unapproved item or has used a school-owned item in a manner that violates school policy, the school reserves the right to conduct a search of the student's pockets, vehicle, locker, desk, backpack, outerwear, shoes, electronic devices, any other item belonging to or in the possession of the student, or any online platform, account, or otherwise the student may have accessed during school hours. Unless the situation potentially constitutes an emergency, the school will first attempt to notify parents if a search is necessary and will have two or more staff present for a search; however, **enrollment in the school constitutes parental and student consent to conduct random and for-cause searches without additional or further consent when deemed necessary by school officials.** This includes the use of drug- and gunpowder-sniffing K-9 dogs.

Inclement Weather

In case of inclement weather Lakeside Christian Academy will make every effort to communicate the decision to close the Academy by 6:00 am. When making the decision to cancel school at LCA, we make every effort to gather as much information as possible for the safety of our families, faculty and staff.

To make this decision we consider several factors. Safety is the greatest concern and the primary reason we cancel school or have delays. Our campus must be completely safe for vehicles and pedestrians before anyone can arrive. We have families, faculty and staff traveling from multiple counties; it is therefore impossible to know what the conditions are at your home. In addition, we have a number of student drivers that may not have enough experience to feel safe driving in inclement weather situations. **Ultimately the final decision for a student to attend school during inclement weather will be left to parents.** If a family feels it is not safe to come to school, we ask that they contact the office by phone or email. The absence will be excused. Students will be given ample time to make up any work missed. We do not have a mass transit (bus) system. Because of this we will be in school oftentimes when the county systems around us are not. These schools must consider the fact that many bus routes begin 1 - 2 hours prior to the start of the school day as well as travel all secondary roads in the county. Finally, we know that many of our students come from families where both parents work and most of the time have to be at work regardless of inclement weather.

There are multiple ways we communicate school delays or cancellations. [LCA SnoGo](#) is a text alert system that will send the information directly from the school to you via text. Click the link above to sign up if you are not already receiving these. The cancellation will always be posted on the main page of our school website at www.lakesidechristianacademy.org. The cancellation or delay will be posted on [WKYT-27](#), [WTVQ-36](#), and [WLEX-18](#). An email with the cancellation information will also be sent through your ParentsWeb account; if you are already receiving regular school emails you will receive this email. If you have not signed up for that, you can do so by clicking on the following link: [ParentsWeb](#)

Each year we schedule several days more than required by the state of Kentucky for school attendance. Ideally, we would like to use these for extended instruction time for our students, but in instances of inclement weather cancellations, they can be used instead of making up days missed. In the event of excessive cancellations, we would communicate a plan to make up the missed school days.

Emergency Drills

In order to fulfill state requirements there must be regular emergency drills such as fire and tornado. These drills are to keep the students and staff acquainted with evacuation procedures in the event that an actual emergency should occur.

Should your child arrive on campus during a fire drill, please keep your child with you in the vehicle parked on the perimeter of the parking lot until the drill is completed. If you are in the building during a drill, please follow the procedures for evacuation. No student will be released during an emergency drill. See Active Shooter Policy for more information on Emergency Drills.

Child Abuse & Neglect Policy

Kentucky laws mandate the reporting of any suspected physical abuse, sexual abuse or neglect to the proper authorities. Therefore, school personnel are obligated to report any suspicions of abuse or neglect. In addition, the law requires that we completely and confidentially cooperate with any authorized state official entering our campus to conduct investigations of alleged incidents.

FINANCIAL POLICIES

Tuition

Each parent is responsible for the full financial support of his or her student(s) at LCA. The responsibility of providing alternative financial resources to make Christian education possible lies first with the parent or guardian, other family members or within his/her church or religious community.

Tuition may be paid by semester or annually in the school office. Annual and first semester tuition is due by the first day of school in September.

Additionally, tuition may be paid monthly through the school office via credit card transaction. Monthly tuition payments are due either on the 1st or 15th of each month (parent's choice). Payments received after this date will be considered late and may be subject to a late fee.

If a student withdraws at any time during a semester, tuition is owed through the remainder of that semester. Parents of students whose enrollment is terminated by the school will owe tuition up through the end of the month in which enrollment is terminated.

A service charge may be added to the student's account for all returned checks. If the office receives an additional returned check, the account will only be allowed to make payment by cash or money order.

Delinquent Tuition

The following procedure will be followed when collecting delinquent tuition payments:

1st Delinquency: Credit card transactions will be made on the 1st or 15th of each month, depending on which was requested. A \$20 fee will be assessed for any credit card transaction failure. A phone contact will be attempted after a failed credit card transaction has occurred. If payment is still not received 5 days after it is due, a \$15 late fee will be assessed. Payment by check is allowed in lieu of the credit card transaction if the check is presented prior to three (3) business days before the scheduled credit card transaction. On or after three (3) business days prior, the credit card transaction cannot be changed.

30 Days: A phone contact and letter will be issued detailing the amount of delinquent tuition and the necessary steps that must be taken to make restitution. **This will include the requirement to provide social security numbers for the person(s) responsible for the account.** At this point, there will be a 15-day period in which arrangements must be made to pay the delinquent tuition. If the account is delinquent beyond 45 days without a School Board approved payment resolution, the matter will be handed over to our collection agency and/or attorney.

45 Days: A certified letter will be sent to the family indicating that full payment is due immediately or they will be asked to withdraw their child(ren) from school. Parents of students whose enrollment is terminated by the school

will owe tuition up through the end of the month in which enrollment is terminated. In addition, they will be made aware of the following:

- Student records will not be released until the delinquent tuition amount is paid in full.
- LCA will continue to pursue the debt owed after the student is withdrawn.
- Outstanding debt will be reported to the credit bureaus and will have an adverse effect on your ability to obtain credit in the future.

60 Days: A letter will be sent from the school indicating that the above has taken effect and the student has been withdrawn from Lakeside Christian Academy.

Furthermore, no seat will be held for the fall semester for any student whose account has a balance due at the end of the school's fiscal year (June 30). Additionally, no student will be allowed to start the fall semester with a past due balance.

Fees

Application Fee: This is a one-time fee for new families to offset assessment and processing costs. It is due when the application is submitted and assessment is arranged.

Registration Fee: All students entering Lakeside Christian Academy must pay a registration fee. The fee is not prorated when students enter mid-year. **Registration fees are non-refundable and non-transferable; the fees may not be used to pay previous balances or transferred to be used to pay previous balances/charges or upcoming academic year charges of other families.** The registration fee is an annual fee.

Curriculum Fee: This fee helps cover consumable (student keeps) and non-consumable textbooks (school keeps) or materials. The curriculum fee is due by the first day of the school year. Fees not paid by this date will incur a late fee. Curriculum fees are non-refundable and non-transferable to pay other charges to other families. *Curriculum fee for seniors will be determined by textbooks used for classes at LCA.*

Tuition Discounts

EARLY PAYMENT DISCOUNT: Families that pay for the entire year by August 10 (or the Monday after August 10 if it falls on a weekend) will receive a 5% discount. New enrollments may be eligible for the *Early Pay Discount* after August 10th. The second semester tuition payment is due January 5th.

MULTI-STUDENT DISCOUNT: Families that enroll two or more students at LCA will receive a 15% tuition discount applied to each student after the first. This discount is not cumulative. The student in the highest grade is always considered the first student.

FULL TIME MINISTRY DISCOUNT: Parents/guardians employed by a church in **full-time vocational ministry** for the purposes of payroll and benefits reporting by the by-laws or regulations of the church, denomination, conference, etc. may apply for this discount. These applications must be completed yearly and will be subject to availability based on the Board of Director's approval. Those receiving the Full-Time Ministry Discount will be asked to serve the school with their ministry gifts.

DRESS CODE

Part of the task the home and school have in helping students grow to honor and glorify God in their lives is cultivating appropriate decision-making concerning clothing. The dress code at LCA is designed around the principle of parental discretion in applying the Biblical standards of modesty, moderation, and message/ministry to others while also complying with the school's statement of faith. Our goal at Lakeside Christian Academy is to have no educational distractions. Although some things have become acceptable outside the classroom, they may not be deemed appropriate for classroom instruction. Things such as tattoos, body piercing, "short shorts", half shirts, tank tops, and

males wearing earrings are all possible distractions in a classroom setting and may affect the educational process. We realize every family may have their own feelings and ideas on what is or is not appropriate for their child. We respect your personal convictions on what you feel may or may not be appropriate for your child. However, at LCA, our primary concern is the education of your child. The following are some general guidelines for students to follow:

- School clothing must be neat, clean, and in good taste.
- Clothing may not be too short, too tight, and too large, etc.
- Extremes in style and grooming are not appropriate.
- Items that draw individual attention that disrupts the education of students are to be avoided.
- Spaghetti straps, tank tops and shirts with the side ripped out are not permitted at any time.
- All school attire must be free of suggestive words or pictures and offensive advertisements.
- All clothing must be unrevealing in cut, fit, and texture.
- Fads, trends, innovative fashions, extreme hairstyle or hair colors, jewelry, make-up and clothing, which the administration deems to be potentially disruptive or inappropriate, will not be allowed.
- No visible tattoos permitted. Tattoos must be covered by clothing.
- All school attire must be free of suggestive words or pictures and offensive advertisements.
- Shoes must be worn at all times.
- Holes in clothing more than 2 horizontal hand-widths above the knee are not permitted.
- Hats may not be worn inside classrooms without a valid hat pass.

Males

- Underwear may not be visible at any time.
- No pierced jewelry is permitted.

Females

- Pierced jewelry is only allowed in the ears for girls.
- Shorts, skirts and dresses may be no higher than 2 *horizontal* hand-widths above the knee when standing upright.
- If leggings or yoga pants are worn as pants, a long top that covers your entire bottom area must be worn.

Decisions on appropriate clothing and appearance lie with the administrators of Lakeside Christian Academy. If a student arrives at school improperly dressed, a parent may be contacted to pick up their child to resolve the dress issue.

Prom & Homecoming Dresses

In an effort to promote modesty and appropriateness and to assist parents in choosing formal clothing for their daughter(s), we have established the following guidelines for the young ladies:

- Dresses may not have plunging necklines.
- Dress slits on longer dresses may not come higher than 2 horizontal hand-widths above the knee.
- Dresses may not be extremely tight fitting.
- Dresses may not have cutouts below the necklines or on the sides.
- The backside of the dress may not be lower than the waistline.
- Dresses with bare midriffs are not permitted.

Picture Submission Policy for Homecoming & Prom Dresses

- A picture must be taken of the dress being worn by the student *exactly* as it will be worn at the dance; therefore, alterations must be completed prior to submission of picture for approval.
- Pictures must be submitted via email to the school office at least 3 weeks prior to the dance. Email pictures to prom@lakesidechristianacademy.org

Extracurricular Activities

While there is no formal dress code for students at extracurricular activities, parents and students must remember that our students are representing Lakeside Christian Academy at athletic events or other activities in which the school is participating. Dress must always be modest and appropriate to the occasion.

Decisions on appropriate clothing lie with the administrators of Lakeside Christian Academy. If a student arrives at an extracurricular activity improperly dressed, a parent may be contacted to pick up their child to resolve the dress issue.

STUDENT ATTENDANCE POLICIES

Attendance

Students must be in their classrooms prepared to begin the day at 8:00 am. Dual Credit students will have various arrival times that will be provided to the appropriate teachers. Students who come in late miss important daily routines. It is impossible to replicate classroom instruction and the learning that comes from classroom interactions. Any students not in the room at the appropriate arrival time will be sent to the office to receive a tardy notice. It will be identified by the office as excused or unexcused for proper recording. All communication concerning absences or tardiness must be sent to administration who will assign it as either excused or unexcused.

Attendance for students in 6th-12th grade is taken by class period. All references to attendance relate to a class period. Students at this level must be present for ½ of a class period to be considered present for the period.

IF A STUDENT IS ABSENT FROM SCHOOL, HE/SHE MAY NOT PARTICIPATE IN ANY SCHOOL SPONSORED EXTRACURRICULAR ACTIVITIES ON THAT DAY UNLESS ADMINISTRATION HAS GRANTED SPECIAL PERMISSION. See the *Athletic handbook* for specific game/practice policy.

Early Dismissal

Notification from the office is necessary for any student to leave campus early. If a teacher has any questions about a student's communication to them about early dismissal, he/she will contact the office for confirmation. Students using electronic devices to communicate with their parents during class must be done in the office; they will not be allowed to do so during class time. Student drivers will be required to have parent contact with the office prior to their departure. All students will be signed out and dismissed from the office when being picked up before the official dismissal time.

For attendance award purposes, students in K-5th grade must be present for 3 ½ hours per day and students in 6th-12th grade must be present for four periods in order to be considered present for a full day of school. If the student does not meet the above guidelines, he/she will be counted absent for the day.

Excused Absences

Excused absences may include the following:

- Personal illness or injury with a written doctor's excuse presented to the office. Parent notes in regards to sickness cannot be used for an excused absence.
- Medical or dental appointments which cannot be scheduled at other times with a written doctor's excuse presented to the office. Students are only excused for the length of the appointment and adequate travel time.
Please make every effort to schedule all appointments before or after school
- Family emergencies such as a serious illness or death in the immediate family. A note, e-mail or phone call from a parent/guardian to the LCA Office is required for an absence to be excused.
- School-sponsored activities.

- College visits for seniors. These dates must be approved at least 1 week prior to the trip and may not exceed 3 absences.
- Driving permit or license test and court appearances. Students are only excused for the length of the appointment or appearance and adequate travel time.

Absences will be unexcused until LCA is notified.

Excessive Absences

Excessive absences affect a student's grades and could place promotion in jeopardy. A student who is absent more than twenty (20) days during the school year (*20 class periods in 6th-12th grade*), whether excused or unexcused, may be required to attend summer school in order to be promoted to the next grade and pay associated fees (see Summer School policy on pg. 26). If an exception is to be made, parents must provide written information on the circumstances. Administration will make final decisions on all exceptions. Habitual **unexcused** absences may result in a student being asked to withdraw from the school. When a student is absent, parents **MUST** communicate with the school office to report the absence by 8:30 am. **Lakeside Christian Academy is in compliance with KRS 159.150 (State Truancy Law) and will report habitual truancy in accordance with this statute.**

Make-up Work after Absences

All work missed because of an excused absence must be made up by the student. Students are given 1 day for each day missed to complete and turn in work. We realize that some illnesses do not require that your child see a doctor. Because of this, and due to family-planned activities, we allow eight (8) unexcused absence days (*periods per class in 6th-12th grade*) where students are permitted to make up work. Students will receive a 0 for work missed after the allotted 8 unexcused absences (*periods per class in 6th-12th grade*) unless they have a doctor's note explaining the absence. Students are responsible for obtaining assignments and accomplishing the required make-up work for all absences by contacting the teacher at school. When students are absent, they must strive to keep up with homework as much as possible during their absence in order to minimize the amount of work to be made up when they return to school. Exceptions to work being made up for absences after the 8 allotted days must be made in writing by parents and submitted for approval to the School Administrator and/or Board of Directors.

Preplanned Absences or Family Trips

With prior approval, absences resulting from family trips may be excused; a maximum of ten (10) absences are allowed for this purpose and will be documented on the student attendance record. These trips must be "immediate family" oriented. These trips will not be approved during achievement tests or semester exams. Requests for approval for these trips must be submitted to the School Administrator two (2) weeks in advance, and the student must obtain assignments from his/her teacher(s) in advance. Students with struggling academics must strongly consider not participating in these absences. Teachers will not be required to provide additional instruction for students missing days for family trips.

These preplanned absences count toward the 20 total excused or unexcused days (*periods per class in 6th-12th grade*) referenced in the *Excessive Absences* section above. **Parents are urged to plan family trips during non-school days.**

Tardiness

Lakeside Christian Academy students (K-12) are tardy if they are not in their assigned classrooms by 8:00 am. All students are expected to be at their desks ready to begin their day's activities. **Any student arriving after 8:00 am must check-in at the front office when he/semeregencyhe first arrives at school.** Tardies for every student are recorded on their attendance record. On occasion, students may experience a situation in which a tardy is excused. These circumstances could include serious medical situations, traffic accidents, and weather.

Students in Kindergarten – 5th grade who display a pattern of being tardy to school may need to schedule a time with the teacher and administration to discuss the situation further. If your child is late to school, please do not go into the classroom with them so that the ongoing routine is not disturbed, affecting the learning opportunities of others.

Students in grades 6-12 have one (1) unexcused tardy to use per quarter without penalty. All other unexcused tardies will result in a minor infraction and the school wide behavior plan will be implemented. Students will also be marked as tardy when they are not in their seat to begin each class period and the behavioral policy will be followed. *Attendance for students at this level is taken by class period. All references to attendance relate to a class period.*

Lakeside Christian Academy is following KRS 159.150 (State Truancy Law) and will report habitual truancy in accordance with this statute.

HEALTH

The school assumes no liability for accidents that may occur at athletic events, field trips, or at any other school events.

- First aid supplies are located in the front office, as well as other areas around the school, to treat minor injuries.
- Students' files, which include personal emergency information, are kept in the Assistant Administrator's office and in each classroom.
- Classroom and office telephones are available for use in the event of an emergency.
- Various employees at Lakeside Christian Academy will undergo training for CPR and first aid certification. In the case of simple first aid, teachers and/or assistants may administer treatment.
- In the event of a more serious emergency, school authorities will contact the appropriate emergency medical personnel. Parents will be called promptly. In the event that a parent or guardian cannot be reached, an effort will be made by administration or designated person in charge to reach the emergency contacts listed on the registration form. If parents or emergency contacts are unable to be notified prior to seeking emergency care or if, at the discretion of the present staff member, the situation warrants contacting emergency services first prior to contacting parents or the emergency contact(s), the school will do so. The "*Consent to Medical Care and Treatment of Minor Child*" form must be on file in the school office to ensure prompt treatment.

Dietary Restrictions/Food Allergies

Each year we have several students with food allergies. Employees receive a list of students with food allergies. Depending on the severity of the allergy, the student may require a separate eating space, the classroom to be free of that particular allergen, and/or require the EpiPen to be kept with a designated employee. When parties are conducted in a classroom, the employee will inform the individual bringing in the food that there is a food allergy in the classroom. They will also inform the parent of the student with an allergy to see if they wish to supply a substitute for the student. Please understand that food allergies have the potential to result in serious consequences and even death for the person affected. This policy has been established for the protection of all children and employees that have extenuating circumstances regarding their diets.

Management of Communicable Disease

It is the parent's responsibility to notify LCA when a child is being treated for a communicable disease so that other parents might be informed of the possibility of exposure. When a student exhibits symptoms, a determination will be made by the administration regarding the discharge of the student to a parent.

If the student is to be dismissed, the student will immediately be isolated from the other students. The parent or guardian will be notified to pick the student up within the hour. In cases in which the parent cannot be reached, emergency contacts will be called.

If a student is picked up for illness, they must follow the guidelines below or provide written doctor's orders before the student may return to school.

- **Fever/Cold/Flu** – Please refrain from school if you exhibit signs of a cold or the flu (chills, fever, cold symptoms, and cough) until your doctor says it is safe to return, or until you are fever-free for 24 hours.

- **Vomiting/Diarrhea** – If your child vomits or has diarrhea at school, we will call and ask that you pick them up within the hour. Please do not send them back to school the following day. Instead, wait the recommended 24 hours of no diarrhea or vomiting to return to prevent spreading the illness to others.
Please send a doctor's note to be placed on file if your child has a non-contagious medical condition relating to vomiting/diarrhea.
- **Other Contagious Illness** – If your child has signs of any other contagious illness (rash, pink eye, hand/foot/mouth, strep, etc.) please refrain from attending school until the illness has resolved or your doctor has cleared you to return.
- **Lice** -Lakeside Christian Academy enforces a *nit-free* policy in regard to head lice. Please notify the school if your child has lice so we can take precautions. Any students found to have head lice or nits shall be removed from class. Parents will be called to pick up their child immediately from the school office. The school personnel will check all students returning to school following a case of lice before admitting to class. Students must be louse and nit free in order to return to school.

There is no reduction in fees or tuition for absences due to illness.

Medication Policy

At Lakeside Christian Academy, we prefer not to administer any type of medicine to any student. In general, we feel that a student on medication needs to be at home. **It is always the administration's option to refuse to administer medication.**

When administering a prescription or "over-the-counter" medication is necessary, the parent must bring the medication in its original packaging to the school office and provide written authorization to administer it. The parent must provide the name of the medication, dosage, and instructions for administering, and any other details necessary. No expired medications will be accepted or administered. Students may never self-medicate, keep medication on their person, or provide medication to another student. Modifications to this policy will be considered on a case-by-case basis.

A minimal amount of "over-the-counter" (OTC) medication may be on hand in the office for rare situations only. Any regular requirement a student may have for these medications must be provided by the student's family. Verbal parental or guardianship approval must be obtained prior to administration after written authorization is confirmed to be on file.

A written plan of action from the doctor is also required for an asthma inhaler, EpiPen, and any other chronic conditions. These medications may require a different procedure while on campus or at school related events, therefore the parent must review this information with any staff member in contact with the student.

Students must be on a particular medication no less than 24 hours prior to asking LCA to administer the medication. This decreases the possibility of adverse reaction to the medicine while the student is at the school.

GENERAL ACADEMIC INFORMATION

Textbooks

In an effort to keep curriculum costs as low as possible for families, some textbooks are non-consumable and must be returned at the end of the year. These books are inspected before distribution. In the event a non-consumable textbook is damaged beyond normal wear and tear, the replacement cost will be charged to the student's account.

Grading Categories

Grading categories in the K-8th grades will include test/projects, quiz, and homework/class work. Each will be weighted based upon a percent of 34% for tests/projects, 33% for quizzes, and 33% for homework/class work. Art, music, physical education and technology will report progress based upon the symbol scale.

Grade Posting

Grades on all academic work will be posted into Lakeside Christian Academy's software program within one week of the students completing them unless it is a larger project in which the parents/students have been informed of the delay in posting when the project is assigned.

Grading Scale

A+	100	B+	87-89	C+	77-79	D+	67-69
A	94-99	B	84-86	C	74-76	D	64-66
A-	90-93	B-	80-83	C-	70-73	D-	60-63
						F	59 and below
*WP	Withdrawn Passing						Can only withdraw during the first 4 weeks of a 9 th -12 th grade elective class
*WF	Withdrawn Failing						Can only withdraw during the first 4 weeks of a 9 th -12 th grade elective class
*I	Incomplete						Due to unfinished classwork because of an excused absence <i>*only under extenuating circumstances with administrative notification and approval</i>

<u>Symbol</u>	<u>Meaning</u>	<u>Description</u>
S	Satisfactory	<u>Usually</u> meets/exceeds the academic, class or behavior standard
N	Needs improvement	<u>Sometimes</u> meets/exceeds the academic, class or behavior standard
U	Falling Behind	<u>Rarely</u> meets/exceeds the academic, class or behavior standard

A plus (+) or minus (-) symbol may be used along with each symbol to more accurately report progress

Planners

Students in 3rd grade through 5th grade will be given planners for recording assignments. This can be used to write down homework, quizzes, tests and projects assigned. Students in 6th-12th grade are encouraged to have and use a planner. This is also a tool for quick parent-teacher communications.

Homework

The purpose of homework is threefold:

1. Prepare students for upcoming discussions
2. Review material taught and practiced under the guidance of the teacher during class times
3. Provide parents the opportunity to be informed of their children's academic progress

Students participating in early college/dual credit courses may experience additional homework hours based upon the attending institution guidelines.

LCA wishes to encourage students and their families to attend week-night church activities, so there will be no homework assigned on Wednesday.

Incomplete/Late Work

Students are expected to complete all work by the due date. For policy concerning missed work when a student is absent from school, please see the section under *Make-up Work After Absences*. Submitting work late may result in a point deduction. Failure to complete an assignment will result in a 0 for a grade.

Some rare circumstances may necessitate that a grade be identified as incomplete. If approved by administration, an “I” will be recorded. Work must be made up within a week of the end of the grading period or those assignments will become a zero and the resulting grade will reflect any zeroes. The only exception to this policy must be granted by the administration.

Projects

- Projects may be assigned to individual students or groups of students to expand upon the depth of learning experience.
- Projects may be done in any subject area.
- An ample amount of time must be given to prepare projects based upon the age level of the students as well as the amount of information it contains.
- A detailed description of the project along with a grading rubric must be provided to parents when projects are assigned.

Extra Credit Assignments

Teachers have the option but are not required to provide extra credit on individual assignments. The teacher will communicate their policy with students and parents.

Tests, quizzes, and homework assignments will not be retaken without administrative approval and only under very serious student circumstances.

Testing

General Guidelines

- Testing tools include quizzes, tests and projects; these tools require study or preparation time at home.
- Students can expect all testing tools will be assigned and reported to parents at least one week prior to giving a test or quiz. This may be accomplished through student planner or some other written format.
- Regular Bible memory is required. Beginning in 2nd grade, students will review and be tested on the books of the Bible yearly.
- Methods of testing other than question/answer are to be included in all subject areas.
- Grades/evaluations such as oral reading, handwriting or other things that do not take outside preparation may be graded at any time; these would be considered daily grade items.
- All homework, tests and quizzes will be graded, returned to students, and entered into the school software within one week of being completed by the students. There will be a minimum of 2 quiz grades per test.
- A minimum of 3 tests/projects will be completed per quarter in all subjects.
- No more than 2 tests and 2 quizzes will be administered in one day.
- No more than 4 quizzes will be administered in one day.

Progress and Report Cards

Progress reports are prepared mid-quarter and report cards are prepared at the end of the quarter. If requested, a parent/teacher conference may be scheduled following the progress reports or report cards to discuss a student’s progress. Students who may be struggling with subjects will be encouraged to meet with the teacher. Enrichment classes (“specials”) will only post grades for report cards.

Achievement Testing

A standardized test based upon national academic standards is used at the end of every school year to evaluate the progress of students in K-11th grade.

The results of these evaluations and tests also help us evaluate the effectiveness of our academic programs.

Achievement Awards

Student performance is evaluated yearly for assignment to the school achievement awards. Teachers may choose to give other awards of achievement within their classrooms, but they will not be presented in the awards ceremony.

1st-12^h Grade Awards

- A Honor Roll – Awarded to students who achieve all A's in all subjects for each quarter during the academic year.
- A-B Honor Roll – Awarded to students who achieve final grades of "A" and "B" in all subjects.
- Attendance – This award will be given to students having perfect attendance in accordance with LCA attendance policies.

1st-5th Grade Awards

- Citizenship – This award is based on the characteristics described in Galatians 5:22-23 which represents the overall testimony of a single male and/or female student in each classroom throughout the year. The faculty and staff will meet as necessary to discuss the recipients of this award upon the recommendation of the teacher.
- Bible – Based upon Psalm 119:11, this award is based upon outstanding scripture memory and content knowledge throughout the year. This will include anyone with an A average in Bible.

6th-11th Grade Awards

- David Award – This award is based upon the biblical character as summarized in Acts 13:22. Some of those characteristics include being humble, reverent, respectful, trusting, loving, devoted, recognizing God's authority, faithful, obedient, and repentant. The award will be presented to a single male student in 6th through 8th grade and a single male student in 9th through 11th grade. The faculty and staff will meet as necessary to discuss the recipients of this award upon the recommendation of the teachers.
- Esther Award – This award is based upon the biblical character as summarized in Esther 4:16. Some of those characteristics include being dedicated, faithful, resolved, merciful, courageous, and reasonably cautious. The award will be presented to a single female student in 6th through 8th grade and a single female student in 9th through 11th grade. The faculty and staff will meet as necessary to discuss the recipients of this award upon the recommendation of the teachers.
- Servant's Heart – This award is based upon the characteristic of being a Christian servant as summarized in Philippians 2:3. The award will be presented to a single male or female student in 6th through 8th grade and a single male or female student in 9th through 11th grade. The faculty and staff will meet as necessary to discuss the recipients of this award upon the recommendation of the teachers.

ACADEMIC INFORMATION (K-5)

Parent Communication

K-5 classes will send out weekly communication in some format. Upcoming activities, events and academic information are included. In addition to written notes/documents, teachers and parents must use planners, email, and phone calls to communicate.

Promotion Requirements

Students in kindergarten through 5th grade must show proficiency in both math and reading/language arts to be promoted. Students who receive failing grades in the other academic subjects may not be promoted to the next grade. Students who receive approved tutoring during the summer and are successful in the work will be considered for promotion. Conforming to compulsory attendance laws of Kentucky must also be considered when discussing student promotion.

ACADEMIC INFORMATION (6-12)

Graduation Requirements

To graduate from Lakeside Christian Academy a student is required to complete a minimum of 24 credits for a general diploma or 27 credits for an honors diploma as outlined below. These represent both the Kentucky Department Education (KDE) criterion and those approved by the Board of Directors.

Graduation Requirements: General Studies Diploma (24 credits)

<u>Subject Area</u>	<u>Credits</u>
Bible	4 (or 1 for each year student attends in 9 th -12 th grade)
English/Language Arts	4
Mathematics	3 (Algebra I & II, Geometry or approved course)
Laboratory Science	3 (Physical Science, Biology, Chemistry)
Social Studies	3 (Geography, World History, US History)
Health & Physical Education	1
World Languages	0
Humanities	1 (Art History or approved equivalent based upon KDE requirements)
Electives	5 (1 Technology, Senior Capstone, 3 others as available or approved)

Graduation Requirements: Lakeside Christian Academy Honors Diploma (27 credits)

<u>Subject Area</u>	<u>Credits</u>
Bible	4 (or 1 for each year student attends in 9 th -12 th grade)
English/Language Arts	4
Mathematics	4 (Algebra I & II, Geometry, one additional approved course)
Laboratory Science	3 (Physical Science, Biology, Chemistry)
Social Studies	3 (Geography, World History, US History)
Health & Physical Education	1
World Languages	2 (Spanish I & II or another approved consecutive world language course)
Humanities	1 (Art History or approved equivalent based upon KDE requirements)
Electives	5 (1 Technology, Senior Capstone, 3 others as available or approved)

Grade Classification

In order to obtain the following grade classifications, the minimum number of credits listed below must be completed successfully:

Sophomore (10 th grade)	6 completed credits
Junior (11 th grade)	13 completed credits
Senior (12 th grade)	20 completed credits

Promotion

Students in 6th-8th grade who do not receive a “C” or better in foundational courses (English, math, science, and social studies) will not be promoted to the next grade. Students who receive 2 F’s in the other non-foundational courses may not be promoted to the next grade.

Students in 9th-12th grade who do not pass required high school courses will not receive credit for those courses. This may affect student classification. To qualify for graduation, course remediation is required. In 9th-12th grade, students must achieve a “C” or better to advance to the next level in English, math, science, social studies, and foreign language.

Students in 6th-12th grade who receive prior approval for tutoring during the summer and are successful in the work will be considered for promotion.

Course Remediation & Summer School

Additional help or course remediation is recommended for students who have struggled with content mastery or failed an academic course. See Promotion category for more details. For courses taken in 6th-12th, a minimum number of clock hours of “one-on-one” tutoring must be determined by administration along with faculty advising to remediate a yearlong (two semester) course. Candidates for summer school are determined at the midpoint of the last quarter of the school year. Parents of these students will be notified by the school and informed that summer school is required. The guidance office must approve all summer school attendance. Recommendations will be made for summer tutoring for students with low grades in a particular subject area; tutoring is at the parents’ discretion. Fees for summer school will be assessed at \$750/course. Expenses related to remediation are the responsibility of the student’s family.

Extracurricular Eligibility

Refer to the *Athletic Handbook* for specific grade requirements for all athletic teams.

Academic Societies

Lakeside Christian Academy is currently a member of the National Beta Club. Students participating in this organization complete various service projects throughout the year. New members are selected annually and inducted during a special chapel ceremony. Invitations to this ceremony will be sent to families once nominations are organized.

Accelerated Mathematics

In an effort to ensure all students receive the best and most appropriate mathematics instruction, the faculty and administration have worked together to review the overall philosophy of how to best meet the needs of our students as they move into middle and high school mathematics courses. Students have been given a placement assessment to determine their preparedness for taking courses in advance.

We offer two mathematics course tracks beginning in the 7th grade year based upon placement assessments. The goal is to provide the most academically challenging curriculum for our students while recognizing they will continue to learn, grow and change cognitively over the next several years. The general track is designed for many of our students so that they receive the requisite skills to find success in core fundamentals of the subject. The accelerated track is designed for students who have demonstrated a clear aptitude at this stage in their mathematics development and have demonstrated that they are prepared for the rigors of a faster paced mathematics course in relation to their age level. Students taking the accelerated track will be assessed at the end of each course to be sure they are continuing to receive instruction at their ability level to determine course selection for the upcoming year.

Mathematics Course Tracking

Grade Level	General Track	Accelerated Track
7 th Grade	Math 7	Pre-Algebra
8 th Grade	Pre-Algebra	Algebra I

Freshman	Algebra I	Geometry
Sophomore	Geometry	Algebra II
Junior	Algebra II	Additional Course based upon student need
Senior	Additional Course based upon student need	Additional Course based upon student need

College Credit/Dual Credit Program

The Early College Program (ECP) allows students to meet the requirements for high school graduation while simultaneously earning credit at various institutions of higher learning (currently Morehead State University and Maysville Community Technical College). This program was developed to allow students to begin working on their college degree earlier and complete it in a shorter time frame. The courses to be offered are determined through the mutual agreement of Lakeside Christian Academy and institutions of higher learning.

Admissions Requirements*

1. At least a 3.0 GPA
2. Completed the sophomore year of high school
3. Provide parental consent to the Guidance Counselor/Assistant Administrator
4. Discuss an approved schedule with the Guidance Counselor/Assistant Administrator
5. Earn an appropriate ACT or SAT score for the courses in which students wish to enroll
6. Be accepted into the college program at the specific institution in which the student is enrolling

* Admission to the Early College Program does not guarantee that students will be eligible to enroll in all available courses.

Registration Procedures

1. Students must complete an Early College Program Packet and return it to the school office.
2. The ECP packet will be submitted to the appropriate institution at the end of the school year along with all necessary documentation from LCA. Over the summer, the student will receive confirmation by letter from the appropriate institution that they have been accepted with details concerning a campus orientation. During that orientation (if not before) students will receive their schedule as well as the required tuition amount.

Credits Awarded

1. Credit will be awarded by the college to the participating high school student upon successful completion of the course.
2. High school credit will be awarded for the successful completion of approved dual credit courses based upon the equivalent graduation requirement.
3. These classes will be weighted on a 5-point scale if the course is in a core academic area from an approved postsecondary institution and rated 100 level or higher.
4. Indication of dual credit will be noted on the high school transcript upon receipt of an official grade report or transcript from the college or university and the verification of attendance (if applicable).
5. Junior level students are permitted to take 1 ECP course per semester to be applied to the high school transcript. Senior level students are permitted to take 2 ECP courses per semester to be applied to the high school transcript. Note that students may take additional course work outside of LCA operating hours; however, the credit will not be applied to their high school transcript.
6. Any changes to the ECP course schedules submitted at the end of the school year must have prior school administration approval.

Tuition

All fees, tuition, books and other expenses related to dual credit classes are the responsibility of the student's family. Seniors are required to pay \$700 for each course led by LCA teachers; in addition, the curriculum fee will be charged for materials needed for the courses taken. All courses and schedules must be approved by administration prior to their start

date in order to qualify for the dual credit waiver. Fees for the dual credit waiver only apply to tuition expenses; books, registration and other fees do not apply toward the waiver.

Class Rank

Valedictorian

The designation of Valedictorian will be awarded to the senior with the highest scholastic rank. Scholastic rank is determined by the student's cumulative grade point average (GPA). If two or more students tie for the highest GPA (rounded to the nearest ten thousandth), then the cumulative final grade percentages for all high school credits will be used to break the tie. Dual-credit courses will be included in the grade point average, but not in the percentage tie-breaker. In the event that two students have the exact cumulative grade point average, and the exact cumulative final grade percentage (rounded to the nearest hundredth, then dual Valedictorians will be recognized. A student must have attended LCA for four (4) consecutive semesters of their high school career in order to be eligible for Valedictorian and Salutatorian.

Salutatorian

The Salutatorian will be the senior ranking second highest in the graduating class. The same procedures utilized for determining the Valedictorian will be used for Salutatorian.

Transcripts and Report Cards

Student report cards are electronically generated and emailed to families at the conclusion of each grading period. Transcripts for students in grades 9-12 are available upon written request to the guidance counselor. The request may be made via e-mail or brought in by the student. Senior midterm transcripts are generated and sent to the colleges of interest for each student. Final senior transcripts are generated and sent upon completion of the school year to the colleges of acceptance for each student. Alumni may request copies of their official transcript after graduation by contacting the guidance counselor. Please allow 48 hours for the office to process the transcript request. **Transcripts will only be released if the student's account is financially current.** Note that transcripts will reflect the student's legal name at the time of enrollment and may not be changed except with a court order reflecting a minor's name has been changed pursuant to an adoption decree.

Transfer Students

Transfer students are responsible for Lakeside Christian Academy graduation requirements for the years they attend Lakeside Christian Academy. All students must successfully meet the requirements of the state of Kentucky to receive a diploma. As scheduling permits, academic deficiencies are to be made up by all transfer students. Credits for graduation are determined from courses designed for high school level study. Twelfth grade students may not transfer to LCA without approval from the Administrator.

Students who transfer from other Christian schools in the Morehead area must have all previous accounts paid. LCA requires submission of discipline records from the school from which the student is transferring. Parents will be required to sign a release of information form so we can receive records from the sending school.

Due to the diversity of home-school programs, the following requirements must be met prior to the time of admission:

- The home-school program must follow state guidelines.
- Provide documentation of the parents' most recent letter of intent to homeschool as well as a description of the student's course of study.
- Academic achievement and standardized assessment scores must be provided.
- Lakeside Christian Academy will administer additional assessments to all students in order to appropriately place students in grades 1-12. Additional fees will be required for these services.

DISCIPLINARY PROCEDURES & SCHOOL-WIDE BEHAVIOR PLAN

At Lakeside Christian Academy, we believe that children have a right to a quality education in a safe and caring environment. We hope to accomplish this by fostering respect for self and others and by promoting Christ-like social behavior among our students. Together we will encourage the growth and development of each child to reach his/her full potential. This document seeks to reflect that concept of student learning and development, to become a responsible and respectful citizen.

When thinking of discipline, punishment often comes to mind. Discipline is more than just punishment or reacting to a problem. Discipline is instruction; a learning process rather than simply a demonstration of power. It is therefore imperative that parents and school staff work together to support each other. We will seek your support in the best long-term interests of the students.

Lakeside Christian Academy is committed to learning by following a code of behavior which is based on two categories of rules: 1) Those that are moral or derived from the moral law (God's Rules), and 2) Those that are simply to keep good order (House Rules). Those rules that are inherently moral in nature are non-negotiable. They are based on the character of God. Violating rules based on morality is sin. Those rules that are for keeping good order are negotiable; they (can) change over time. Violating rules based on order is sinful only in that one is not submitting to a God-placed authority. The activity or lack thereof is not in itself sinful, only the lack of adherence to the rule. The vast majority of the rules found in this handbook are House Rules. What is forbidden one day may, in fact, be required another. However, as long as a rule is in place it needs to be obeyed and enforced.

The following procedures are based on Lakeside Christian Academy's statement of faith, which has its authority in the Bible, as well as policies determined by the administration designed to facilitate and foster a Bible-based educational environment. A student may be disciplined, up to and including expulsion, or asked not to return the following year if he/she is out of harmony with or disruptive to LCA's code of conduct or other policies of the school, whether on or off the property, as determined in the sole discretion of the administration. Re-admission considerations following dismissal will be determined on a case-by-case basis.

God's Rules

Lakeside Christian Academy is a covenantal community of individuals who understand the benefits of a commitment to loving God and serving one another. "God's Rules for LCA" are a covenant agreement among our community that calls for sound judgment, self-control and self-discipline, self-confidence, moral character, and citizenship demonstrated within our Christian academic environment. The following three categories are important to the culture of a school.

Loving Righteousness

To Our Lord – We will obey the words and commands of our Lord Jesus Christ. John 14:15 says, *"If you love me, you will keep my commandments."*

To Our School Community – We will be honest and faithful to one another. Ephesians 4:25 says, *"...let each one of you speak the truth with his neighbor, for we are members one of another."* We will confront and correct fellow sinners in love by following the principles of Matthew 18. Galatians 6:1 says, *"...if anyone is caught in any transgression, you who are spiritual should restore him in a spirit of gentleness."*

Preferring Others

To Our Lord – We will live our lives in a way that honors Christ. Philippians 1:27 says, *"...let your manner of life be worthy of the gospel of Christ."* Colossians 3:23 says, *"Whatever you do, work heartily, as for the Lord and not for men."*

To Our School Community – We will love, honor, and pray for one another by putting their interest above our own. Romans 12:10 says, *"Outdo one another in showing honor."* Philippians 2:3-4 says, *"Do nothing from rivalry or conceit, but in humility count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others."* We will speak respectfully in a way that edifies our community members. Proverbs 15:1 says, *"A soft answer turns away wrath, but a harsh word stirs up anger."* Romans 12:15 says, *"Rejoice with those who rejoice,*

and weep with those who weep.” We will not create unnecessary work for others. 1 Corinthians 14:40 says, *“But all things should be done decently and in order.”*

Stewardship

To Our Lord – We will be good stewards of all the material possessions that God allows us to have. Luke 16:10 says, *“One who is faithful in very little is also faithful in much, and one who is dishonest in a very little is also dishonest in much.”*

To Our School Community – We will respect the property of others and be sympathetic to the physical needs of those in our community. This includes all books distributed to the students. (Students will be charged for damage to books or other school property.) Romans 12:13 says, *“Contribute to the needs of the saints and seek to show hospitality.”*

House Rules

All LCA employees will operate according to these specific standards while on campus. The faculty will consistently employ the following to bring about a God-honoring and orderly classroom environment. All students will be informed of these and will be expected to act accordingly. The vast majority of student behavior problems will be handled in the classroom. When necessary, students will be referred to the Administrator’s office.

Falcons are RESPECTFUL, RESPONSIBLE, and build good RELATIONSHIPS!

1. Respectful Students
 - a. Raise their hands
 - b. Do what has been asked of them
 - c. Do not back talk or argue with teachers
 - d. Use “Mr., Mrs., Ms., or Miss” along with a last or first name to speak to a faculty or staff member of LCA
 - e. Follow the rules of the classroom
2. Responsible Students
 - a. Do their best work
 - b. Bring needed materials to class and on time
 - c. Follow directions
 - d. Obey in a prompt and cheerful manner
 - e. Turn completed work in on time
 - f. Gather and complete all makeup work
 - g. Leave electronics at home, in their school bags, or locker during class times
 - h. Maintain a clean and orderly work area at all times
3. Students who build good relationships
 - a. Use kind words
 - b. Keep hands, feet and objects to themselves
 - c. Follow the rules of the classroom
 - d. Refrain from public displays of affection

General Disciplinary Procedures

The kind and amount of discipline will be determined by the teachers, and if necessary, by administration. The discipline will be administered in the light of the student's problem and attitude. All discipline will be based on biblical principles, e.g. restitution, apologies (public and private), swift punishment, restoration of fellowship, no lingering attitudes, etc. Love and forgiveness will be an integral part of the discipline of a student. The vast majority of discipline problems are to be dealt with at the classroom level. In order to maintain consistency, teachers will meet together as necessary to discuss biblical standards and school policy concerning discipline.

Positive reinforcement must always be a part of daily interaction with the students. It is important to give parents some positive feedback when contacting them about a situation in class or just drop them a note of encouragement from time to time. This is the most important part of maintaining classroom order.

If an item is brought to school that is not approved of by the teacher, the teacher may take it away and it will be returned at the end of the school day. If the item is repeatedly brought to school after the student has been instructed not to do so, parents will be required to pick up the item. Continual abuse of this policy can require that a student not bring an item to school indefinitely.

The *Lakeside Christian Academy School-Wide Behavior Plan's* key focus is on proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. Instead of using a piecemeal approach of individual behavior management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, cafeteria, gym, and restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities. The goal of this system is to design effective environments that improve the link between research-validated practices and the settings in which teaching and learning occurs.

Teaching Positive Behavior

During the first two weeks of school, all teachers will educate students about the *LCA School-Wide Behavior Plan*. This includes: expectations in each area of the school (restrooms, classrooms, hallway, cafeteria, etc.), the differences between acceptable and non-acceptable behavior, and how to build positive character traits.

At the end of the 2 weeks, students and parents will be provided with a copy of the school's behavior plan. They will be expected to read, sign and return the signature sheet to the student's classroom teacher.

Minor Infractions:

- Not completing classwork
- Not having class materials
- Not following staff directions
- Being off task
- Being out of seat
- Making disruptive noises
- Talking out without raising hand
- Tattling
- Spreading Rumors/Gossip
- Running/Horseplay in the building
- Name calling or minor teasing
- Using others' belongings without permission
- Repeated Tardiness

Major Infractions:

- Repeated minor infractions
- Disrespectful comments or gestures (rolling eyes, vulgar expressions, etc.)
- Inappropriate language
- Cursing
- Putting hands on someone else
- Bullying
- Inappropriate technology/cell phone use
- Cheating
 - plagiarism
 - copying an answer
 - allowing another student to copy an answer
 - looking on another student's paper during a test

- use of a test bank to prepare for an exam/quiz/assignment
- using electronic devices to record or retrieve information
- working together on an assignment that was intended to be completed individually
- writing information on your person or objects to be used during an exam or quiz
- Destruction of property
- Leaving classroom, building, or school property without permission
- Using, controlling, transferring, or possessing any illegal substance or objects
- Sexual activity and/or expression

Tracking Student Infractions

Each teacher along with the Administrator and Assistant Administrator will have an INFRACTION REPORT TABLET (duplicate). When an infraction occurs, staff will document on the INFRACTION REPORT TABLET. One copy of the report will be kept by the classroom teacher, one copy will be kept for the student's school record, and one copy will be sent home for Parent/Guardian signature. A running record of MINOR/MAJOR infractions will be kept for the entire school year.

Discipline Procedures for MINOR/MAJOR Infractions

Once a student accumulates a total of **3 MINOR infractions for a GRADING PERIOD or 1 MAJOR Infraction** they will be required to report to AFTER SCHOOL DETENTION. Detention will be held on TUESDAY and THURSDAY starting at 3:30 and ending at 4:30. After school detention will be conducted by the ADMINISTRATOR, ASSISTANT ADMINISTRATOR, member of the ADMINISTRATIVE TEAM, or someone appointed by the ADMINISTRATOR.

Students required to report to AFTER SCHOOL DETENTION will report prior to attending any after school practices on that day. NO ELECTRONICS will be allowed in After School Detention. After School Detention will not be utilized to complete, correct, or change any homework/classwork assignments.

Students who are unwilling to report to AFTER SCHOOL DETENTION when required to do so will not be allowed to participate in any EXTRACURRICULAR ACTIVITIES until After School Detention is completed. This includes FIELD TRIPS and TEAM SPORTS.

The administration has discretion to bypass these detention procedures for major/minor infractions if, in the administration's discretion, the circumstances so warrant—such as in the case of serious misconduct. Additionally, a student may be disciplined, up to and including expulsion, or asked not to return the following year if he/she is out of harmony with or disruptive to LCA's code of conduct or other policies of the school, whether on or off the property, as determined in the sole discretion of the administration.

Discipline System (K-5)

Each K-5 teacher will present the parents and students with a written set of brief expectations for the students along with a written set of consequences for falling short of the expectations. Classes will display a visual representation in the classroom for the students to keep track of their progress (name on board, stop light, etc.). Posting the rules in the classroom is required as a reference for the teacher and students.

Office Visits

Teachers are the students' immediate authorities at the school and, as such, are expected to maintain control of the discipline among their students. Accordingly, their judgment and handling of problems, within the constraints of biblical principles, are to be accepted and supported by students, parents and administration. However, in certain matters where the student's behavior is flagrant, frequent or fails to elicit a response of repentance, the offending student will be referred to the administration. Such a referral must be recognized as a serious matter, necessitating possible parental contact.

During the visit, administration will determine the nature of the discipline. This may require restitution, janitorial work with parental attendance during the school day, suspension or other measures consistent with biblical guidelines.

Sexual Activity and Expression

In keeping with Lakeside Christian Academy's statement of faith, immoral conduct, either on or off campus, will not be tolerated. The Bible strictly forbids such conduct, which includes immoral actions as well as advocating for such behavior. Any immoral acts or statements of immoral acts will not be tolerated in any form and will constitute grounds for expulsion. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8–9; Lev. 18:1–30; Rom. 1:26–29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1–8; Heb. 13:4).

The term "immoral act" is defined as bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in a sexually immoral act. This includes viewing pornographic material on or away from the school campus.

The term "statements of immoral acts" is one in which a student or employee does any of the following: engages in speech regarding sexual immorality; claims to be or actually is sexually active outside of marriage; claims to be or participates in homosexual, bisexual, transgender behavior or otherwise identifies as being sexually immoral under biblical Christian standards; or uses words, language, or behavior, including by dress or other appearance or online activity, that, in the discretion of the school, would indicate an intention to convey the impression that the person engages in, advocates for, or approves of behavior or identity that is immoral under biblical Christian standards.

Homosexual or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at LCA and is a basis for dismissal. All students, however, must be treated with dignity and respect, free of threats or harassment.

Serious Misconduct

Should a student commit an act with such serious consequences that administration deems necessary, suspension or expulsion could be imposed immediately. Examples of such serious misconduct could include (but are not limited to): acts endangering the lives of other students or staff members, sexual activity and/or expression, gross violence, vandalism to the school facilities, violations of civil law, or any act in clear contradiction of scriptural commands. Students may be expelled for the use of firearms, weapons, tobacco, vapes or e-cigarettes, alcohol, illegal drugs or controlled substances, or the misuse of firearms. Lakeside Christian Academy has a zero tolerance for any student who brings a firearm to school. Any student who brings a firearm to school may be expelled immediately. Students may be subject to school discipline for serious misconduct which occurs after school hours.

Bullying

According to the Kentucky Department of Education, bullying is a problem that many children face. It can be quite difficult to define, but the following is a good definition to use when trying to decide if an action is bullying. Bullying is using unwanted, aggressive behavior that involves a real or perceived power imbalance towards another person. The behavior is repeated, or has the potential to be repeated, over time.

There are four types of bullying.

- Verbal bullying is saying or writing mean things, such as teasing, name-calling, making inappropriate sexual comments, taunting, or threatening to cause harm.
- Social/relational bullying involves hurting someone's reputation or relationships, such as leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, and embarrassing someone in public.

- Physical bullying involves hurting a person’s body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone’s things, and making mean or rude hand gestures. - stopbullying.gov
- Cyberbullying is the use of electronic information and communication devices, whether personal or school-owned, to willfully and repeatedly harm a person(s) through electronic mediums, create a hostile environment for the victim, or materially or substantially disrupt the educational process or orderly operation of the school, as determined by the administration. Examples include:
 - o sending false, cruel, vicious messages, including name-calling messages, or spreading rumors electronically
 - o sending inappropriate (violent or suggested violence, sexually explicit, harassing, etc.) messages, pictures, or texts
 - o creating websites that have stories, cartoons, pictures, and jokes ridiculing others
 - o breaking into an email account and sending vicious or embarrassing materials to others
 - o engaging someone in electronic communication, tricking that person into revealing sensitive personal information, and providing that information to others
 - o posting student pictures without their permission.

Quite frequently, when faced with bullying, we do not know what to do or where to turn. The Kentucky Department of Education wishes to provide students, parents or guardians, educators, and community members with valuable information and help when there is a bullying issue.

Bullying is **NOT**:

- Talking incessantly
- Making rude remarks which do not threaten someone
- Behavior which is unkind but not threatening

Bullying will not be tolerated and will be handled as serious misconduct which could mean suspension or expulsion.

Expulsion

Lakeside Christian Academy realizes that expelling a student from school is a very serious matter and must always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his/her parents not be able to eliminate behavioral problems, the student may be expelled. In addition, certain infractions may invoke expulsion on the first offense.

Re-admittance

Should the expelled student desire to be readmitted to Lakeside Christian Academy at a later date, administration will make a decision based on the student's attitude and circumstances at the time of reapplication.

ACTIVE SHOOTER POLICY

- A. **Purpose:** Lakeside Christian Academy recognizes that active shooter situations remain a possibility for any school. Therefore, the purpose of this section is to take steps to prepare for an active shooter event. Prevention of any active shooter situation occurs through general crime prevention and security measures already taken by schools.
- B. **Background:**
 1. In most cases, an Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area:

- a. Active shooters use firearm(s) and/or other deadly weapons
 - b. There is usually no pattern or method to their selection of victims
- 2. Active shooter situations are unpredictable and evolve quickly.
- 3. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over before law enforcement arrives on the scene (typically within 10-15 minutes), individuals must be prepared to deal with an active shooter situation, both mentally and physically.
- C. **Reference:** LCA will continually research response processes thoroughly, taking into account physical age, developmental level and physical limitations of students and staff. Likewise, building design and layout will affect action steps that may be taken in an active shooter situation.
- D. **Concepts:** General concepts in an active shooter involve the need to make critical decisions in seconds, possibly with incomplete information. LCA administration will plan and discuss all options to take in an emergency well in advance and practice the skills needed to respond in an active shooter situation.
 - 1. Flight
 - a. Flee or run from the situation:
 - 1. Using standard classroom doors
 - 2. Using non-traditional exits such as windows
 - b. If there is an accessible escape path, attempt to evacuate the premises. Pre-incident planning will make every staff member aware of their surrounding and mentally pre-plan an escape route:
 - 1. Take note of the two nearest exits
 - 2. Evaluate regardless of whether others agree to follow
 - 3. Leave your belongings behind
 - 4. Help others escape, if possible
 - 5. Prevent individuals from entering an area where the active shooter is or may be
 - 6. Keep your hands visible (universal surrender position, hands empty, palms up and fingers spread)
 - 7. Follow the instructions of any police officers
 - 8. Do not attempt to move wounded people
 - 9. Call 911 when you are safe to do so
 - 2. Hide Out: If flight/evacuation is not possible or feasible due to student limitations (age, disability, etc.):
 - a. To prevent an active shooter from entering your hiding place:
 - 1. Lock the door
 - 2. Blockade the door with heavy furniture (fortify your position)
 - b. Take cover. Your hiding place should:
 - 1. Be out of the active shooter's view
 - 2. Provide protection if shots are fired in your direction
 - a. Hide in a closet or restroom with a closed and locked door
 - b. Hide behind large sturdy objects. Do not trap yourself or restrict your options for movement.
 - c. Silence your cell phone
 - d. Turn off any source of noise (e.g., radios, tv's, etc.)
 - e. Remain calm
 - f. Dial 911 if possible, to alert police to the active shooter's location. If you cannot speak, leave the line open and allow the dispatcher to listen.

3. Fight: Only as a last effort and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter:
 - a. Use available means to distract, deter or defeat the attacker
 - b. Physically confront the shooter, acting as aggressively as possible against him/her:
 - i. Throwing items and improvising weapons

E. Procedures and Process: LCA will utilize the following processes in an active shooter situation:

1. Alerting & Notifications:
 - a. Everyone will call 911 (do not assume someone else has called)
 - b. Report active shooter to Admin/Office personnel
 - c. Admin/Office personnel use phone intercom system to notify all classrooms immediately
 - d. Send Remind update, email, or other forms of communication ASAP to all parents (LCA LOCKDOWN-ACTIVE SHOOTER)
 - e. Admin team report to local law enforcement
 1. Number of staff and students present by class
 2. Provide school layout and map of all buildings
2. Training and Exercising:
 - a. Initial training TBD
 - b. Recurrent Training (monthly) TBD
 - c. LCA will maintain a log of active shooter training events
 - d. LCA will participate in several different types of active shooter exercises such as drills, tabletop exercises and full-scale exercises.

STATEMENT OF CHANGE

This handbook is not exhaustive in its contents. Students are subject to all handbook policies while enrolled at LCA. Lakeside Christian Academy reserves the right to change any policy at any time when, in the discretion of the Board/Administration, it is determined to be in the best interest of the school. If there are any school policy changes, families will be informed.

PARENT & STUDENT AGREEMENT

Place a check mark in the space beside each statement to indicate your agreement.

- We/I accept the challenge to “train up a child in the way he should go” (Proverbs 22:6) and state this training will carry on in the home. We place our trust in Lakeside Christian Academy (faculty, staff, and administration) to extend that training to the school day.
- We/I acknowledge that we have read the Parent-Student Handbook and agree to uphold all standards and regulations therein.
- We/I pledge to support the school by praying for its program, staff, and by supporting the procedures and discipline policies of the school.
- We/I agree to promote the spirit of unity within the ministry of the school. That is, we agree that if in need of help with a school problem, we will follow the procedure outlined in the Conflict Resolution Policy on pg. 9 of this handbook.
- We/I agree (parents only) to be responsible for all financial obligations to Lakeside Christian Academy as outlined in the Tuition & Fees Policies starting on pg. 15 of this handbook. Furthermore, we understand that if we withdraw our student during a semester, we are still responsible for the remaining balance of tuition for that semester and that if our student’s enrollment is terminated by the school at any time during the semester that we are responsible for the remaining balance of tuition for the month in which termination occurred. We also understand and agree that our child’s school records, including transcripts, may be withheld until all accounts are paid in full.
- We/I agree (student(s) only) to submit to the teachers, staff, and administration leadership of Lakeside Christian Academy and do my part to take advantage of the superior opportunity I have been given to obtain a first-class education in a Christian environment.
- We/I agree to the Lakeside Christian Academy School Wide Behavior Plan and we/I will support the consequences as stated for my child. We/I will partner with Lakeside Christian Academy’s administration and staff in fostering RESPECTFUL, RESPONSIBLE children who build good RELATIONSHIPS.
- We/I also understand and agree that enrollment in the school is a privilege and not a right and that my student’s enrollment may be terminated at any time if, in the sole discretion of the administration, my (as parent or legal guardian) or my student’s actions or attitudes are disruptive to or not compatible with Lakeside Christian Academy’s objectives, policies, philosophies, or otherwise.
- We/I agree to never make demands, threaten to sue, or actually litigate any matter whatsoever relating to or resulting from the student’s enrollment at the school. We understand that making demands, threatening to sue, or actually litigating a matter against the school violates Biblical teaching and practice and will constitute sufficient grounds for immediate suspension or expulsion of student’s enrollment. The parties agree to resolve all potential claims, disputes, or causes of action through binding Christian arbitration using the procedures outlined

in the school's arbitration procedures. Binding arbitration shall be the sole remedy for any and all controversies or claims arising out of the student's enrollment relationship or this enrollment agreement. The parties expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

Parent(s) Signature

Date

Student(s) Name or Signature

Date

PLEASE DETACH THIS PAGE AND RETURN IT TO YOUR HOMEROOM OR GRADE LEVEL TEACHER