

ELEMENTARY
Parent/Student Handbook
K - 6

2011-2012

LAKE CENTER CHRISTIAN SCHOOL

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Table of Contents

Introduction Section	pg 2
Identification Section	pg 3-6
Procedures Section	pg 7-8
Student Information Section	pg 9-18
<i>Homework Policy</i>	pg 9-10
<i>Grading Scales</i>	pg 11
<i>Attendance</i>	pg. 12-13
<i>Student Activities</i>	pg 14
<i>Lifestyle Expectations</i>	pg 15-16
<i>Student Dress and Grooming</i>	pg 18
Parent Information and Involvement Section	pg 18
Health and Safety Issues	pg 19
General and Miscellaneous Information	pg 19-20
Tuition, Finances, Fees, and Insurance	pg. 20
Who to Call	pg. 20
Statement Page	pg 21

*“Train up a child in the way he should go:
and when he is old, he will not depart from it.”*

Proverbs 22:6

Introduction Section

Letter from the Elementary Administration, Faculty, and Staff

Parents,

Welcome! We are glad that you are a part of Lake Center Christian School. We are looking forward to a blessed and profitable year together. This handbook has been prepared to acquaint you with the general operation and policies of Lake Center Christian Elementary School. Please read its contents carefully and go over appropriate information with your student(s). This handbook will help you understand LCCS. Elementary students need to review the student section with a parent. Students and parents should sign and return the statement page, which means that both students and parents have reviewed this handbook. It is important to us that parents know our expectations. Please keep the handbook as you may need to refer to it from time to time throughout the school year.

It is a big step for a child, as well as for the parents, when a child enters school. We want this experience to be as friendly and rewarding as possible. We desire to do all we can to provide a nurturing environment where the principles and teachings of Jesus are guiding beacons and the Word of God is highly respected.

The training of children is the responsibility of the home. The choice of a church and school are among the most important decisions to Christian parents who have promised God to rear their children for Him. Our goal at Lake Center is to provide a program that is compatible with the home and the church so that positive Christian character is developed.

We ask that you pray each day for your student(s), the school, and the teachers. Our prayer is that through a Christian education these young people will find rich fellowship and deep devotion to the Lord, who alone is capable of directing their lives.

Today's world is full of opportunities for those who are willing to prepare themselves spiritually, physically, emotionally, and academically. Our administration, faculty, and staff work constantly to provide the type of school program that will prepare the students to meet this challenge. We sincerely desire that each student will take full advantage of the opportunities presented at LCCS.

We desire that each parent will become involved in the total life of Lake Center Christian School. First, you can support the PTF by being an active member. Second, you can volunteer some of your time to assist the teachers in the classrooms. Through your interest and involvement, each student will see that his/her education is important to you.

Together, with the Lord's leading and help, we can be successful in helping your student(s) to succeed in this school year.

Matthew McMullen
Superintendent

Sheryl Roberts
Elementary Principal

LCCS Faculty and Staff

Identification Section

Vision Statement

LCCS IS A CHRISTIAN SCHOOL

Many alternative schools dot the American landscape. Lake Center Christian School is an alternative school because it is a privately owned and operated school. However, Lake Center is more than merely an alternative to the public school. Lake Center is a Christian school. The Christian emphasis and focus must always remain paramount.

In a Christian school academic achievement is highly valued, but it is not the highest value. Academics alone include only the horizontal dimension, meaning person to person and the person to his/her planetary environment. However, the addition of the vertical dimension means that the studies relate to God. This completely changes the purposes and goals of the school. Instead of preparing only for the fleeting here and now, Lake Center seeks to prepare young people to relate to God in union with Jesus Christ, and then let this experience spill over into everyday life.

Lake Center maintains that Adam and Eve were special creations which God molded in His own image and endowed with eternal spirits. Factual knowledge alone stands bankrupt before God in respect to redemption and worship. It is when the human spirit responds to the Spirit of God, that the real purposes and goals of life can be discerned and appreciated.

The Lake Center Christian School family must constantly and vigorously reaffirm its belief in the Bible as the Word of God. Our allegiance is to the all-sufficiency of Jesus Christ and the call of discipleship as given by Jesus. If this is not done, then Lake Center is on the path of becoming a mere alternative school rather than remaining a Christian school. Those participating in Lake Center are invited to maintain it as a Christian school.

Governance

The Sponsoring Churches: The sponsoring churches of LCCS are Cornerstone Mennonite Church, Hartville Mennonite Church, and Maple Grove Mennonite Church. These churches have Hartville addresses and are located within three miles of the school.

Corporation: A corporation of seventy members operates the school. Each of the three sponsoring churches appoints twenty persons and the Board of Trustees appoints ten at-large. The corporation elects the Board of Trustees and a Presiding Officer to preside at public meetings of the Corporation. This organization provides a neutral person when the Board of Trustees reports to the Corporation. The Presiding Officer has no executive powers. The corporation has a constitution, adopted in 1977, which regulates its activities.

Board of Trustees: The Board of Trustees consists of nine members, each of whom is elected for a term of three years. The members of this board serve without financial reimbursement. The Board of Trustees appoints the faculty and the administrative persons as well as representation on committees to assist in the operation of the school.

Faculty: Faculty members are required to be certified teachers. Individuals on the faculty and staff serve as “Christian role-models” for the students (Luke 6:40). Teachers are expected to be in full sympathy with the Statement of Faith, the philosophy of education, and the constitution of the corporation. Teachers are also required to be of evangelical persuasion, affiliated with a congregation, and exemplifying an active Christian life.

Mission Statement

Lake Center Christian School (LCCS) assist Christian families and their churches in equipping students for lifelong learning and service to Christ. LCCS offers a Preschool-12 accredited education that is centered in Jesus Christ.

Philosophy of Education

Lake Center Christian School upholds a Biblical worldview and life-orientation based upon the Holy Scriptures which reveals that God is the creator and sustainer of the universe. God created human beings in His image for fellowship with Himself, and they are to exercise stewardship of His creation.

However, humanity in disobedience and rebellion has broken the former relationship with God, and has therefore in consequence, taken on a sinful nature. Humankind could not of its own efforts reestablish the relationship. God, in His love and grace came to earth, willingly, in the person of His Son, Jesus Christ. Persons are invited to restore the alienated fellowship with God by acknowledging their sin, and accepting by faith, the sacrificial atonement provided in the death and resurrection of Jesus Christ.

Believers are raised to new life, having been born anew by God the Holy Spirit. Believers are commissioned to serve as redemptive agents in the world, offering reconciliation through Christ in all relationships - people with God, people with people, and people with creation.

Education is the process whereby persons are guided in understanding this comprehensive world view and life-orientation, in making a commitment to it, and in developing the tools necessary to walk in that commitment. The divine responsibility of training children is given to parents and needs to occur within a supportive setting of a local congregation of believers. The sponsoring Mennonite churches of the Hartville area provide the spiritual framework for Lake Center. Lake Center Christian School exists as a resource for Christian families in accomplishing the task of educating children.

Education at Lake Center Christian School is realized in several ways. Students are taught to know God through His revealed truth in the person of Jesus Christ as recorded in the Bible, the final authority for faith and life. Students also learn through discoverable truth in His creation. Students are encouraged by teachers, who exemplify a life-style of commitment to Christ, to respond to God as the Holy Spirit calls them. Students are guided in glorifying God by developing concepts and skills which will enable them to realize their potential in loving God, in enjoying His world, and in serving others.

Expected Student Outcomes

Spiritual – LCCS desires for every student to develop a personal relationship with Jesus Christ. To this end, Bible classes study the Bible as truth. As a school that is owned and governed by Mennonite churches, the Mennonite perspective will be evident. Chapel services are conducted weekly. Faculty and staff challenge and exhort students to live in a manner pleasing to the Lord. Indicators of success in this area include learning, worshipping, and serving.

Academic – LCCS desires for every student to learn a core set of knowledge and skills, and successfully pursue additional areas of interest. To this end all curriculum meets or exceeds state minimum standards; college preparatory classes are rigorous and will sufficiently prepare students for college; and life skills classes are taught so that students are prepared to function as independent members of society. All courses are taught from a biblical worldview. Indicators of success in this area include successful completion of state standards for a high school diploma, admission to colleges and universities for those who apply, and effective management of work and personal issues.

Developmental – LCCS desires for every student to have a sense of purpose in their life and to acquire skills in building meaningful and positive relationships. To this end students learn where they came from, why they were created, and what happens to them when they die. Furthermore, the curriculum includes skills in the areas of communication, relationships, cooperation, time management, and conflict resolution. Indicators of success include students who can express a purpose for their lives, engage in healthy friendships, and resolve conflicts peacefully and successfully.

Statement of Faith

God: We believe there is one God, infinitely perfect, eternally existing in three persons: Father, Son, and Holy Spirit. God reveals Himself through the Bible and through His creation.

God the Father: We believe in the Father as revealed in Scripture, a person of the triune Godhead. In His wisdom and compassion He sent His Son for the salvation of the world. His Son Jesus Christ claimed and addressed Him as His Father. He is a Father in a personal relationship to all who confess and follow Jesus Christ as Savior and Lord.

God the Son, Jesus Christ: We believe that Jesus Christ was God in human flesh, at once fully divine and fully human. We believe in His virgin birth, His sinless life, His miracles, His vicarious (substitutionary) and atoning death on the cross, His bodily resurrection, His ascension to the right hand of the Father, His present ministry of intercession, and His personal return in power and glory.

God the Holy Spirit: We believe the Holy Spirit is God present and active in the world. He convicts of sin and ministers comfort, assurance, guidance, and victory. He enables the Christian to pursue a life of faithful discipleship in obedience to Jesus Christ.

The Bible: We believe the Bible, both Old and New Testaments, to be the Word of the living God, divinely inspired, inerrant, and infallible. The Scriptures are the complete revelation of God's will for the salvation of humanity, and the Divine and final authority for Christian faith and life.

Creation: We believe that God created the universe and that He sustains it by His power.

Humanity: We believe that human beings were created in the image of God but rebelled against God, and are therefore fallen, lost, and estranged from their Creator, under the sentence of death, and in need of salvation. We believe in the resurrection of all people: those who are saved to everlasting blessedness with the Lord, and those who are lost to eternal separation from God.

Salvation: We believe that regeneration by the Holy Spirit through the redeeming blood of Jesus Christ is absolutely essential for the salvation of lost and sinful people. All, and only those who repent and believe in Jesus Christ, are born again of the Holy Spirit, receive the gift of eternal life and become the children of God. This salvation is by God's grace and not a result of human effort.

The Church: We believe that the church, the "body of Jesus Christ," is composed of all those of every nation who through saving faith have entered into a vital relationship with Jesus Christ as Savior and Lord. God has committed to the church the task of making Jesus Christ known throughout the world. We believe that local congregations of baptized believers exist to equip the body of Christ by worship, prayer, teaching, fellowship, and service.

The Christian Life - the Way of Love: We believe that the way of love and reconciliation as fulfilled by Jesus Christ is God's way for His people. The people of God are called to value all human life as sacred, alleviate suffering, confront injustice, work for peace in all relationships, and live as responsible stewards of the earth's resources.

The Role of Parents: We believe that parents are responsible to train each child diligently in God's truth.

Respect for Government: We believe in respect of and obedience to the institution of government, as long as its decrees do not violate the Word of God.

School History

Leaders of five Amish and Mennonite churches participated in 1947 to construct the first set of buildings and organize the program of Lake Center Christian School, which opened its doors in September 1947. During the first year sixty patron families enrolled 181 students in Grades 1 through 10. Grades 9 and 10 were discontinued in 1959.

The school was located on three acres of land on what is now Woodmont Street. The Amish built two one-room schoolhouses in 1949 and in 1952. The formation of Hartville Christian School in 1956 reduced the LCCS student body to 1/2 its size.

The original structures were two cinder block classroom buildings, which were listed as temporary buildings on the permit obtained from Columbus. In 1965 the cinder block buildings were razed and a new building erected.

With a new building and a new administration committed to growth, LCCS began a gradual increase in size throughout the 1960s. Kindergarten was introduced. One attempt was made in 1983-84 to revive the high school, but it was discontinued after the one year. The composition of the student body included more and more “other than Mennonite” students after 1965. In 1947 the student body was composed entirely of students from Amish and Mennonite families. Currently about 13% of the student population is from Mennonite Churches. Over 100 other congregations are represented in the LCCS student population.

The year 1977 witnessed the structural change from an association to that of a corporation as it now exists. The present constitution was adopted in that year, but has been revised several times.

Another change which occurred was that of financing construction costs. Bank loans were obtained for construction of both the 1947 buildings and the one constructed in 1965. The loan repayments from the tuition income placed a heavy burden on the operating budget. All the buildings on Kaufman campus have been constructed under a pay-as-you-go policy. August 22, 2005 the new high school addition was dedicated.

One characteristic of the school has been volunteerism. Most of the masonry and carpentry labor needed on the buildings was donated. Parents and others have given sacrificially to the school in the operation of the program and in providing the support.

Lake Center was granted a charter by the State of Ohio in 1972. Its academic and spiritual programs have been strengthened since that time. The school is a chartered member of the Association of Christian Schools International (ACSI) and a member of the Mennonite Sch Council (MEEC).

Admission Philosophy, Policies, and Procedures

Lake Center Christian School is open to anyone interested in securing a Christian education, from kindergarten through twelfth grade whom the school finds qualified for admission and who agrees to abide by *Lake Center Christian School* rules. It must always be understood that attendance at *Lake Center Christian School* is a privilege and not a right. This privilege may be forfeited by any student who does not conform to the school’s standards of conduct and/or who is unwilling to adjust to our environment. All students must be convinced they want to attend *Lake Center Christian School* and agree to honestly and wholeheartedly apply themselves to “study to show [themselves] approved unto God” (2 Timothy 2:15, KJV). They also must agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

Lake Center Christian School admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in admissions policies, scholarship and loan programs, athletics, and other school-administered programs. *Lake Center Christian School* reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with the *Lake Center Christian School* administration and to abide by its policies.

Procedures Section

Admissions

The Registration Process: A prospective student is not considered admitted until after the full registration process has been completed. Registration consists of five parts; (1) the payment of the registration fee, (2) the screening/testing of the student (3) an official and positive interview of the parents with the administration and (4) provision of the necessary medical and immunization forms (5) transfer students must provide evidence of work completed in former school(s).

The Interview: The board and administration place a high value on the interview with parents who apply to enroll students. Lake Center believes that in order to carry out its mission statement, it is imperative that a partnership be formed between the school and parents. Part of the registration process acknowledges the willingness of students and parents to abide by the school's regulations in matters of personal conduct and respect of authority.

Special Conditions: Applicants who have severe learning problems, severe physical handicaps, emotional problems, or behavior problems will be considered for acceptance on a conditional basis, after an in-depth interview, evaluation by the administrator, and counsel from appropriate specialist(s). However, LCCS is not prepared to obligate itself to handle some special needs for which it is not equipped, those who cannot function in an inclusion environment, or which would unduly tax school resources. There will be additional fees for students with special needs above the tuition in order to provide the services necessary to accommodate some students.

Age of Entry: A child should be five years old on or before July 1 to enroll in kindergarten at LCCS and six years old by the same date to enter first grade. Successfully passing an early entrance examination may constitute an exception to the age requirement. When registering a student a birth certificate or copy of the hospital record is required to establish evidence of birth date.

Screening/testing: All kindergarten and first grade students are required to complete developmental screening tests before admission. This screening focuses more on developmental readiness than academic readiness. All students in grades two through six are required to complete a battery of basic tests in order to establish proper grade placement. LCCS has faculty members trained to administer the screenings and the testing.

Placement: All students enrolled at LCCS will be assigned to grades from which they can best profit educationally in conformity with the resources of the school. Previous performance of students, the results of testing, and special conditions will be taken into consideration. The school has the final say in placement and necessary accommodations of the student in a particular classroom.

Academics

Chartered: Lake Center is accredited by ACSI and chartered by the State of Ohio. Lake Center meets the Minimum Standards as outlined by the Ohio Department of Education, and in many cases exceeds these standards in instructional programs. Individual achievement and mastery of fundamental skills have high priority. Students successfully completing their work at LCCS are readily admitted by other schools.

Curriculum: The curriculum guides the academic program. The term curriculum includes a planned course of study, textbooks, and teachers. Courses of study for each subject are revised by the faculty every five years to ensure that the academic program reflects current teaching practices and educational research. The curriculum has been built to meet the State mandated requirements as well as the objectives emerging from the purpose and philosophy of the school. The curriculum is designed for the average student with enrichment and remedial services provided to meet individual needs. Competency based programs in reading, composition, and mathematics enable the students to become proficient in the basic fundamentals of education.

From the school's beginning, it has been the goal to teach all subject matter from a biblical point of view. This view is partially defined and explained in the philosophy of education and objectives of the school, with greater expansion in the written courses of study prepared for the whole range of subject areas. The universe is taught to be the result of God's creative act and power, not an accidental or a random occurrence. The human history is viewed in the light of man's selfishness and sinfulness, as well as spiritual redemption through Jesus Christ. The record of man's stewardship of the earth and its resources is viewed in light of the original command to Adam and Eve to "rule and subdue" it. The human body and personality is believed to be given by God. Good stewardship calls for careful use of the body through proper diet, hygiene, and observance of health principles given in the Bible.

Throughout the grade levels a systematic form of Bible study is standard. This is in addition to the State mandated academic requirements. The Bible curriculum includes Bible stories, memory work, scriptural concepts, and practical applications of the Christian faith. Chapel services are held weekly for Preschool-3, 4-6, and 7-12.

Curricular Materials: LCCS uses textbooks from a variety of publishers, both Christian and secular. Periodically textbooks are updated after a thorough search for the best texts available that meet planned educational objectives. Each teacher is supplied with a course of study and curricular guides.

Standard Bible: The New International Version (NIV) of the Bible was adopted as the standard for Bible memory and the Bible curriculum at LCCS. This was implemented beginning with the 1988-89 school year.

Evaluation: Beginning in 2012, The Terra Nova test will be administered each year to the students and the results are reviewed to discover both strengths and weaknesses in the program. Teachers devise their own testing instruments to keep current with evaluation of units of instruction.

Faculty: LCCS employs qualified and dedicated Christian teachers who are called of God to the special ministry of Christian teaching. The teachers are certified by the State of Ohio. Self-discipline, high moral standards and professional excellence are expected of the staff on and off the campus. The teachers are responsible to integrate all educational material with Christian philosophy and to assist the children in learning to think critically from a Christian viewpoint.

Conferences: Parent/Teacher conferences are scheduled once in the fall and once in the spring. Conferences enable the teachers and parents to become better acquainted and communicate about the child's needs and progress. The parent or the teacher may arrange for additional conferences if a problem is developing.

Letters to Parents: Classroom newsletters (Preschool-6), sent home by Monday to parents for the week from the teachers, provide the major means of communicating classroom activities. A school wide Parent Memo is posted on RenWeb on Mondays.

Student Information Section (pages 9-17)

Homework Policy

Rationale for Homework: LCCS maintains that homework is a valuable aid in helping students make the most of their experience in school. Homework can accomplish the following:

1. Reinforce what has been learned in class
2. Prepare students for upcoming lessons
3. Teach students to work independently
4. Teach students to assume responsibility for their own work
5. Teach students organizational and time-management skills
6. Aid in evaluating student progress

Frequency and Amount of Homework: Research has shown that regular homework assignments produce more learning than less consistently assigned homework and help students get into the habit of doing homework. Therefore, regular nights for homework will be established by each classroom teacher and communicated to parents.

The amount of homework per night is based on research which has shown a workable time range geared toward the average student. The average student can expect to spend the approximate amount of time as follows:

Grades 1 and 2	10 - 20 minutes
Grade 3	20 - 30 minutes
Grades 4 and 5	30 - 45 minutes
Grade 6	45 - 75 minutes

These are approximate times for the average student. Additional time will be required for these reasons:

1. Preparation for unit tests
2. Completion of long-term projects
3. Poor use of class work time
4. Need for additional work in a difficult subject area
5. Advanced classes
6. Participation in an activity where students miss class time

Teachers keep assignments to a minimum on Wednesday nights to enable students to participate in midweek church programs.

Students will be given one-week notice for major tests, although quizzes may or may not be announced in advance.

Recording Homework Assignments: Students in grades K-2 will take home a weekly list of assignments prepared by teachers. Students in grades 3-6 will be provided an assignment notebook by the school. Students are expected to use an assignment notebook to record assignments daily.

Guidelines for Completing Homework:

1. The standards for written work must be followed.
2. All assignments must be completed and submitted on time for full credit. No credit will be given for missing or incomplete assignments. For students in grades 1-6 credit may be reduced by ten-percent for daily work turned in one day late; by twenty percent for two days late. Teachers may choose to give no credit for work turned in more than two days late.
3. Students should attempt to do homework on their own and to the best of their ability. Parents may check work for accuracy, but should **only** assist students after they have first made serious attempts on their own.
4. Students are responsible for making up homework assignments due to absence. For each day a student is absent, one additional day is permitted for making up work.

Homework Policy (Cont'd)

Recording Complete Assignments: The teacher will check all homework and keep a daily record of assignments completed or not completed. Homework assignments will be counted as an established percentage of each subject grade as determined by individual teachers.

Reinforcing Homework Habits: LCCS believes that positive support plays a valuable part in motivating children to develop good study habits. Students will be rewarded for completing homework through means such as praise, awards and notes or telephone calls to parents.

Consequences for not Completing Homework: When students choose not to do assigned homework the teacher will take actions such as the following:

1. Send note or make a telephone call to parents
2. Have parents sign completed homework every night
3. Have student miss recess to complete homework
4. Have student complete homework in after-school or lunch detention or in-school suspension
5. Lower the student's grades

The course of action to be taken will be determined by individual teachers and will be communicated to parents at the beginning of the school year. If there is a legitimate reason (such as a family emergency) for a student not to complete homework, the parent must send a signed note to the teacher on the day the homework is due stating the reason it was not completed. The teacher may then decide if an additional day will be allowed for completion.

Support of Parents: Research consistently shows that parents are a key factor in child(ren)'s achievement in school. Therefore, parents must play an important role in the homework process. LCCS seeks the support of parents in the following ways:

1. Establish homework as a top priority for your child(ren)
2. Provide necessary supplies and a quiet homework environment
3. Establish a daily homework time and a homework drop spot
4. Provide positive support when homework is completed
5. Do not allow child(ren) to escape the responsibility of doing homework
6. Check on your child(ren)'s homework, **but do not do it for them**
7. Contact the teacher if child(ren) consistently have problems with homework
8. Take advantage of helps that the teachers and the school provide so you will know how you can best support your child(ren)'s work

Academic Probation: Students may be placed on academic probation when the student consistently fails to complete and turn in assignments on time or demonstrates insufficient academic progress in relation to native ability. The duration of academic probation may vary from 6-9 weeks to an entire school year. Parents will be requested to withdraw the student if the terms of the probation are not met.

Grading Scales

The following keys and interpretations are used in grading for both the report cards and the permanent records:

Primary Scale

O	=	Outstanding/Excellent	S-	=	Below Average
S+	=	Above Average	N	=	Needs Improvement
S	=	Average	U	=	Unsatisfactory

Elementary Symbol Scale Correlation with Other Scales. This scale is primarily used to assess skills.

+	Student <u>has met the requirements and goes beyond what is expected.</u>
	+ = A = O
√+	Student <u>has met the minimum requirements and displays a positive attitude toward assigned tasks.</u>
	√+ = B = S+
√	Student <u>has met the minimum expected requirements.</u>
	√ = C = S or S-
√-	Student <u>has met the minimum requirements but needs improvement in attitude or diligence toward assigned tasks.</u>
	√- = D = N
-	Student <u>has not met the minimum expected requirements.</u>
	- = F = U

LCCS ELEMENTARY GRADING SCALE

<u>Percentage</u>	<u>Cut-off</u>	<u>Letter Grade</u>
99-100	98.5	A+
95-98	94.5	A
93-94	92.5	A-
91-92	90.5	B+
87-90	86.5	B
85-86	84.5	B-
83-84	82.5	C+
77-82	76.5	C
75-76	74.5	C-
73-74	72.5	D+
70-72	69.5	D
68-69	67.5	D-
0-67	00.0	F

Report Cards are sent home after the end of each nine-week period. Parents should sign and return the envelopes promptly so they will not be lost. The report card may be kept each quarter. The signature of the parent indicates only that the parent has seen the card, not necessarily that the parent approved of it.

Interim Reports during each of the grading periods will be mailed home to students in grades four through six who have a D or F in a subject. All midterm grades are posted on RenWeb.

Honor Roll is calculated and posted in grades 5-6 at the end of each grading period. The Honor Roll lists students whose grades are all A's and those whose grades are all A's and B's. The Honor Rolls for each grading period will be posted in the quarterly school newsletter, *The Light*.

Attendance

School Day: The school day is from 8:00 a.m. to 2:41 p.m. Regular attendance is essential to success in school as well as in one's vocation. Students should be in school every day that school is in session. The school calendar provides Christmas break and spring break. Vacations should be planned during those times rather than when school is in session.

Absence Procedure

- a. Parents must call the office by 8:00 a.m. on the morning of any unplanned absences. Please use the "Absence Hotline" to notify the office of unplanned absences. Leave a brief message stating the student's name, grade, reason for absence and the person making the call. **Absence Hotline: 330-587-0200**
- b. Medical and dental appointments should be made outside of school hours. Appointments requiring absence from school will be excused for the time necessary. Parents must contact the Absence Hotline the morning of the appointment or provide information in writing before the date of absence.
- c. Planned absences include family trips, and vacations.
 - i. A Planned Absence Form, available in the school office, is to be filled out and submitted to the office at least two days prior to the absence. For a family trip or family vacation to be excused, a parent, grandparent, guardian must accompany the student on the trip. Any exceptions require Administrative review.
 - ii. Missed work: The Planned Absence Form must be completed and turned in on time for credit to be given for missed student work. Teachers will attempt to give students assignments and reading materials prior to the planned absence, but are not required to do so. In such cases the work will need to be made up after the absence. Lessons taught while the student is on a trip, vacation will *not* be re-taught.
 - iii. Planned absences will not be approved or excused during the last week of a semester without administrative review.
 - iv. Planned absences are not to exceed 5 consecutive days or 10 total days during the year.
 - v. Planned absences will not be approved for students who have already been absent more than 6 days during the semester or who are not making good academic progress.

Maximum Number of Student Absences

Students are not to exceed 10 absences per semester or 20 absences for the year, including both excused and unexcused absences. All absences that exceed this number will require a doctor's written excuse. Truancy may become an issue administration will report to officials if more than 20 days are missed. Students jeopardize their chances of promotion if they miss more than 20 days of school during the year. Students missing more than 20 days may be required to attend summer school/tutoring at the parents' expense for a specific length of time in order to be promoted to the next grade.

Calculating Absences:

- a. Arrival between 8:00 - 8:50 (about the end of first period) = Tardy
- b. Arrival between 8:51 - 11:15 = 1/2 day absence
- c. Dismissal between 11:16 - 1:55 (about the end of 8th period) = 1/2 day absence
- d. Off campus more than 3 hours and 15 minutes 1/2 day absence.

*Time spent in health room does not count towards time in class.

Excused Absences

Absences are excused for the following reasons provided the parent or legal guardian contacts the office on the day of unplanned absences or submits the reason in writing in advance of planned absences. All other reasons and absences without proper notification are considered unexcused.

- a. personal illness
- b. death or serious illness in the family
- c. medical appointments – only for the time necessary
- d. court appearance – only if subpoenaed
- e. marriage in the family
- a. vacation with parents – provided planned absence procedure is followed

Unexcused Absences

A student absence is considered unexcused when the proper procedures are not followed. Parents need to contact the school in advance or the morning of an absence for the absence to be excused. A student may receive a 2% reduction in the final grade for the quarter each day that is unexcused. Skipping school, or even a single class, without parental awareness or an acceptable reason is a serious infraction. A student skipping school or a class will receive a zero for assignments that day, and be subject to additional disciplinary action assessed by administration.

Attendance (Cont'd)

Tardiness

1. Definition: Arriving to school between 8:00-8:59 a.m., or arriving to a class after the scheduled start time without an approved pass.
2. Excused Tardiness to School: Students tardy to school due to a medical appointment will be excused provided a parent notifies the office either in person or by phone. The Absence Hotline may be used. All other reasons will be unexcused, **including sleeping in and heavy traffic**, unless administration approves otherwise. Weather related tardies may be excused.
3. Excessive Tardiness to School and Consequences: Attendance reports are run on Fridays and consequences are based on tardiness within an academic quarter.
 - a. 3 unexcused tardies = letter home reminding student and parents of consequences
 - b. 4 unexcused tardies = lunch detention
 - c. 5 unexcused tardies = conference with parents
 - d. 6 unexcused tardies = 45 minute after-school detention
 - e. 7 unexcused tardies = parent conference/possible probation or Saturday school
4. Excessive Tardiness to Classes: Teachers will monitor tardiness to class. During the school day, unexcused tardiness to class, by academic quarter, will be dealt with as follows:
 - a. 1st unexcused tardy = verbal warning from teacher
 - b. 2nd unexcused tardy = verbal warning from teacher, parents contacted
 - c. 3 or more unexcused tardies = 45 minute after-school detentions to be served with teacher

Arrival and Dismissal

Students should arrive at school between 7:30 and 7:55 a.m. Students arriving between 7:30 and 7:45 must report to the cafeteria to wait until 7:45 a.m. Students are not to bring beverages (water bottles are allowed) into the school building except for those packed for lunch or an after-school activity. Bus riders will be dropped off at the rear of the building.

Car Riders: Families with both elementary and secondary or just secondary students will use the Main entrance to enter. Use the far right lane as you approach the school for dropping off and picking up. Boarding of students will take place along the sidewalk of the Central Lobby entrance and gym porch (Doors 1 & 2). At the end of the gym porch turn left to circle around. Exit using the exit lane that goes behind the Kaufman Center and use the South exit.

Families with only elementary students - Use the North entry to enter. Follow the lane around the school building, playground, and basketball court. Follow the white arrows and circle around toward the elementary porch (Door 4) where boarding of students will occur. To exit, follow the white arrows and follow the lane back around the courts, playground and building using the North entry to exit.

The Elementary Office doors will be unlocked until 8:00 a.m. At 8:00 a.m. all entrances except the Main Entrance will be locked. After 8:00 a.m. all students must enter the Main Entrance and get a tardy slip from the receptionist. Parents should not accompany tardy students to the classroom.

For dismissal, bus riders are to report to their bus quickly as busses typically leave at 2:45 p.m. Students that have not boarded at that time **will be left**. All buses have connecting schedules to keep. All car riders are to report to the front porch by 2:45 to wait for their ride. Directions for student line-up will be given and updated as needed. Behavior while waiting will be monitored by a faculty or staff member.

- Elementary students are to wait in their class lines until the monitor dismisses them when the line of cars stops moving.
- Cars must follow the traffic monitor's directions and move forward as far as possible.
- Parents who park to pick up students **must use crosswalk to the sidewalk area to get all elementary students and escort students to their car** when directed to cross by the traffic monitor.
- Students not picked up by 3:00 will be expected to sit in the Central Lobby or an administrative office. Parents will need to park and come into the school to pick up these students. If late pick-up becomes a problem, a meeting will be required by Administration.

Student Activities

Chapels: Students attend and participate in weekly chapel services. Some of these are all-school chapels and others are by grade levels. Friday Chapels are a special time for our students and staff. While not required, we encourage students to dress up on Chapel days.

Special Assemblies: Experts in a variety of fields and walks of life are brought in occasionally to enrich the educational program through professional presentations.

Field Trips: Teachers are encouraged to enrich and broaden their educational programs by providing the students with firsthand experiences. Some of these experiences can only be gained by taking a trip to a location where students can get the firsthand experience. These trips are designed with an educational purpose. Classroom activities guided by the teacher will provide a lead-up experience for the students prior to the field trip. To participate in field trips, a student must have a signed parental permission slip on file at school. These field trips are called regular field trips, meaning that they take place within an area so that the trip can be accomplished in one day. The one extended field trip is the 6th grade annual trip to Nature's Classroom at Beulah Beach for three days.

General Music: Every grade level is provided with regular music classes under the direction of the music department. This music instruction includes knowledge of the fundamentals of music, composers, vocal music, and music appreciation.

Choir: Participation in choir is available to students in grades five and six. Choir practices are held twice each week during a study hall period in order to prepare for school concerts, chapel services, and other performances.

TRIBE: Students in elementary grades have the opportunity to participate in an optional elementary choir experience after school. The structure and participation in this program may vary from year to year.

Band: Students in grades five and six have the opportunity to participate in band. Students learn to play their instruments through small group instruction and then participate in band rehearsals twice each week during a study hall period. The band performs at school concerts and on other occasions.

String Program: Elementary Orchestra rehearses per assigned schedules. Fifth and Sixth Grade students may participate in orchestra during the school day.

Private Music Lessons: Lessons are available during the day at LCCS. Students may take piano, organ, voice, violin, cello, or guitar lessons. Band instrument lessons are also available, but may need to be scheduled before or after school. The fees for these lessons are not included in the regular tuition. Please contact the school office if interested.

Sports: Various sports are taught in physical education classes. Lake Center is developing a full youth basketball program starting in the 2011-12 school year. Boys in grades 3-6 will have the opportunity to participate on our teams, and there will be a few activities for boys in grades 1-2.

Speech: Students are required to memorize and present speeches to their classmates each year. Several students are selected from each class to represent LCCS at an in-house event and/or in the annual ACSI Speech Meet.

Art: The work of students is displayed regularly throughout the building. Students are also given the opportunity to submit their best pieces of artwork in several contests. Sixth grade students may join Art Club.

Science Fair: All students in grade six are required to prepare an individual science project as a part of their science class. These projects are displayed at the school's annual Open House. Several judges are asked to select projects to be entered in the ACSI Science Fair. Students in grades 1-5 have an optional opportunity to submit a project to the ACSI Regional Science Fair.

Math Olympics: Outstanding math students in grades five and six are selected each year to represent our school in the ACSI Math Olympics contest.

Other ACSI Sponsored Competitions: The Association of Christian Schools International sponsors competitions in a number of different areas. LCCS participation may vary from year to year.

Chess Club: Elementary students may join this club to learn the game of chess and have an opportunity to compete with students from other schools.

Special Occasions. Teachers are encouraged to celebrate special occasions with the students in the classroom. These should be kept simple and not consume much class time. Parent volunteers may assist the teacher. Occasionally teachers may give rewards for good behavior or unusual achievements. Recognition of students on birthdays is appreciated. Celebration of holidays focuses on the spiritual reason for the holiday. Halloween will not be celebrated.

Lifestyle Expectations

The purpose of LCCS is instructional rather than correctional. It is assumed that every pupil will strive to maintain a high standard of personal discipline, and that only a minimum of disciplinary action will be necessary. However, if routine disciplinary measures are insufficient, the classroom teacher will enlist the help of the administrator. Discipline may include corporal discipline, probation, suspension, or expulsion. Corporal discipline will be considered in situations where other disciplinary measures have not been effective. All corporal discipline situations will only be considered after parental conference and parental consent.

Student Behavior and Discipline

Christian Atmosphere: Lake Center Christian School strives to maintain a Christian atmosphere for learning, working, and living together. The school seeks to have the attitudes, conduct and appearance of the students reinforcing these goals. Students are expected to demonstrate the following:

1. Courtesy, good manners and good behavior at all times
2. Respect and obedience to all staff members and school volunteers
3. Reverence for the Word of God
4. Care of school property and personal belongings
5. Cleanliness in work, action and dress
6. Standing for the right and opposing the wrong
7. Cheerfully cooperation in school activities
8. Keep hands to self
9. Move quietly and promptly from one place to another
10. Respect all students, refrain from racial slurs, scoffing, ridicule, or mocking
11. Keep the classrooms, hallways and school clean
12. Listen quietly during assemblies and chapels
13. Avoid laziness and wasting of time
14. Obey playground rules and play games by the rules
15. Avoid the buying and selling of objects to other students at school
16. Show proper respect of authorities and of The United States of America
17. Exercise courtesy and respect for adults and senior citizens
18. Use proper forms of address when speaking to teachers, staff and administrative personnel, and adults

Assertive discipline: The teachers of LCCS are trained in discipline methods and will establish discipline plans for their classrooms consistent with school-wide policies. Assertive discipline includes a basic list of rules and a systematic plan of rewards and consequences related to compliance of those rules.

Violations of acceptable conduct: The approach to discipline at LCCS is from the positive restorative standpoint and includes all of the principles which are mentioned under Christian atmosphere. For the sake of clarity some violations will be named. Any of these will result in disciplinary measures.

1. Use of violence, force, coercion, threat, harassment, or insubordination.
2. Fighting, assault and/or threat.
3. Possession of dangerous weapons*, instruments, objects, or pocket knives.
4. Possession of narcotics*, alcoholic beverages*, drugs* and/or tobacco*
5. Profanity and/or obscenity, whether written, verbal or gestural.
6. Insubordination to authorized personnel.
7. Theft, extortion, forgery, or false identification.
8. Breaking and entering or such attempts.
9. Possession of pornographic print or photos*, or music with obscene lyrics.
10. Gambling, cheating, and lying
11. Use of any type of audio or video players, tapes, CDs or computer games while at school, on busses or at school sponsored events without explicit permission from the supervising adult. Such items must be kept in a book bag during school hours. LCCS is not responsible for lost, stolen, or damaged items.*Possible suspension or expulsion.

Lifestyle Expectations (Cont'd)

Detention: Detentions are one of the penalties for the infraction of rules. There may be lunch detentions, recess detentions, and after-school detentions.

Suspension. The administration may suspend a student with or without warning for a period of ten days for a serious breach of conduct, whether within the school building, on the school grounds, or when involved in a school-sponsored activity (both on and off of school grounds). A parent-student-administrator conference is required before the student may return to school.

Probation: Probation, which may either precede or follow suspension, is intended to give the student a period of six weeks to change behavior. During probation the student may not participate in extracurricular activities, and will forfeit any privileges the school may decide to withdraw. Probation may be given for any of the following types of misconduct:

1. Continued disobedience after repeated warnings
2. A rebellious spirit which is unchanged after counseling
3. A continuing negative attitude and negative influence in the school
4. Insufficient academic progress in relation to native ability
5. A serious breach of conduct which adversely affects the testimony of the school

A student is placed on probation by a unanimous decision of the student's teacher(s), and administration. A parent-student-administrator conference shall be held to give the parents and the student notification and explanation of the probation. If the student fails to make satisfactory progress during the probationary period, the administration may recommend to the Board that the student be withdrawn from the school.

Participation in non-mandatory extracurricular activities is not a right and may be denied to any student who has demonstrated disregard for the rules of the school or who is under suspension, probation, or expulsion.

Expulsion: The principal, with the concurrence of superintendent and the teachers working directly with the student, may expel a student with board approval. The principal shall notify the student and his parent(s), guardian or other person having control or charge of that student in writing of the following:

1. The proposed action and the reasons for the action
2. The right of the student and his parent(s) or guardian to a hearing on two levels, a.) the administration, and b.) the Board of Trustees. A written request for a hearing must be filed with the administration within seven calendar days after the expulsion. Failure to file a written request within the specified time will constitute a waiver of the right to a hearing.

Dress Code (K-6)

Students attending LCCS are expected to be neatly and appropriately dressed. A student's attire should reflect Christian values of modesty, cleanliness, neatness and should enhance the educational atmosphere of the school. Students are reminded that they represent LCCS and their appearance makes a statement to our community regarding our values.

The major responsibility for complying with our school's dress code lies with the parents and students. Student attitudes are formed significantly by their parents. Teachers should not have to point out violations. Given the wide range of opinions regarding what is appropriate or inappropriate dress, we ask for your cooperation in supporting this dress code *even when your personal preference would differ*.

It should be noted that the school administration reserves the right to rule on final interpretation and meaning of the following terms: Neat, Appropriate, Modest and Extreme.

Category	Appropriate	Inappropriate
Tops	T-shirts, sweatshirts, hoodies, polo shirts, button down dress shirts, numbered jerseys; designs and pictures in good taste that do not conflict with Christian principles; neckline of shirts must be within 3" (hand width) of the bottom of neck/collarbone	Sleeveless shirts and blouses; tanktops; shirts promoting secular rock groups; camouflage (including blue, pink, etc.); military shirts; tight fitting shirts; low cut shirts and blouses; exposed midriffs; sheer fabrics; any skin showing around waist or underwear/boxers, including when raising their hand above their head, sitting on a bench or bending over
Bottoms	Jeans, Docker style/khaki/cotton twill pants, dress slacks; capris for girls (length of capris are to be well below the knee); must fit and be worn properly	Sweatpants, windsuits, and athletic/knit pants . If pants have snaps on the outseams – "tear-aways", they are considered sweatpants; pants with holes, tears or patches; no leggings except w/ dress/skirt that follows dress code; shorts except when in season; underwear/boxers exposed
Dresses & Skirts	Dresses and skirts worn by girls, length must be no shorter than 4" above knee when kneeling (emphasis on modesty – should be long enough to not raise questions even with leggings), gauchos, shorts should be worn under dresses/skirts for modesty at recess	Dresses without sleeves; low cut dresses; miniskirts; skorts; leather, vinyl, spandex, camouflage or any sheer fabrics
Shorts	Jeans and Docker style/khaki/cotton twill shorts, skorts,; permitted between May 1 and Sept. 30; length must be no shorter than 4" above knee when kneeling	Cutoffs, athletic shorts, boxer style shorts, short shorts, swim trunks, board shorts
Shoes	Dress or athletic shoes worn with socks or stockings; sandals and crocs with strap around heel – with or without socks; gr. 7-12 dress sandals without a strap around the heel and flip flops	Shoes with torn soles or holes; shoes with student writing or coloring, slippers, heeels
Coats, Jackets, Hats, Boots	Outside coats, jackets, hats and boots for coming and going to school & kept in locker/back of room during the day	Wearing coats, outside jackets and/or hats during the school day in the classrooms.
Jewelry, makeup, Accessories	Boys – 1 or 2 small necklaces, 1 or 2 small bracelets, watch, class ring Girls – light to moderate amounts of makeup; small necklaces and bracelets; rings; 1 pair of earrings worn in the lobes only; nail polish	Boys – earrings; 3 or more chains or necklaces; sweatbands Girls – black (or any dark color) eye shadow, lipstick, nail polish; earrings not in lobes; K-6 fake and acrylic nails All - any jewelry with spikes, skulls, or evil symbol; chains hanging from clothes or pockets; body piercings; visible tattoos; rubber bands; safety pins
Hair	Boys – neat, clean, combed, length above the earlobe, above the eyebrows , and the top of the collar of a dress shirt, clean shaven face Girls – neat, clean, well groomed	Boys – hair that covers the ears or longer than top of collar; facial hair; sideburns lower than ear lobe All – unnatural colors or dyes; extreme or unusual cuts, dyes, sculpting ; hair that obstructs vision
P.E. Class	Athletic shorts, T-shirts, sweatshirts and sweatpants, athletic shoes and socks	Sleeveless shirts, tank tops, boxer style shorts, short shorts, cutoffs, sandals, dress shoes, jeans
Miscellaneous	Boys – ties, sport/suit coats, belt Girls – traditional hair accessories, purse, belt	Using pen, marker, etc. to write on hands, arms, clothing, shoes, etc.; tattoos, body piercings

Parent Information and Involvement Section

Parent Association

All parents of students at LCCS are members of the Parent Teacher Fellowship (PTF). Opportunities to serve through this organization are communicated weekly in the Monday Parent Memo and on the LCCS Website. Everyone is encouraged to become involved.

Volunteering

Earmark of LCCS: One of the prominent strengths of LCCS has been the thousands and thousands of hours of time and service given voluntarily and sacrificially by hundreds of persons. Volunteerism is one of the outstanding strengths of the school and grows out of its underlying philosophy of service to others.

This formidable strength cannot be accurately shown on a graph or entered in some form on the asset balance sheet of the corporation. No one has kept tally of the extent of volunteer help. Evaluating the school must take into account the extraordinary voluntary services rendered in the Name of Christ.

The classroom building witnesses the activity of dozens of volunteers who help with the warm lunch program, assist teachers in the classroom, fund-raising activities, and in the offices. The board members and the appointed committees serve voluntarily. This mutual aid in the Spirit of Christ is an invaluable legacy of the school. One of the best endowments a school can possess is such a committed group of persons.

Volunteers in the instructional program: The principal is responsible for reviewing the spiritual qualifications and capabilities of volunteers. The principal is not obligated to place or continue to use volunteers whose abilities and/or relationships to the school are not in accord with LCCS philosophy or mission statement. All volunteers must sign in daily at the reception desk by the Central Office and receive a visitor badge to serve in the building.

Moms in Touch: This group meets for one hour every Tuesday at 8:00 a.m. to pray for the needs of our school, our staff and our children. If you have any questions or prayer concerns, please call the school office to share your request with this group. Dads and grandparents are also welcome.

Health and Safety Issues

Green Emergency Medical Forms New forms must be completed **each year** for all students. Please list all medical concerns as this form is used by Health Aides when the children are sent to the clinic. The current year's form will replace the previous year's form. These forms must be completed for **each individual child**. There is a section on the back of this form to allow parents to sign and give permission for the Health Aides to administer Ibuprofen, Acetaminophen (generic for Tylenol) as needed per parental instruction. These medications will be on hand and will **not** need to be brought in by parents. Health Aides will not be able to administer medications that are provided in the office without this section on the Emergency Medical Form being completed.

Student Medications The Health Room will have on hand Ibuprofen 200 mg. tabs, Acetaminophen 500 mg. tabs, and Junior Strength Acetaminophen 160 mg. chewable tabs, and chewable antacids for your convenience. If a parent chooses not to sign permission to use these medications, the non-prescription medicine that is sent in can only be administered after receipt of the medication in the original container, and a completed "Request for Medication Administration" form. If medication is sent to school at the beginning of the year, please do not discard these forms. Forms may be needed at some other time during the school year. All medications from the previous school year that are not picked up are discarded. Any **prescription medications** taken by students on school property must be turned in at the office with a form completed by the student's physician. The parents also need to fill out a "Request for Medication Administration" form. Any change in dosage or medication during the year will only be done upon receipt of new forms. Medications must be brought to the school in the original container with the original labeling. An empty prescription bottle is also needed in order to send even one pill along on field trips when necessary. State law prohibits sending prescription medications unless in a prescription bottle. Please bring the prescription medicines to school **before** the first day of school (including inhalers).

General and Miscellaneous Information

Campus Hours

The Central Office is open from 7:30 a.m. to 3:30 p.m. during the school year.

Campus Visitors

All visitors to the school grounds need to follow proper check-in procedures. To make arrangements for a student visitor to visit on campus, students must get approval from administration. Scheduled student visitation days are posted on the school calendar.

Change of Address

When families move during the course of a school year, it is very important that they notify the school Central Office of this change so the school can maintain necessary and appropriate contact with the family. Families should also keep their phone numbers and email addresses current.

Lost and Found Items

Items will be given to the elementary office. Items not claimed at the end of each quarter will be donated to charity.

Lunch Program

MILK, JUICE AND LUNCHESES are available. Prices are: milk - \$.40, 15 oz. juice - \$1.00, water - \$1.00 **K-6 lunch** \$2.45, and **7-12 lunch** \$2.70 (All lunches include milk). Peanut butter and jelly sandwiches will also be available daily for \$.75. Apples and oranges are available daily for \$.50. Extra portions are \$.75. The lunch menu is posted monthly on edline. Copies are available at the Central and Elementary Offices. Volunteers to serve in the lunch line should call the school office.

LUNCH POLICY: Parents are to maintain a positive balance in each student's lunch account. Checks or cash should be given to the cashier or sent to the business office. Reminders will be sent home when a student's balance is low.

FREE AND REDUCED PRICE LUNCH APPLICATIONS are available and must be sent to each school family. If a family is interested, the form must be completed and returned to the Central Office. We recommend that the applications be turned in before the school year begins, but they can be turned in at any time during the school year. Instructions for completing the form are included with the application. Students who receive free or reduced price lunches will be given a lunch account identical to the other students so that it is not known who receives this form of aid.

Messages

Students can receive messages at school by phone for emergency situations through the Central Office. Notes will be distributed to the student as needed at the end of the school day.

School Calendar

A school calendar is posted on RenWeb that is updated as events are added. Families of registered students are given a copy of the basic school calendar for home use.

School Closure Information

School closing announcements can be heard on all Cleveland local TV stations and many radio stations including 1480 WHBC and 103.3 WCRF. When bad weather occurs, LCCS follows the decision of Lake Local Schools whether to open or close. LCCS will work with families living in outlying areas who experience worse road conditions than in the Hartville area. If LCCS is open, and weather conditions in outlying areas prohibit attendance, parents should contact the school and the student absence will be excused. Students must note that assignments and tests due on a day when school is cancelled will be due the next day school is in session.

Tuition, Finances, Fees, and Insurance

TUITION: The tuition schedule is established annually by the Board of Trustees and is available in the school office. LCCS offers multi-student discounts, which are incorporated in the tuition schedule. LCCS takes mutual aid and family assistance seriously.

TUITION PAYMENTS: Since tuition fees are needed to pay current operating costs, prompt payment of the tuition is greatly appreciated. Tuition may be paid by the year, by the semester or in ten equal monthly payments due the 15th of each month, August through May. There is, however, no discount for prepayment of tuition. Payment booklets are provided for your convenience. Arrangements may be made for automatic withdrawal of tuition through the business office.

There is a late charge of 1.5% for all delinquent tuition payments, unless other arrangements have been made with the schools' business manager in advance. Payments may be sent to the school by mail or paid in person. All checks should be made payable to LAKE CENTER CHRISTIAN SCHOOL or LCCS. Children whose accounts are 90 days delinquent may be suspended from school until the account is paid or specific arrangements are made with the Finance Committee. *Any student withdrawing during a quarter will owe the full tuition for that quarter. LCCS must be notified by July 15th if your child is not returning the next school year. First quarter tuition will be owed by those informing the office of withdrawal after July 15th.*

REGISTRATION FEE: The Registration Fee includes the cost for many activities, and school insurance. There are, however, areas of school life and activities which have separate fees.

FUND-RAISING: The Development Committee is charged with leadership in fund-raising to bolster the general operating fund of the school budget. Some of the major fund-raisers are: Family Round-Up, Golf Outing, and School Auction.

ACCIDENT INSURANCE: Each student is covered by school accident insurance. School insurance covers ONLY claims which are not covered by other insurance carried by the family. In case of an accident, the student is to report at once to their teacher or the office.

Who to Call

The following list determines who to call for assistance in the areas indicated. If you need assistance in an area that is not listed, call the main school office and ask to be directed to the appropriate person.

Question:

Attendance issues
Homework concern
Calendar question
Academic or discipline concerns

Call:

School office
Student's teacher
School office
Teacher or Principal

STATEMENT PAGE

Please sign and return by Tuesday, October 4th

Dear Students and Parents,

Please sign the bottom of this page and return to your HOMEROOM teacher. A statement page needs to be signed for each student.

Thank you,

Mrs. Roberts, Elementary Principal

I understand the policies and procedures outlined in this Elementary Student/Parent Handbook. I will follow them to the best of my ability.

Signature of Student _____ Date _____

Supportive Parent Policy

Lake Center Christian School is built upon the assumption that educating your child is a team effort with teachers and parents working together in support of each other. This supportive relationship must be in place for education at LCCS to work. As a parent of a LCCS student, I made a commitment to support the faculty and staff of LCCS and trust in their ability to provide the best education for my student(s). This support includes the school's administering of consequences for poor choices made at school, willingness to meet with the teachers personally to mutually work out any issues or differences of opinions that may result in the education of my child, and the willingness to practice Matthew 18 throughout the communication process, which means talking with teachers and administrators about concerns I have, rather than with other parents and community members.

Signature of Parent(s)/Guardian(s) _____ Date _____ Print Name _____

_____ Date _____ Print Name _____