



LAKE CENTER
CHRISTIAN SCHOOL

Elementary Parent/Student Handbook

2021-2022



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LCCS.com

Glorifying God through a Christian Community of Excellence!

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Introduction

Welcome to Lake Center Christian School. We are glad that you are here. We are working hard to provide you with a great elementary school experience. We are committed to knowing you as an individual and meeting your needs. Join us in building a strong community of believers that spur one another on in the love and grace of Christ.

For communities to be strong and effective, they need to operate with a common understanding of what is important and how various situations will be handled. This handbook communicates our goals, expectations, and procedures. We believe that when students know what is expected of them, they usually meet the expectations. We also believe individuals and relationships are more important than rules and regulations. As you read through the handbook, please ask questions if you do not understand the expectation. We will do our best to make procedures and expectations clearly understood.

One final note: some expectations are established due to clear Biblical teachings; others are more of an institutional preference. You may dislike some expectations and even argue, “The Bible doesn’t say that.” We understand. Some of our procedures and guidelines are simply our preferences, supporting our belief that such processes will maintain a healthy environment for all students, enabling tasks to be done efficiently. Sometimes we need to give up some of our own desires for the good of the community. We thank you for your understanding.

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 was founded 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 to allow students to 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 his/her 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, conflict resolution, and many more. Indicators of success in this area include students who can express a purpose for their lives, students engaged in healthy friendships, and conflicts being peacefully and successfully resolved.

Core Values

We believe in a Biblical Worldview

We value Diversity

We nurture Christian Character

We commit to Academic Excellence

We are passionate about Service to Christ

MISSION STATEMENT

Lake Center Christian School assists Christian families and their churches in equipping students for lifelong learning and service to Christ. Lake Center Christian School offers an accredited Preschool-12 education which is centered in Jesus Christ.

STATEMENT OF FAITH OF LAKE CENTER CHRISTIAN SCHOOL

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.

(Genesis 1:1, 26; Deuteronomy 6:4; Mark 12:29; 1 Corinthians 8:6; 2 Corinthians 13:14)

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.

(Genesis 1:1, 26; Psalm 104: 148; Matthew 28:19; Mark 12:29; John 1:1-4, 14, 18; 2 Corinthians 13:14; 1 Timothy 2:2-4)

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.

(Colossians 1:15; Isaiah 7:14; Matthew 1:18-25; Luke 1:26-35; John 1:14-18; 5:16-29; Philippians 2:6-11; 1 Peter 2:24-25; 1 Timothy 2:5-6; Hebrews 1:1-14; 1 Thessalonians 4:16-18)

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.

(Psalm 139:7-12; John 14:16-17; 16:7-8, 13-14; Romans 8:9; 1 Corinthians 6:19; Ephesians 4:30; 1 Thessalonians 5:19; Ephesians 5:18; Galatians 5:16; Galatians 5:22-23)

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.

(Luke 24:27; John 5:39; Acts 28:23; Romans 15:4; 1 Corinthians 2:10-14; 2 Timothy 3:16-17; 2 Peter 1:19-21; Hebrews 4:12; Matthew 4:10; 5:17-18; John 17:17; 10:34-35)

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

(Genesis 1:1-17; 2:7-25; 3:1-24; Hebrews 1:1-3; Colossians 1:16-17; Psalm 104:30; Psalm 19:1; 33:5-6; 104:24; Isaiah 40:26, 28)

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.

(Genesis 1:26-27; Romans 3:10, 23; John 3:3; John 3:16; 2 Corinthians 5:1; Matthew 25:46)

2 Thessalonians 1:7-10)

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. 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.

(John 1:12; 3:16-18, 36; John 5:24; Acts 13:38-39, 4:12; 16:31; Romans 3:23; 6:23; 4:1-5; 10:9-10; Ephesians 2:8-9)

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.

(Matthew 18:15-17; 28:18-20; 1 Corinthians 1:2; 12:12-28; 7:17; Ephesians 1:22-23; 4:11-16)

MARRIAGE and FAMILY. We believe that Lake Center Christian School is a religious institution providing an education in a distinct Christian environment, and believe that our biblical role is to work in conjunction with the home to mold students to be Christlike. We believe that the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union as delineated in Scripture¹. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality²; practicing homosexual lifestyle or alternative gender identity³; promoting such practices; or otherwise having the inability to support the moral principles of the school. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture, nor the doctrines of this religious Christian institution⁴.

1 – Genesis 1:27; Genesis 2:24; Ephesians 5:31-32.

2 – Genesis 1:27; 2:24; Ephesians 5:31-32; Malachi 2:15; 1 Corinthians 7:3-4; Hebrews 13:4;

Exodus 20:14; Matthew 5:27-38; 1 Corinthians 6:9-10, 18; Ephesians 5:3; 1 Thessalonians 4:3-4.

3 – Leviticus 20:13a; Romans 1:26-27; Matthew 19:4-6).

4 – 2 Chronicles 19:6-7; Romans 12:10; Philippians 2:3; 1 Peter 2:17.

THE CHRISTIAN LIFE – THE WAY OF LOVE. We believe that the way of love¹ and reconciliation² as fulfilled by Jesus Christ is God's way for His people. The people of God are called to value all human life as sacred³, alleviate suffering, confront injustice⁴, work for peace in all relationships,⁵ and live as responsible stewards of the earth's resources. We believe that parents are responsible to train each child diligently in God's Truth⁶. We believe in respect of and obedience to the institution of government, as long as its decrees do not violate the Word of God⁷.

1 - John 13:34; 1 John 3:16-17; 4:20-21; Amos 5:15; Matthew 22:34-40; Matthew 5:44.

2 – 2 Corinthians 5:18-20.

3 – Psalm 139:13-16; Exodus 21:22-25.

4 – James 2:14-17; Acts 11:29-30.

5 – Romans 14:17-19; Psalm 34:14; 2 Corinthians 13:11; 2 Timothy 2:22.

6 – Proverbs 3:5-6

7 – Matthew 22:16-21; Romans 13:1-7; 1 Peter 2:13-17; Titus 3:1; Daniel 3; 6; Acts 5:20.

Lake Center Christian School History

In 1947, leaders of five Amish and Mennonite churches participated to construct the first set of buildings and organized the program of Lake Center Christian School. The school 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 originally located on three acres of land on what is now Woodland Street.

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 just 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, less than 10% of the student population is from Mennonite Churches. Over 150 other congregations are represented in the LCCS student population.

When the school obtained the property on Kaufman Avenue, the school began a pay-as-you-go practice. All the buildings on the campus were built with donations and gifts. The buildings were added in several phases. The first phase was the Kaufman Center, a multipurpose building, now used for fine arts presentations, summer camps, and an Independent Studies Program. Next was the elementary building, then a gymnasium, music and cafeteria addition. The fourth phase in 2005, was a new high school and finally our newest addition was completed in summer 2019 - a cafeteria, gymnasium/auditorium.

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

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). The Pre-Kindergarten program beginning in 2011 is annually licensed and monitored by the ODE. The K-12 grades are accredited by both ACSI and Cognia (formerly AdvancED).

Nondiscrimination Policy

Student

Lake Center Christian School admits students of any race, color, and national and ethnic origin 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, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Employment

Employment at Lake Center Christian School is open to qualified individuals who are Christians of good character, without regard or reference to race, gender, national or ethnic origin, color, age, or disability. Lake Center Christian School is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Lake Center Christian School's mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith and the school's declaration and agreement to ethical and moral integrity.

Attendance-Arrival and Dismissal

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.

Students that miss 10 days or more within a semester will be contacted by administration to provide assistance and support with regards to attendance. Students may be required to attend after school academic sessions. Students missing 20 (excused and unexcused) or more days in a school year will be considered for retention and/or probation.

Arrival

Students arriving before 7:45 a.m. will wait quietly in the Cafenadium until dismissed at 7:45 a.m. by the staff member on duty. Students in grades K-1 will go to designated areas in the cafenadium to await the arrival of the teacher/aide at which time they will be escorted to their classroom. Children of faculty/staff members are to be in their parent's room, or in the Cafenadium, prior to 7:45 a.m.

Absence/Tardy Procedure

Attendance Hotline: 330-587-0200

Parents must call the Attendance Hotline by 8:00 a.m. on the morning of any unplanned absences or late arrivals to school. Appointments requiring absence from school will be excused for the time necessary. *Please provide appointment verification from the doctor/dentist when the student returns to school.*

Planned absences include family trips, and vacations.

- Planned Absence Forms are available in the school office or online. Submit to the office at least one week 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.
- 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.
- Planned absences will not be approved during IOWA or state testing week without Administrative review.
 - i. Planned absences are not to exceed 5 consecutive days or 10 total days during the year.
 - ii. Planned absences for students who have already been absent more than 6 days during the semester will require Administrative approval.

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 the planned absences.

- a. Personal illness
- b. Death or serious illness in the family
- c. Medical appointments – only for the time necessary (please provide appt. verification)
- 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 a student is absent for reasons other than specified or without Administrative approval. The State of Ohio Law requires student attendance at school. "Habitual or chronic" unexcused absences may be reported to the Local Truancy Office.

Tardiness:

Definition: Arriving to school between 8:00-8:50 a.m.

- Excused Tardy: Students tardy to school due to a medical appointment or illness will be excused provided a parent notifies the office either in person or on the Absence Hotline. *Sleeping in and Heavy Traffic are not considered excused.* Weather-related tardies may be excused per administrative approval.

Excessive Absence/Tardiness to School and Consequences:

Administration along with the Guidance Counselor will receive a weekly Absence/Tardy Report. Disciplinary action may be taken for chronic absence/tardiness. This may include after school sessions and/or probation .

Calculating Absences/Tardies:

- Arrival between 8:00 - 8:50 = Tardy*
- Arrival between 8:51 - 11:15 = 1/2 day absence*
- Dismissal between 11:16 - 1:55 = 1/2 day absence*
- Off campus more than 3 hours and 15 minutes 1/2 day absence.*

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. Truancy may become an issue and 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.

School Closings:

School closing announcements can be heard on all Cleveland local TV stations and many radio stations including 1480 WHBC and 103.3 WCRF. **LAKE CENTER ALSO EMPLOYS AN AUTO CALL SYSTEM TO ALERT FAMILIES OF SCHOOL CLOSINGS.** 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 and who experience worse road conditions than in the Hartville area. Students must note that assignments and tests due on a day when school is canceled will be due the next day school is in session.

Transportation Changes:

It is very important to keep the transportation information for your student(s) updated. Any daily transportation changes should be sent to school with your student(s) in writing. If you have a last minute change, please call to notify us of your plans. If there will be a regular change, please contact the office so that we may update your form.

Car Rider Dismissal Procedures:

Parents/guardians will receive information regarding the car line app before the start of school. Once registered they will receive a dismissal number. This number will be used to signal staff when parents are in line at the end of the day and will allow the school to sequence children in the same order as the cars on campus. Notification of changes to pickup must be communicated to the main office prior to dismissal.

Protocol

- Students will be escorted to the cafenadium when the end of the day bell rings.
- Each class will have an assigned spot in the cafenadium to stand while waiting for their dismissal number. Lines will be monitored by staff/faculty.
- Once the child's number has been called they will be dismissed out the cafenadium doors (#11) and to their car with adult support/assistance.
- Students should enter the car closest to the building for safety purposes.
- Students not picked up by 3 pm will be taken to the AfterCare program and picked up from there.

Traffic Procedures

LCCS has three entry/exit driveways along Kaufman Avenue.

The **SOUTH** driveway is the MAIN ENTRANCE - the nearest entrance to State Route 619.

The **NORTH** driveway is the MAIN EXIT - the exit behind the building.

The **CENTER** driveway is **only open** from 8:00 AM - 2:00 PM and after 3:00 PM daily.

All Car Riders:

All car traffic in the morning and the afternoon please use the MAIN ENTRANCE (south entrance).

Proceed around the building and drop-off and pick-up students at Door #10.

Exit using the MAIN EXIT (the North exit). Those exiting must wait on bus traffic.

Bus Riders:

Buses will use the North driveway (an exit only for all cars) and will turn around just before the loading dock. Drop-off and pick-up will be along the sidewalk on the north side of the school building. Students will enter the building at Door #11.

Special Notes:

1. Speed limit around the school is ten (10) mph. Please observe this rule for everyone's safety.
2. White lines/arrows on the parking lot are specifically for traffic flow during arrival and dismissal. Please observe them.
3. Cars coming from the North or exiting the North driveway must yield to buses.
4. During drop-off we ask that you pull up in the lane as far as possible so multiple vehicles are able to drop-off at the same time.
5. During pick-up, please follow the PikMyKid instructions - your child will be dismissed when you check the software that you are on campus.
6. For safety reasons, all pedestrians who park in the South lot, must use the crosswalk.
7. Parent drop-off and pick-up will be at **door #10 only**.
8. For early pick-up, use the PikMyKid app to alert the school and enter door #1 to get your child.
9. For late arrival, please park in the South parking lot and enter door #1 with your child.

Students remaining after school for extracurricular activities, or any other reason, need to have a faculty/staff member responsible for them and an assigned room to be in. Students should not be freely roaming the halls. Students staying after school for any other reason must have express permission from administration. Students not under adult supervision will be sent to either Study Table or to After School Care and parents will be charged a fee.

Academics

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. 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. 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 K-1, 2-3, 4-6, 7-8, and 9-12.

Chapel Program

Chapel is an essential part of the entire program at LCCS. Goals of chapel include corporate worship, training, challenges to live for Christ, and opportunities for students to help lead worship and participate in the lessons. Chapel programs are held weekly and are considered part of the Bible curriculum. Students are expected to participate in the worship and give full attention to the leader/speaker.

FACTS Family Portal

FACTS is a website that provides students and parents access to report cards, attendance information, tuition-payment information, student schedules, scheduling information, and more. RenWeb/FACTS is the school's primary means of communicating to students and parents regarding student information (www.lccs.com - click on Parents at the top - FACTS Family Portal Login towards the bottom).

CANVAS Learning Management System

CANVAS is a learning management system that provides students and parents access to grades, assignments, teacher feedback on assignments, and more. CANVAS is the teachers primary means of communicating to students and parents regarding student academic progress. In addition, schoolwide announcements are communicated on CANVAS (www.lccs.com - click on Parents at the top - CANVAS Parent Login towards the bottom).

Report Cards

Grades K-3: students will receive a skills-based report card. Progress will be reported using the following marks related to concepts listed on the report.

LCCS Progress Scale

+	The student demonstrates an understanding of concepts and skills at an independent level.
/	The student is developing an understanding of concepts/skills but requires assistance in performing the skill or process.
-	The student shows minimal understanding of the concept or skill and requires support to initiate and/or complete the task.

If a skill is not being assessed during a given quarter it will remain blank for that period.

Grades 4-6: Report cards will follow the Grading Scale (A-F). All specials teachers will utilize the progress scale.

LCCS ELEMENTARY GRADING SCALE

Percentage	Letter GR	Standard 4.33 scale
100-98	A+	4.33
97-93	A	4.00
92-90	A-	3.67
89-87	B+	3.33
86-83	B	3.00
82-80	B-	2.67
79-77	C+	2.33
76-73	C	2.00
72-70	C-	1.67
69-67	D+	1.33
66-63	D	1.00
62-60	D-	0.67
59-0	F	0.00

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:

Standardized testing 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 assessment measures to keep current with progress on units of instruction.

Conferences:

Parent/Teacher conferences are scheduled in the fall. 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 student begins to struggle.

Communication:

Classroom newsletters (PreK-6) will be available weekly. Parents are expected to be able to receive information electronically as this will be the primary means of communication.

Homework

LCCS maintains that purposeful 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. Allow students to work independently and develop responsibility
3. Develop and practice organizational and time-management skills
4. Aid in evaluating student progress

Frequency/Amount of Homework:

Regular nights for homework may be established by classroom teachers and communicated to parents. The average student should expect to spend an average amount of time as follows:

Grades 1 and 2	10 - 15 minutes
Grade 3	15 - 20 minutes
Grades 4 and 5	20 - 25 minutes
Grade 6	25 - 40 minutes

Recording Homework Assignments

Students in grades K-2 may take home a weekly list of assignments prepared by teachers. Students in grades 4-6 will be provided an assignment notebook by the school. Students are expected to use an assignment notebook to record assignments daily. This helps develop good study habits and organizational skills

Guidelines for Completing Homework

1. The standards for written work must be followed.
2. All assignments must be completed and submitted on time. Assignments that are incomplete or where the student lacks understanding may need to be redone to determine mastery of concepts.
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.

Recording Complete Assignments

The teacher will check homework and keep a record of assignments completed or not completed. Completion of homework/accuracy will determine additional support and/or practice that may be needed.

Consequences for not Completing Homework

When students choose not to do assigned homework the teacher may take actions such as the following:

1. Inform parents if a pattern develops
2. Schedule a meeting with parents, students, teacher and administrator to determine a course of action to support the student
3. Create an intervention plan to assist students with completion, mastery and/or organization and time management

The course of action to be taken at each grade level 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 should 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.

Parental Support

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

1. Establish education as a priority for your child(ren)
2. Provide necessary supplies and a quiet environment at home for your child to complete take home assignments
3. Establish a quiet independent reading routine
4. Provide positive support when take home assignments and/or independent reading is completed
5. Check on your child(ren)'s homework, **but please do not do it for them**
6. Contact the teacher if child(ren) consistently have problems with take home assignments
7. Take advantage of the help that the teachers and the school provides so you will know how you can best support your child(ren)'s work

Response to Intervention (RTI)

Lake Center is dedicated to helping all students succeed. One way that Lake Center is committed to supporting children who are struggling is through a process called Response to Intervention.. RTI is a process that provides intervention and educational support to all students based on individual needs. Individual progress is monitored and results are used to make decisions about further instruction and intervention. RTI is commonly used to address difficulties with reading and math, but it can be used in other areas of learning or with behavior.

Student Conduct

Student Conduct Expectations: (R.O.A.R.S.)

1. Respect God and people:

- D1. understand that all people are created in the image of God (Genesis 1:27)
- D4. value people's differences (i.e. cultural, academic, racial, socioeconomic) treat others with grace, respect, and dignity (Isaiah 1:17, Acts 10:34-35, Romans 12:3, 9-13, Colossians 4:5-6, James 2:1)
- CC1. know, understand, and apply Scripture as the authority for establishing priorities for all areas of life (Matthew 7:24-27, Philippians 4:8, 2 Timothy 3:16-17)
- CC8. respect and pray for those in authority (1 Samuel 12:23, Romans 13:1, Ephesians 6:1, Hebrews 13:17, 1 Peter 2:13-17)
- CC11. love mercy, walk justly (Deuteronomy 10:12-13, Micah 6:8, Luke 10:30-37, James 2:12-13)

2. Own your actions:

- D3. value community and live in unity (Romans 12:10, Ephesians 4:3, Galatians 3:28, Philippians 2:2-4)
- CC5. desire to glorify God (Matthew 5:16, 1 Corinthians 10:31, 1 Peter 2:9)
- CC10. speak life, understand the value and power of words (Matthew 12:34-37, Colossians 4:6, 1 Peter 4:11)
- AE.3 are productive, responsible, and dependent on Christ (Matthew 6:33, 1 Corinthians 4:2, Hebrews 12:1-2)
- AE.6 display academic honesty and integrity (Exodus 20:16, Proverbs 16:11, Titus 2:6-8)

3. Attitude that pleases Jesus:

- SC9. display a grateful heart (Psalm 100, Ephesians 5:20, 1 Thessalonians 5:18)
- CC2. recognize the authority of Christ and rely on the power of the Holy Spirit (Matthew 7:32, Matthew 28:18, Luke 24:44-49, John 14:10, John 14:26, John 16:7-11, John 17:1-5)
- CC6. view work as an act of worship (Philippians 2:14-16, Colossians 3:23-24)
- CC7. practice restorative justice (Matthew 5:9, Matthew 5:23-24, Romans 12:17-21)

4. Be Responsible:

- SC6. care for God's creation (Genesis 1:28-30)
- CC9. exercise responsibility and discernment to manage resources - time, talent, treasure (also technology, physical body) (Matthew 6:19-23, Matthew 25:14-21, 1 Corinthians 6:19-20, 2 Corinthians 9:7, Hebrews 6:12)
- CC13. exercise a voice in current culture (Matthew 5:13-17, Romans 12:2, 2 Corinthians 10:3-5, 1 Peter 2:11-17)

5. Serve others:

- SC2. willingly participate in service opportunities (Matthew 9:35-38, Galatians 6:9-10, Colossians 3:17, James 2:14-18)
- SC3. take initiative to improve the lives of others (Romans 12:6-13, 1 Peter 4:10, 1 John 3:16-18)
- CC4. cultivate a life of faith and love within their families, communities, workplaces, etc. (Matthew 5:13-16, Galatians 5:22-23, Colossians 3:12, James 2:17)

Statement:

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 by upholding Biblical moral principles. 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. The purpose of LCCS is instructional rather than correctional.

Violations of acceptable conduct expectations:

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, bullying, assault and/or threat.
3. Possession of dangerous weapons, instruments, objects, or pocket knives.
4. Possession of alcoholic beverages, drugs and/or tobacco
5. Profanity and/or obscenity, whether written, verbal or gestural, possession of pornographic print or photos, or music with obscene lyrics.
6. Forgery, false identification, cheating and lying.
7. Breaking and entering or such attempts.
8. Blatant misuse of technology
9. Violation of the school's mission statement or core values

Discipline:

The teachers at LCCS will establish classroom management plans for their grade levels consistent with school-wide policies. Classroom management includes a basic set of expectations along with consistent consequences when these are not met.

Lunchroom Expectations:

- Use indoor voices
- When lights go out – NO talking please
- Please sit facing your table – feet on the floor
- When finished with your lunch, please throw away your trash and return to your seat
- NO playing with food
- NO fast food or soft drinks
- As always, please show respect for all students and adults

Bus Behavior:

Students must follow bus rules and regulations along with the LCCS Student Conduct Expectations or the privilege to ride the bus may be denied. The bus driver is in charge and is responsible for issuing discipline reports to the principal when necessary. The laws of the State of Ohio are very specific about the rules for riding school buses. In order for our transportation to be safe and successful, it is important that all bus safety rules are obeyed.

Gum

Students are **NOT** permitted to chew gum in school, including after school hours. Gum stuck to desks, walls, and carpet becomes unsightly and requires much time and effort to remove.

Physical Displays of Affection

Boys and girls are not permitted to hold hands, hug, kiss, place arm around, or in any other physical way show their affection toward one another. Such physical displays of affection will not be permitted on campus, on buses, or at school activities, and are subject to disciplinary action from the Principal.

Locker Searches/Drug Testing

Parents and students should be aware that there may be searches done at the school for contraband items in order to assure the safety and well being of all our students. In addition, in support of our partnership with the family,

Lake Center may contact the home if a student is suspected of illegal drug use and the school may require that drug testing be done. These measures are purposefully to help our students and to nurture Christian character in their lives.

Plagiarism/Cheating

Plagiarism is defined by LCCS as copying, either word for word or by paraphrasing an idea, without quotation marks and without citing the source of the information. Students are to show their own work and creativity in assignments. Anything that is not one's own work or idea needs to give credit to the source. Small amounts of plagiarism will result in grade reductions. Gross violations, such as purchasing a paper, copying a paper, or when a paper has more than one-third of its content copied, will be subject to the academic penalties that correspond with cheating, and may include suspension.

Cheating is defined as any time a student copies work from someone else and submits it as his/her own. Cheating also includes a student who willingly and knowingly assists another student in cheating.

Sexual Harassment Policy

God calls all believers to pursue excellence for the purposes of Christ and His Kingdom. It is because of this high calling that LCCS is committed to maintaining an educational environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. LCCS is prepared to take action to prevent and correct any violations of sexual harassment between any persons in the LCCS community. The full policy is available upon request.

Disciplinary Actions

- **Detention:**

Detentions are one of the consequences for an infraction of rules. Detentions may be assigned as determined by the teacher and administrator.

- **In School Suspension:**

An administrator may assign a student up to 5 days of ISS for a single infraction. Typical reasons for ISS include: repeated misbehavior or disrespect, lying, cheating, fighting, failure to complete homework, or for several infractions over a short period of time. An administrator should notify parents of ISS in writing. A student on ISS is marked present for the day. The administrator may place the student on probation before allowing the student to return to class, but is not required to. Students are permitted to complete classwork for credit while in in-school suspension. A student who receives an in-school suspension will not be permitted to participate or attend extracurricular activities until the suspension ends. The suspension ends at midnight on the last assigned day.

- **Out of School 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:

- Continued disobedience after repeated warnings
- Defiance which is unchanged after counseling
- A continuing negative attitude that impacts peers and the classroom environment
- A serious breach of conduct which adversely affects the testimony of the school
- Academic concerns resulting from poor attitude and/or unwillingness to complete necessary coursework
- Any recurring behavior that is in opposition to the school's mission and Statement of Faith

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 superintendent 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 the 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:

- ❖ The proposed action and the reasons for the action
- ❖ The right of the student and his parent(s) or guardian to a hearing on two levels: a.) the administration 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.

Bullying Policy

Bullying:

Bullying will not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teachings of Jesus Christ. This behavior is against the fundamental tenet of “love your neighbor as yourself,” and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment.

Bullying Policy

Bullying is prohibited in Lake Center Christian School. It must not be tolerated during the school day nor during any school-sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teachings of Jesus Christ. This behavior is against the fundamental tenet of “love your neighbor as yourself,” and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment. Specific guidelines have been established to help identify behavior as bullying.

Scope of Policy

The bullying policy is to be applied to Kindergarten through Grade Twelve at Lake Center Christian School. It addresses bullying and does not replace any policies that deal with individual student misconduct or behavior.

Definition of Bullying

Ohio law [Ohio Revised Code (ORC) 3313.666(B)(E)] defines bullying, harassment and intimidation in Ohio schools as any intentional written, verbal, graphic or physical act that a student or group of students exhibits toward another particular student more than once, and that behavior both 1) causes mental or physical harm to the other student; and 2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Bullying includes but is not limited to physical intimidation or assault, extortion, oral or written threats, teasing and putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

Cyber Bullying is defined as electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA) or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both: 1) Causes mental or physical harm to the other student/school personnel; and 2) Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as bullying in violation of school policy. The determination that conduct does not constitute bullying under state law and school policy, however, does not restrict the right of the administration to impose appropriate disciplinary consequences for student misconduct.

A more detailed outline of our policy is available upon request.

Dress Code

K-6 Expectations

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; therefore, students should follow dress code guidelines at **all school related and/or sponsored events**. 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.

TOPS

Appropriate:

- 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 a hand width of the bottom of neck/collarbone

Inappropriate:

- Sleeveless shirts and blouses; tank tops; shirts with explicit or inappropriate language; 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 hand above head, sitting or bending over

BOTTOMS:

Appropriate:

- 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
 - Shorts (April 1 - October 31 weather permitting)
 - Jeans and Docker style khaki, cotton - no shorter than mid-thigh

Inappropriate:

- Leggings/jeggings (unless worn under skirt/dress/tunic-style shirt); yoga/athletic/knit pants; shorts except when in season; underwear/boxers exposed; pants with holes, tears, frays or patches
 - Shorts (April 1 - October 31 weather permitting)
 - No athletic shorts, cutoffs, boxer-style, short shorts, swim trunks, shorts with holes, tears, frays, or patches

DRESSES/SKIRTS:

Appropriate:

- Dresses and skirts worn by girls, length must be mid thigh (should be long enough to not raise questions even with leggings); shorts should be worn under dresses/skirts for modesty at recess

Inappropriate:

- Dresses without sleeves; low cut dresses; miniskirts; leather, vinyl, spandex; sheer fabrics

SHOES:

Appropriate:

- Dress or athletic shoes; sandals and cros **must have strap around heel; all shoes must have a back**; *All students grades K-6 should have an extra pair of clean athletic shoes that they keep in the classroom for indoor recess and PE*

Inappropriate:

- Shoes/sandals without backs; slippers; hee-lies

COATS, JACKETS, HATS, BOOTS:

Appropriate:

- Outside coats, jackets, hats and boots for coming and going to school & kept in locker/back of room during the day

Inappropriate:

- Wearing coats, outside jackets and/or hats during the school day in the classrooms

JEWELRY, MAKEUP, ACCESSORIES:

Appropriate:

- Boys – 1 or 2 small necklaces; 1 or 2 small bracelets; watch
- Girls – light to moderate amounts of makeup; small necklaces and bracelets; rings; **1 pair of earrings worn in the lobes only**; nail polish

Inappropriate:

- Boys – earrings; 3 or more chains or necklaces; sweatbands, no nailpolish or makeup of any kind
- Girls – black or any extremes in eye shadow, lipstick, nail polish; earrings not in lobes; any jewelry with spikes, skulls, or evil symbols; chains hanging from clothes or pockets; body piercings; visible tattoos

P.E. (Grade 6 only)

Appropriate:

- Athletic shorts (no shorter than mid-thigh), t-shirts; sweatshirts and sweatpants; athletic shoes and socks

Inappropriate:

- Sleeveless shirts; tank tops; boxer style shorts; short shorts; cutoffs; sandals; dress shoes

HAIR

Appropriate:

- 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

Inappropriate:

- Boys – hair **below** earlobe or longer than **top** of collar; facial hair; sideburns lower than ear lobe
- All – unnatural colors or dyes; extreme

Grades K-6 Out of Dress Code Policy

1. **1st offense within a category** – Teacher will send home an online report explaining the dress code issue
2. **2nd offense within a category** – Student will call home and wait in the office for a change of clothing*
online report sent home
3. **3rd offense within a category** – Student will call home and wait in the office for a change of clothing*;
online report sent home, conference scheduled with parents

*for haircut violations, students will be given one week to meet the Lake Center requirements.

Health and Wellness

Emergency Medical Forms:

New forms must be updated **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. We must have an Emergency Medical form 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.

Immunizations:

All students must have current immunization records or an Immunization Exemption Form on file in order to attend school.

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).

Management of Communicable Diseases:

LCCS provides children with a clean and healthy environment. However, we realize that children do become ill from time to time. **Please do not bring a sick child to school. He/she will be sent home!**

Children should remain at home (or will be sent home) with:

- **Temperature** - of 100 degrees or higher (underarm temperature of 99.4 or higher) in the past 24 hours.
- **Conjunctivitis "Pink Eye"**- redness of the eye and/or lids, usually with secretion of yellowish discharge and crusting.
- **Diarrhea** - more than two abnormally loose stools within a 24 hour period.
- **Severe Coughing** - causing the child to become red in the face or to make a whooping sound.
- **Difficult or Rapid Breathing**
- **Yellowish Skin or Eyes**
- **Vomiting** - within 24 hours
- **Untreated skin patches, unusual spots or rashes Stiff neck with an elevated temperature**

- **Head Lice** - live contagious insects or their nits that infest hair. Children will not be readmitted without being free of lice and nits for 24 hours.
- **Sore Throat or Difficulty swallowing**
- **Some unknown illness** - without obvious symptoms other than unusual paleness, irritability, tiredness, or lack of interest.
- **Any Contagious Disease** - including Measles, Chickenpox, Mumps, Roseola, Strep Throat until the child has been diagnosed, treated and cleared to return to school by a physician.

Children may return to school when:

- There has been no recurrence of fever for 24 hours.
- Nausea, vomiting, or diarrhea has subsided for 24 hours.
- The child who has been diagnosed with an infectious disease has received the recommended doses of an antibiotic for a 24 hour period. The child is eating, sleeping and playing normally.

Children may be brought to school if they have a mild cold or allergy, or an allergic rash, and can cope successfully while at school.

Any child who begins demonstrating signs of illness while at school will be taken to the health aide and carefully observed. The parents will be notified. If the child does not feel well enough to participate in the school's activities, the parents will be called to pick up the child. The cot and any linen used will be washed and disinfected before being used again. Children's exclusion or re-admission to school is subject to review by the child's teacher, the director, or the health aide.

If your child has a chronic illness or disability, please discuss a plan for reasonable admission/exclusion criteria with the director. Staff members with any signs of communicable disease will follow the same procedure for isolating themselves from the children and will remain away from the center as recommended by their physician.

Generally, it is our policy that the teacher does not give medication to children. Because there is a health aide on site at all times, there may be situations when medication would be administered by the health aide while a child is at school. That would be considered on a case by case basis, and appropriate medication request forms have been completed. One exception to the general policy would be in the situation where a child's allergies are such that an epipen is required to be available at all times. A teacher would be permitted to administer such a medication with proper medical/medication request forms on file and training for the teacher. Any medications would need to be in the original container, and will be stored in a place inaccessible to children. Whether the medication is an over the counter treatment or a prescription, it will be administered in accordance with label instructions. Over the counter medications will not be administered more than three days without instructions from the child's physician. Please make Lake Center aware of any and all allergy concerns so that we can best meet the needs of your child(ren).

Wellness Policy

Lake Center Christian School is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. The complete policy is available upon request.

Please help us to observe good health standards, in order to protect the Lake Center Christian School family. Thank you for your cooperation.

Technology

Student and Parent use of Use of Social Media

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the LCCS community and beyond.

Students must recognize that information posted on the internet is public and permanent, and can have a long-term impact on an individual's life and career. Even those posts made in a private forum or on a private account can end up being publicly shared. Expectations for student and parent behavior online are no different than face-to-face interactions (Matthew 18). Students and parents who participate in online interactions must remember that their online behavior reflects on the entire Lake Center Christian School community, and as such, is subject to the same behavioral standards set forth in the Student Code of Conduct.

Biblical Principles to guide online interactions and postings: Let your speech always be gracious, seasoned with salt, so that you may know how you ought to answer each person (Col. 4:6)

- Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear (Eph. 4:29). A gentle tongue is a tree of life, but perverseness in it breaks the spirit (Prov. 15:4). Have nothing to do with foolish, ignorant controversies; you know that they breed quarrels (2 Tim. 2:23). So whether you eat or drink or whatever you do, do it all for the glory of God. (1 Cor. 10:31)
- Let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven. (Matt 5:16)
- Failure to abide by this Policy, as with other policies at LCCS, may result in disciplinary action as described in the Student Handbook, or as determined by administration

Personal Electronic Devices – Elementary

In order to minimize distractions, academic dishonesty, and theft, the electronic device policy requires that elementary students not bring devices (cell phones, iPods, tablets, smart watches, laptops, etc.) to school. Use of electronic devices is strictly prohibited during school hours. "Use" is interpreted as using any device function or feature (i.e. taking photos or video, texting, etc.), not just the sending or receiving of calls, emails, or texts. This includes the use in hallways, restrooms, offices or any other place on campus; students may not leave class to use their devices/phones. Parents are asked to call the school office if they need to speak to their son or daughter. Students who need to contact their parents may do so by using the phone in the Elementary Office. Students who choose to use or have a personal electronic device in sight will have the device confiscated and turned over to the Principal. Parents will be notified and must make arrangements to come to the school to pick up the device. In the event that a Lake Center Christian School administrator or member of faculty/staff has a reasonable, well-founded belief that a student has used a personal electronic device to violate the student code of conduct and that the device may contain e-mails, texts, photos, etc. that would substantiate the belief, the device will be confiscated and searched in accordance with the suspected conduct violation, no further. Parents will be notified of such a search if it is deemed necessary. Disciplinary action for confirmed violations will be on a case-by-case basis.

General Information

Pets/Animals on Campus

No animals will be allowed on campus. Personal Service animals will be allowed on campus if the provided service is part of the student's IEP or 504 Plan. If approved, the animals must be on a leash or in a carrier.

Private Lessons

Students taking private lessons are to be scheduled no later than 5:00 p.m. Students who are not Lake Center students must sign a Waiver of Liability form.

Fundraisers/Events

Any LCCS group including classes, teams, clubs, etc. that would like to plan an activity on or off campus to raise money for the benefit of LCCS or another designated charity must receive administrative approval in order for the activity to be held. Advertisement of events not sponsored by LCCS must be approved by administration before advertisement of the event may occur.

Publicizing Local Community Events

Because of the amount of requests Lake Center receives, we are not able to distribute flyers or advertise local community events/activities.

Patriotism

At Lake Center Christian School:

We recognize the lordship of Christ over all the nations and peoples of the earth. (Romans 13:1-7)

We believe that as committed disciples of Jesus Christ, our first allegiance is to Christ and to His church. (Matthew 6:33, 1 Peter 3:15)

We believe in respectful obedience to the institution of government, as long as its decrees do not violate the Word of God. (Acts 4:18-20, 5:29)

We believe in our responsibility to pray for our nation and its leaders and the decisions they make so that we may live together in peace. (1 Timothy 2:1-3)

For over 70 years Lake Center Christian has taught an appreciation and respect for our country and its governmental leaders, and support for our nation where that is compatible with our stated beliefs. As a Christian school, we believe and maintain that our first allegiance is to Christ and His Kingdom.

With this in mind we consciously choose to pray for our nation rather than pledge allegiance to the American flag or play the National Anthem at our athletic events. We intend no disrespect for those who disagree with our position; we simply want to be faithful and true to our long-held beliefs.

LCCS AFTER-SCHOOL PROGRAM

Lake Center Christian School offers after school care for students attending LCCS. The program services only currently enrolled students and operates only on days when school is in session.

- The after-school program provides homework assistance, supervision and recreational activities. It serves working families who desire Christian education and supplemental care. The program provides individual attention, security, consistency and fair treatment for all children.
- The cost is \$10.00 per day starting at 2:45. (Initial registration of \$15)
- The program operates from 2:45-6:30 on all school days. If school is canceled or closes early the program may not be available.
- Any student who has not been picked up from school by 3:00 pm will be entered into the

program for that day.

- All students are to be picked up no later than 6:30 pm. Students will be charged \$1.00 per minute for each minute after 6:30.
- The after school program has the same standard for behavior as Lake Center Christian School. Discipline procedures are outlined in the Parent/Student Handbook.
- Children enrolled in the program will be offered a snack each day. Please make us aware of any allergy concerns

LCCS INDEPENDENT STUDIES PROGRAM (ISP) - grades K-6

This unique program offers the blended benefits of homeschooling and the Christian school.

The ISP is designed to:

- Offer students the opportunity to be partially enrolled at LCCS
- Support and encourage parents as educators
- Encourage fellowship among students and families
- Extend opportunities to students for extracurricular activities
- Provide resources and services such as curriculum and assessment

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 Lake Center Christian School or school grounds should enter through door #1, sign in and receive a visitor badge. Administrative approval required for all student visitors.

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 are placed on a table in the Elementary gym hallway. Items not claimed at the end of each quarter donated to charity.

Lunch Program

We ask parents to maintain a positive balance in your student's lunch account if purchasing school lunches. You can log on to RenWeb to check the balance of the account. Reminders will be e-mailed when a student's balance is low.

- Lake Center Christian School participates in the Free and Reduced lunch program. This program follows the USDA healthy lunch guidelines. Applications are available on the school website.
- Please let the LCCS Food Service Manager know if there are any allergies to be addressed in either the food prep or dining environment. (*i.e.: special seating can be provided, if needed.*)

Messages for students during the school day

Parents may call and leave a message for their student(s) during the school day regarding transportation changes, etc. Notes are distributed to students at the end of the school day.

Parent-Teacher Fellowship (PTF)

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 an active member!

Volunteering

One of the prominent strengths of LCCS has been the many hours of time and service given by our volunteers. 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. We are so thankful to our volunteers who can be found each day assisting in the classroom or offices, giving their time in fund-raising activities, reading with a child and giving their time in many other ways. 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. All individuals wanting to work with students are required to complete a background check prior to volunteering.

Tuition/Fees:

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. 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 if your child is not returning the next school year by the withdrawal deadline. The deadline date is set yearly. First quarter tuition will be owed by those informing the office of withdrawal after this date.*

Application/Re-enrollment fee

The Application/Re-enrollment fees include the cost for many activities*as well as school 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, the Health Aide, or the Elementary Office. **some extracurricular activities charge an additional fee*



Lake Center Christian School 2021-2022 Annual Calendar

August	5-6	Thurs.-Fri	New Teacher In-Service – 8:30 to 11:30 a.m.
	9-10	Mon.-Tues.	New Teacher In-Service – 8:30 to 11:30 a.m.
	12	Thurs.	Teacher In-Service – 8:00 a.m. to 3:00 p.m.
	13	Fri.	All Faculty & Staff Meeting
			Back-to-School Night 4:30 to 7:00 p.m.
	17	Tues.	FIRST DAY OF SCHOOL FOR GRADES 1-12
	18	Wed.	FIRST DAY OF SCHOOL FOR KINDERGARTEN
	23	Mon.	FIRST DAY OF SCHOOL FOR PRE-K
September	6	Mon.	NO SCHOOL – Labor Day
	23-24	Thurs.-Fri.	NO SCHOOL – Professional Development Day
October	15	Fri.	All School Early Dismissal at 11:30 a.m. (Teacher work time 12-3:00)
	29	Fri.	NO SCHOOL
November	24-26	Wed.-Fri.	NO SCHOOL – Thanksgiving Break
December	17	Fri.	All School Early Dismissal at 11:30 a.m.
	20-24	Mon.-Fri.	NO SCHOOL – Christmas Break
	27-31	Mon.-Fri.	NO SCHOOL – Christmas Break
January	3	Mon.	Classes Resume
	17	Mon.	NO SCHOOL – Martin Luther King Jr. Day
February	21	Mon.	NO SCHOOL – Presidents’ Day
	25	Fri.	All School Early Dismissal at 11:30 a.m. (ACSI Speech Meet)
March	4	Fri.	All School Early Dismissal at 11:30 a.m. (Teacher work time 12-3:00)
	21-25	Mon.-Fri.	NO SCHOOL – Spring Break
April	15	Fri.	NO SCHOOL – Good Friday
	22	Fri.	All School Early Dismissal at 11:30 a.m. (Grandparents Day Grades K-6)
May	26	Thurs.	LAST DAY OF SCHOOL Pre-K to 11
	27	Fri.	All School Early Dismissal at 11:30 a.m. Teacher Work Day

Parent/Student Handbook Statement Page

Grades K-3

(grades 4-6 on next page)

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. Stock, Elementary Principal

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

Name of Student _____

Homeroom _____

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 _____

_____ Date _____

Lake Center Christian School
Student Covenant of Accountability
2021-2022

GRADES 4-6

Mission Statement

Lake Center Christian School assists Christian families and their churches in equipping students for lifelong learning and service to Christ. Lake Center Christian School offers a PreK-12 education that is centered in Jesus Christ.

Student Conduct Code

Lake Center Christian School acknowledges Jesus Christ as Lord over all areas of life. By enrolling at LCCS, each student indicates a desire to learn more about Jesus and His teachings, and to grow in a relationship with Jesus that includes all aspects of life. Each student is encouraged to develop honest, respectful, and caring relationships with fellow students, faculty, parents, and community persons.

LCCS is committed to a redemptive discipline in which counsel, support, and encouragement are given to those students who may struggle with behaviors or actions that are in violation to the school's statement of faith. Students are asked to abstain from behavior that is harmful to themselves and others.. Participating in, or openly supporting sexual immorality including sexual relationships, both heterosexual and homosexual as well as transgender behavior is forbidden. These behaviors will be addressed when they occur on campus or off campus at school-sponsored events. As a partner with the Christian home and church, LCCS is dedicated to promoting a consistently Christ-centered life for the students we serve, therefore, it is in the best interests of the student and the school to address this behavior; working with students, parents and sometimes the church, helping guide students towards a consistent walk with Christ.

Continued student involvement in activities that consistently detract from the program and mission of LCCS, will show the faculty and administration that the student is not interested in living a life compatible with the example of Jesus Christ. Such a student will be asked to leave Lake Center Christian School.

Covenant

In seeking admission to Lake Center Christian School, we pledge to cooperate with the school's philosophy, objectives and policies. We will attempt to help LCCS be a witness to the church and the community as stated in the Student Conduct Code.

Student Name(*printed*) _____ Homeroom _____

Signature of Student _____

Parent/Guardian Name _____

Parent Signature _____ Date _____