

# Lakewood Christian School

## *STUDENT HANDBOOK*

School Year  
2016 - 2017



**TRAIN UP A CHILD IN THE WAY HE SHOULD GO.  
EVEN WHEN HE IS OLD HE WILL NOT DEPART FROM IT  
PROVERBS 22:6**

**Lakewood Christian School**  
840 South George Nigh Expressway  
McAlester, Oklahoma 74501  
918 423 2736 918-426-2000

Dear Parents & Students,

Welcome to another great year of learning at Lakewood Christian School. Thanks for being an important part of our school family.

This handbook has been prepared to acquaint you with school policies and procedures. It is our Hope the information will encourage a spirit of cooperation and give a foundation for agreement on issues.

Great commitment, countless prayers and constant effort have been provided to ensure the opportunity for a spiritual and academically excellent education. The placement of your children in our care for their formal education is an honor and trust that we do not accept lightly. God's guidance and wisdom is sought daily to enable us to accomplish the task.

Cliff House, Superintendent  
Steve Butcher, Principal

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## **Philosophy and Purpose**

Lakewood Christian School is a ministry of Lakewood Christian Church. Lakewood is committed to a Christian philosophy of education that is based on the Bible as the complete and final authority of God concerning matters of faith, truth and practice.

It is our goal to cooperate with the Christian homes and Churches of the McAlester area in seeking to follow the Biblical admonition to "Train up a child in the way he should go; and when he is old, he will not depart from it." Proverbs 22:6

Revised 7/20 13

# Lakewood Christian School

## Faculty and Staff

Steve Butcher, Superintendent  
 Amy Shaw, Principal  
 Cliff House, Superintendent Emeritus  
 Linda Hill, Secretary  
 Carri May, Special Ed. Coordinator  
 Paula Lovell, Church Secretary  
 Paul Vanderveer, Youth Minister  
 Penny Barlow, Cafeteria Supervisor  
 Cheri Crowson, Custodian

| K3                                  | K4                                       | K5                             |   |                                 |           |
|-------------------------------------|--|--------------------------------|---|---------------------------------|-----------|
| Susanne Smith                       | Valerie Golden                           | Jolene Pelzel                  |   |                                 |           |
| Melissa Barrientes                  |  |                                |   |                                 |           |
| Grade 1                             | Grade 2                                  | Grade 3                        | Grade 4                                   | Grade 5                         |           |
| Jonathan Boggs                      | Kellie Wright                            | Marissa Boggs                  | Kristie Daniel                            | Jake Johnson                    |           |
| Grades 6-8                          | Grades 6-8                               | Grades 6-8                     | Grade 7                                   | Grade 9-10                      |           |
| Math<br><u>Kristy Milam</u>         | History/Science<br><u>Denise Timmons</u> | Language/Drama<br>Amy Flud     | Language<br>Tracy Perteet                 | English<br><u>Steve Butcher</u> |           |
| Grades 11-12                        | Grades 10-12                             | Grades 9-12                    | Grades 9-12                               | Grades 9-12                     | Grade 9   |
| English<br>Amy Shaw                 | Algebra II                               | History/Science<br>Greg Menges | Bible/Music<br>Paul Vanderveer            | Elective<br>Colin Creech        | Algebra I |
| MS Math<br>Computers<br>Larry Welch | PE Teacher<br>Coach<br>Will Holliman     |                                |   |                                 |           |
| Steve Butcher<br>Superintendent     | Amy Shaw<br>Principal                    | Linda Hill<br>School Secretary | Cliff House<br>Superintendent<br>Emeritus |                                 |           |

## School Calendar

**2016 – 2017**

(21 Days Taught)

| <b>August</b>    | <b>Date</b>         | <b>Event</b>                  |
|------------------|---------------------|-------------------------------|
|                  | August 2,3          | New Teachers                  |
|                  | August 4,5,8        | Professional Days             |
|                  | August 8            | Parent Meeting/Open House     |
|                  | August 9            | First Day at Classes          |
| <b>September</b> | September 9         | Labor day                     |
|                  | September 16        | Parent/Teacher Conferences    |
| <b>October</b>   | October 14          | End of 1st Quarter            |
|                  | October 20-21       | Fall Break                    |
|                  | October 28          | No School                     |
| <b>November</b>  | November 7          | Professional Day              |
|                  | November 18         | Half Day                      |
|                  | November 21 – 25    | Thanksgiving Break            |
| <b>December</b>  | December 16         | Half Day - End of 2nd Quarter |
|                  | December 19-Dec. 30 | Christmas Break               |
| <b>January</b>   | January 2           | Professional Day              |
|                  | January 3           | School Resumes                |
|                  | January 16          | Martin Luther King Jr. Day    |
| <b>February</b>  | February 3          | Parent Teacher Conferences    |
|                  | February 6          | Professional Day              |
| <b>March</b>     | March 10            | End of 3rd Quarter (45 Days)  |
|                  | March 13-17         | Spring Break                  |
|                  | March 31            | Snow Day                      |
| <b>April</b>     | April 13            | Spring Festival               |
|                  | April 14            | Snow Day                      |
|                  | April 28            | Snow Day                      |
| <b>May</b>       | May 18              | Last Day of School Half Day   |
|                  | May 19              | Snow Day                      |

## **STANDARDS OF ADMISSION**

Lakewood Christian School is a private institution and reserves the right to accept or reject any applicant for enrollment. Lakewood Christian School does not discriminate on the basis of race or gender in evaluating student applicants.

Lakewood Christian School desires to serve the Pittsburg County area by providing a Christian based education to those students and families desiring such.

The Principal will evaluate an applicants' academic and behavior record in making decisions regarding admittance.

Families may appeal a negative decision by the principal to the Superintendent and ultimately the School Board. The School Board's decision will be final in all such appeals.

Students may be admitted on a probationary status and evaluated academically and or behaviorally each three weeks, or earlier if circumstances warrant.

Families and students must not take offense at the Christian nature and influence of Lakewood Christian School in order to be admitted.

Submitting a completed enrollment application and the registration fee of \$ 50.00 for K-3 students and \$100.00 for students in K-4 through 12th Grade to the school office will enroll a student. If an enrollment IS not accepted the parent/guardian will be notified and the registration fee refunded. Once the student is enrolled the enrollment fee is non-refundable.

A copy of the birth certificate and updated immunization record will be required before the first day of school. Please call the school office (426-2000) if you have questions regarding enrollment.

## **STANDARDS OF BEHAVIOR**

Lakewood Christian School carries the name of Christ and is dedicated to His honor and glory. Each one-of us is-expected to represent our school with behavior and attitudes that are pleasing to Christ and further the cause of His kingdom. In order to direct our behavior according to Biblical precepts, the following guidelines have been established:

### **Respect**

Act in such a way that you demonstrate proper respect for God, school, authority, school property, the feelings and rights of other students and yourself.

### **Honesty**

Be honest in all school situations including the taking of tests, the completion of homework and in the interrelationships that are a part of your daily school life.

### **Integrity**

Use language and display character that is in line with Christian morality and Christ-like in appearance.

### **Cooperative**

Cooperate with the faculty and staff in achieving the goals of Lakewood Christian School regarding conduct, performance and attitude.

## **Effort**

Use the gifts God has given you to the best of your ability at Lakewood Christian School in accordance with God's will for your life and proper Christian stewardship.

In order to ensure a clear understanding of what is expected of Lakewood Christian School students, the following specific rules have been established:

1. Students will show respect for the authority of the administration, faculty and staff. Students will address adults with "Mr." and "Mrs." or "Miss".
2. Students will treat school property and the personal property of others with respect and care. Any damage done to the buildings, grounds or furnishings of Lakewood Christian School must be repaired and/or replaced at the expense of those causing the damage. Students will be subject to disciplinary action if they willfully or negligently bring harm to school property.
3. According to Ephesians 4:29, students will strive to speak wholesome and edifying words at all times. Cursing and other vulgar language will warrant disciplinary action.
4. No opened containers of any liquid shall be placed inside a locker or taken into class.
5. Students will refrain from public display of what may be deemed as romantic affection anywhere on the school grounds, in vehicles used for school activities and school activities *of* campus.
6. Inappropriate magazines, books, pictures or other items including knives or other weapons will not be permitted on the campus. Toys that are replication of law enforcement articles are not permitted.
7. Students may not bring electronic devices including telephones, radios, tape recorders, tape players, headphones or other devices to school without permission for their use in the classroom or a school activity.
8. Hall courtesy is expected. Loud or disruptive behavior is not allowed in the halls. When class is in session, students in the hall are expected to have a hall pass.
9. Possession and/or use of alcohol or tobacco in any form on campus or in connection with a school-related activity are strictly forbidden.
10. Students will not read personal material or play games during class time. It is important that students be attentive during school activities.

## **HONOR CODE**

Students in the High School will be required to sign the Lakewood Christian School Honor Code. See page 31 to read the Honor Code.

## **DISCIPLINE**

The philosophy of discipline at Lakewood Christian School is based on the scriptural teaching found in Proverbs 22:6 and is designed to be positive training in the right direction. Christian love is at the heart of all discipline and includes both direction and restriction.

All students are expected to refrain from talking in class without permission and from getting out of their seat without permission.

The student at Lakewood is expected to be respectful and understanding in the receiving of the discipline. Discipline will be handled first by the teachers. Parents and teachers must cooperate fully with one another. Anything said or done which tears down respect and confidence for either will harm the child. The administration has full confidence in its teaching faculty and will give assistance when needed.

Disciplinary measures may include counseling, a warning, withdrawing and restoring of privileges, temporary isolation, parent conferences, and referral to the principal, corporal punishment by the principal or superintendent, after school detention, suspension or expulsion. Continuous and deliberate disobedience may merit the employment of the more severe of the above measures. Corporal punishment will not be applied without parent or guardian consent.

Parents are asked to indicate in the Parental Agreement whether or not corporal punishment may be administered to their child. Even when authorized, corporal punishment will not be carried out except by the principal or superintendent and with specified witnesses. Parents will be notified if corporal punishment is administered to their child. If parents choose for their children to be exempt from corporal punishment they will be called to administer discipline or suspension of the student for a specific time will be enacted. The Parental Agreement may be found on pages 29 and 30.

### **AFTER SCHOOL TUTORING**

In an effort to provide students with an opportunity to receive academic assistance, complete missing assignments, serve disciplinary time, and accumulate make-up school hours, we will provide after school tutoring for our students every Tuesday, Wednesday, and Thursday. The tutoring will begin at 3:15 and it will end at 4:00PM. Students will be provided a list of tutoring attendance rules when they are assigned to tutoring. Please do not allow any misbehavior during tutoring. Send them to me. The following schedule was developed to provide supervision and academic assistance for the students:

#### **Grades K-4 Tutoring**

Tuesday – Wednesday - Thursday  
Pelzel - Barrientes - Daniel - Smith - Wright - Boggs

#### **Grades 5-12 Tutoring**

Tuesday – Wednesday – Thursday  
Timmons A Shaw Menges Heaslet R Shaw Roby

#### **Middle School Tutoring**

Monday – Tuesday – Wednesday - Thursday  
Monday - Rachel Shaw Tuesday - Denise Timmons Wednesday - Jake Johnson Thursday - Larry Welch

#### **High School Tutoring**

Tuesday – Wednesday – Thursday  
Tuesday - Heaslet Wednesday - Menges Thursday - Shaw

### **GUIDELINES FOR SUSPENSION**

Students may be suspended for any of the following offenses. Students may even be expelled if the misconduct involves violence or creates a major disturbance. (Offenses are listed in order of most frequent occurrences.)

1. Accumulation of three or more "After School Detentions"
2. Stealing (minor offenses)
3. Using profanity
4. Disrespect to school staff
5. Cheating
6. Causing personal injury to someone
7. Open defiance
8. Fighting
9. Repeated misconduct in class
10. Forgery

11. Possessing any items not allowed on campus
12. Other offenses as deemed by the principal.

## **GUIDELINES FOR EXPULSION**

Students may be expelled from school for the following offenses.

1. Accumulation of school suspensions
2. Stealing (major or repeated offense)
3. Destruction of personal and/or school property
4. Possessing, transmitting, displaying or using a weapon
5. Giving, selling, using or possessing a drug (including alcohol or tobacco)

## **CONFERENCES**

Time is set-aside during the year for parent-teacher conferences. Parents/Guardians are encouraged and expected to meet with the teacher to discuss the student's progress. The teacher, principal or parent may schedule additional conferences.

## **DRESS CODE**

All students are expected to choose clothing in good taste and judgment, i.e. neat and modest. The Bible does not specify proper clothing for a Christian student, but it does say to students of every generation that their appearance should be modest (I Timothy 2:9-10, I Peter 3:3-4). All students are to be "an example for the believers" (I Timothy 4: 12).

While some clothing is designed oversized, we request that clothing be appropriate to the size of the student and be neat in appearance. If there are violations of the dress code the student will be counseled by the teacher. If additional violations occur, the student will be sent to the principal. The parent may be called to bring appropriate clothing. If there is a question in the mind of the student regarding a specific garment, they should ask before wearing it to school.

Lakewood appreciates and needs the help of parents in seeing that their children dress in a manner that will bring glory to God. The following standards are intended to be Godly standards designed to promote maximum academic achievement in an educational environment and provide safety.

1. Clothes with picture or emblems such as tobacco, alcohol, drug products, rock stars, slang terms or inappropriate symbols or actions are not permitted. Leggings, jeggings, yoga pants, sports/cheer shorts are Not allowed. Students may wear shorts that are within three inches of the top of the knee. Dresses, skirts and split skirts must be a modest length and appropriate to the age and size of the girl. Splits or the bottom of the garment must not be over 3" above the knees.
2. Rip-flops and strapless sandals are not permitted. Footwear must lace up or have front and back straps that hold the wear firmly in place
3. Black soled gym shoes must be the non-marking type..
4. Girls in the 5th Grade and above may wear dress shoes without backs.



## FINANCIAL INFORMATION

### REGISTRATION FEE

The registration fee is \$50 for K-3 and \$100 for K-4 through 12th grade and is non-refundable once the student is enrolled. Lakewood's classes have limited space and may close quickly during enrollment. The registration fee holds a place for your child and offsets the administrative costs for each student.

### TUITION and BOOK FEES

| K3 Tuition<br>5 Full Days<br>Weekly | K4 Tuition<br>5 Full Days<br>Weekly | K4 Tuition<br>4 Full Days<br>Weekly | K5 Tuition<br>5 Full Days<br>Weekly | 1st -8th Grade Tuition<br>5 Full Days Weekly | 9th-12th Grade<br>Tuition<br>5 Full Days Weekly |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--|---|
| <b>\$ 2,500.00</b>                  | <b>\$ 2,500.00</b>                  | <b>\$ 2,200.00</b>                  | <b>\$ 2,500.00</b>                  | <b>\$ 3,100.00</b>                           | <b>\$ 3,800.00</b>                              |

### FAMILY DISCOUNTS

For a family with more than one child enrolled at Lakewood Christian School, a 10% (ten percent) discount will be subtracted from the lower tuition(s).

### TECHNOOLOGY FEES

Activity fees enable Lakewood Christian School to offer student's free entrance to home basketball games, as well as help offset costs for yearly achievement testing. Additional fees for field trip and educational experiences may be requested during the year. Every attempt is made to keep expenses to a minimum while providing excellence in Christian education.

\$ 100.00 yearly *Technology Fee* for grades 1 - 12. This fee will help offset the cost of educational technology at Lakewood School. \$ 150.00 yearly *I-Pad Fee* for grades 7 -12.

### LUNCHES

Lunch count is taken each morning by the homeroom teacher. Students may bring their lunch. Microwaves are available in the dining room for students' use. Lunch fees are \$3.00 per meal excluding the cost of milk. Milk fees are \$.35 per carton.

### EXTENDED CARE

Extended care is available to Lakewood Christian School students from 3:00 pm to 5:30 pm each school day. Extended care fees are \$3.00 per hour per child. Billing is sent via e-mail on the 25th day of each month along with tuition and lunch statements. All fees are due on the 10th day of each calendar month.

No student should be at school before 7:30 am. There is no supervision before 7:30am. All students arriving between 7:30 am and 8:00 am should go directly to the school gymnasium and sit in their designated spaces. No student will be allowed to go to their locker during this time. Teachers will come to the gym and escort students to their classroom after their morning devotion meeting.

Students in grades K3 – 6th grade not picked up by 3:25 pm will be transferred to Extended Care. No student may wait outside for a parent or guardian after 3:25 pm. Students must be picked up by 6:00 pm. Students not picked up by 5:30 pm will be charges a late fee of \$ 7.50 for each portion of fifteen minutes after 5:30 pm.

## **PAYMENTS**

Monthly tuition payments shall be set up on an automatic deduction from parents' bank account. Parents who elect to not participate in the automatic deduction from their bank account will be assessed at a rate of 5% for accounts not paid by the 10th of each month from the 1st of the Month until paid. Tuition not paid by the 30th of each month will result in the student not being allowed to continue to attend classes until the balance is paid in full.

Repeated failure to remain current will result in removal of the student for the remainder of the school year.

### **Send Payments To:**

Lakewood Christian School  
PO Box 40, Krebs OK 74554

Payments should be clearly marked with purpose and the student's name. Payments may be made in the Lakewood Christian School office. Payments will be applied to the oldest outstanding account. (I.e. tuition, extended care, previous debts.) All fees are subject to change without notice. We request that all payments be made by check or money order. Cash should not be mailed.

No school records will be released for any student when there is a balance owing on the student's account. Postdated checks are not accepted.

## **ATTENDANCE**

Regular attendance is expected of all students. This is essential for maximum student development and for progress to be realized in the educational program. We realize that some absences are unavoidable such as sickness or a death in the family; however, we expect parents' cooperation in keeping absences at a minimum. Excessive absences may negatively affect work habits, grades and/or a student's promotion.

The school attendance policy applies to all students enrolled in school. The following attendance policy is for 1st through 12th grade students. This attendance policy is intended to encourage students to be regular in their attendance. A student absent more than 90% of the class time in a semester will have to make up their time outside of school's regular schedule. Community service time may be substituted at the principal's discretion. This attendance policy allows absences of nine (9) days per semester.

All absences will count against the 90% attendance requirement, except the following:

- School sponsored trips, events and activities approved by the principal.
- Any absence of an emergency nature deemed unavoidable and approved by the school principal

Schoolwork involves *more* than paper work. It involves participation in discussions, demonstrations, activities and interactions between students and teachers. Regular and punctual attendance is a vital factor in determining one's success in any field of endeavor. Students should develop the habit of being on time and in class every day.

Occasionally students in attendance will need to be excused from school due to illness, injury or personal reasons. Teachers should refer all such cases to the office to obtain written permission to

leave campus. If a student leaves school without permission, it will be counted as truancy and will be handled accordingly. Parents may be called to verify signatures.

### **What to do if you have been absent without prior approval?**

Bring a written note from home, signed by the parent or guardian, dated, stating the dates of your absence and the specific reason. Refer to the attachments for the form "Special Absence Request" to be used for prior approval of absences. Parents should call the school office to report absences. We will call you if we do not hear from you by 9:00 am.

### **EXCUSED ABSENCES**

1. Illness of the student.
2. Illness or death in the student's immediate family.
3. Medical and dental appointments that could not be scheduled after school.
4. Family trips or special trips that have been excused by the administration at least 48 hours prior to the trip.
5. School-Sponsored activities

Parents/Guardians may call the school for assignments. Assignments will be available for pickup in the school office after 3:15 pm

### **UNEXCUSED ABSENCES**

A student's absence will be considered unexcused when the reason for the absence is anything other than those stated above. Tests or quizzes missed because of unexcused absence must be made up after regular school hours. All unexcused time must be made up outside regular school hours at 1.5 to 1 day ratio.

Students returning from excused absences are responsible for missed work or tests the day of return, if the class knew the assignment prior to the absence. The student has a day to make up the work or tests if the assignment was unknown to the class prior to the absence.

Parents are encourage to communicate with their child's teacher to lessen the impact of makeup work. Students may not participate in extra-curricular activities until all work & time is made up.

### **ARRIVAL**

Students should plan to arrive at school between 8:00 and 8:10 am. Students arriving between 7:30 & 8:00 am should go to the gymnasium. All students arriving after 8:00am are to go directly to their classrooms. No student should arrive before 7:30 am.

### **TARDY**

Punctuality is very important. The habits children learn while in school will be their habits for life. Students should be in their rooms and in their seats at 8:15 am. Tardies are accrued and recorded on report cards. Three unexcused tardies in a semester are equal to one unexcused absence. Unexcused tardies during the semester may result in disciplinary action as determined by the principal. After 8:30 am students must report to the office prior to entering the classroom.

### **DAILY DISMISSAL TIMES**

Teachers will dismiss students from the front of the building at 3: 10 pm (11:10 a.m. for Pre-school) Supervision will be provided until 3:25 pm (11:30 a.m. Pre-School).

All students who remain more than fifteen (15) minutes after the specified dismissal time will go to *Extended Care* and parents/guardians will be charged accordingly. Students will not be allowed to remain after school unsupervised. Parents waiting on children are asked not to block traffic lanes. Please drive carefully when dropping off or picking up children.

**EARLY DISMISSAL**

if it is necessary for a student to leave school before regular school dismissal time, parents are requested to inform the school office in person. Advance arrangements should also be made with the teacher. Those picking up students early should come to the office and the student will be called to the office. This will help reduce the classroom disruption of a student leaving early.

**RESTRICTION ON CHILD PICK-UP**

We must have a certified copy of the court order of Final Judgment on file in the office if parents are divorced or separated and one parent is not allowed to see or pick up the child.

**HOURS OF ATTENDANCE**

| <i>GRADE</i>         | <i>STRT TIME</i> | <i>DISMISSAL TIME</i> |
|----------------------|------------------|-----------------------|
| <b>K3</b>            | <b>8:10 am</b>   | <b>2:45 pm</b>        |
| <b>K4</b>            | <b>8:10 am</b>   | <b>2:50 pm</b>        |
| <b>K5</b>            | <b>8:10 am</b>   | <b>2:50 pm</b>        |
| <b>Grades 1 - 4</b>  | <b>8:10 am</b>   | <b>3:00 pm</b>        |
| <b>Grades 5 - 12</b> | <b>8:10 am</b>   | <b>3:10 pm</b>        |

**HOMEWORK**

Homework is an essential part of the school program and teachers give homework to encourage each student to advance in their studies. Homework is designed to meet individual student needs and is assigned for drill, practice, remedial purposes and special projects.

Recommended Amount of Time for Daily Homework

- 1st – 2nd grade – 15 to 30 minutes
- 3rd – 4th grade – 30 to 45 minutes
- 4th – 8th grade – 45 to 50 minutes
- 9th grade - 60 to 90 minutes

High School teachers shall coordinate homework considering all classes not to exceed 90 minutes. Different students will be able to complete various types of homework at different rates. The above is considered average times for most students. Parents are encouraged to assist in seeing that the work is done and explaining work when necessary. Any time homework is not in the student's own handwriting an explanation should be given to the teacher. Each student must take responsibility for the work. Excessive amounts of homework by a student on a regular basis might indicate the need for a conference with the teacher.

Since Lakewood encourages family Church attendance on Wednesday night, homework is kept to minimum on those evenings. Homework is also kept to a minimum on late night athletic events. Students in grades five and above shall not have to study for over two tests per night.

## **REPORT CARDS AND GRADING**

The purpose of the reporting system is to give parents and students indication of the progress being made. Each student's ability in relationship to grade content, as well as class performance, is given consideration. Attitude and conduct are carefully evaluated. In addition to parent conferences, progress reports (tri-weekly) are sent home with 1st -9th grade students every three weeks. Report cards are issued at the end of each nine weeks. Letter grades, based on a numerical scale, are given on the report cards as follows:

A = 90 to 100 B = 80 to 89 C = 70 to 79 D = 60 to 69 F = 59 or below

## **HONOR ROLL**

Students with a 3.4 and higher-grade average will be recognized as a member of the Teacher's Honor Roll at the end of each semester. Students with a 4.0 grade average will be recognized as member of the Principal's Honor Roll. Certificates for academic achievement and perfect attendance will be given to students at the end of the year. All students are commended and recognized for good academic achievement.

## **WITHDRAWALS**

All withdrawals from school should go through the school office. Students having attended one day or more of any month will owe the full month's tuition.

## **CHAPELS & ASSEMBLIES**

Chapels are conducted each week on Wednesday from 8:30 to 9:00 a.m. Student participation, special music, guest speakers, etc. are part of the weekly chapel programs. Parents and friends are welcome to attend chapel and assemblies. All students are required to attend Chapel. Each class day at Lakewood Christian School begins with Bible study and prayer.

## **FIRE AND TORNADO DRILLS**

Drills are held regularly during the school year to familiarize the students with the proper procedure. Emergency plans are on file and available to any parent/guardian who wishes to see them.

## **ILLNESS**

For the welfare of your child and others, ill children must be kept at home. When a student is too ill to function in class, they will be sent to the office. Procedures will be:

1. Immediate treatment for accidents that occur during school hours and/or contact parents if necessary
2. Screening of the student for possible ailments, discussion with student, temperature taken, etc.
3. Parents will be phoned if temperature is more than 99.8 degrees, the child has vomited or is thought to be contagious.

All medication brought to the school must be kept in the school office.

## **NON-PRESCRIPTION MEDICATION**

Parents/Guardians must provide written permission for an employee to administer non-prescription medications dose, amount, time and time last dose was given. Aspirin or Tylenol will not be given to a student without parental permission.

## **PRESCRIPTION MEDICATION**

The medication must be in the origin prescription vial stating the name of the patient, name of the physician, dosage and Instructions. Except for emergency situations, medication may only be issued with prior approval granted by signing the *"Request for Medication Administration."*

## **LOST AND FOUND**

Any articles left at the school will be placed in the "Lost and Found." Items may be redeemed from "L & F" before and after school through the school office. Notify the office when you have misplaced an article. Unclaimed items will be given to charity on a regular basis.

## **LUNCH**

Each class will eat lunch between 11:00 and 12:00 am. Students may bring their lunch or purchase a meal. Hot meal lunch count will be taken first thing each morning. The deadline to order a hot lunch is 9:30 am each day. Late arrivals cannot be added. Lunch charges are calculated on the last Friday of each month and billed the following month

## **LUNCH SCHEDULES**

K3 to 2nd Grade 10:50 to 11:20  
3rd and 4th Grade 12:05 to 12:30  
5th to 8th Grades 11:50 to 12:15  
High School 12:25 to 12:55

Microwave ovens are available in the cafeteria for students' use. Foods for the microwave must be pre-cooked and students must supply their own utensils/paper plates. Parents delivering lunches before lunchtime should place the labeled lunch on the kitchen counter. Lunch milk is 35 cents per carton.

## **PARTIES**

Birthday parties are not permitted in the classroom. However arrangements may be made with the teacher to provide treats for the class during lunch or recess. Students are not permitted to give out written invitations

Special class parties will be announced in advance and coordinated by the homeroom mothers and teachers. Special class-related activities are left to the discretion of the teacher.

## **PHYSICAL EDUCATION**

In addition to regular recess periods at Lakewood Christian School, planned physical education will be scheduled. Students will be excused for medical reasons via a written note from parents. Lakewood Christian School encourages parents to see that all students have a complete physical Prior to school beginning. Parents are asked to sign a waiver of liability found In the *Parental Agreement*.

By enrolling in Lakewood Christian School, parents/guardians give permission for their child to participate in physical education fitness activities, unless the school office is advised in writing. If a child becomes physically unable to participate, it is the parent's/guardian's responsibility to notify the school in writing. Medical examinations are the prerogative and responsibility of the parent and encouraged by Lakewood Christian School. Lakewood Christian School does not provide or require physical examinations prior to physical education classes.

Participation in athletic events does require an annual physical be provided to the school prior to participation in competitive athletics. Parents are encouraged to make sure their child is physically fit and to monitor their health through regular physical examinations. Parental/Guardian permission to participate in physical education is granted by signing the "*Parental Agreement.*"

Throwing balls, pencils or any item at the walls, ceiling, fixtures or other people (unless involved in a supervised game) is strictly prohibited and will be considered a serious breach of discipline.

### **OFF CAMPUS SCHOOL TRIPS**

Academic, athletic and class trips are scheduled to enhance the classroom educational experience. Parental permission is necessary for students to travel with their class. Parents grant approval by signing the "*Parental Agreement.*"

On School Trips students are expected to stay with their group unless parents take them early or students leave early with parental permission for early departure and/or riding with someone else. All students are expected to ride together when the school provides van transportation unless the number of students exceeds the seating capacity of the van or a student rides with their parent(s). Parents may make special arrangements with a teacher for the entire class to travel with parents/guardians.

All parents transporting children other than their own are requested to have a copy of their driver's license & insurance on file at Lakewood Christian School. Written parental permission is required for transporting students other than your own. Students who are ineligible to go a trip may be kept home or provision may be made for them to remain at school. If provision is not made for the student to remain at school the parent/guardian will be notified in a timely manner.

### **PLAYGROUND RULES**

1. K-3 and K-4 students only play on the lower half of the playground. Kindergartners may play on the top half of the playground, but are not allowed to go past the swings. Kindergartners are not allowed to play on the silver dome, merry-go-round or monkey bars on the top half of the playground.
2. First grade students and younger are not allowed on the merry-go-round.
3. No climbing up the slide. Sit facing forward with the feet out front when going down the slide.
4. No playing with, picking up or throwing rocks.
5. No climbing on the top of the enclosed slides.
6. No standing on the top of the monkey bars.
7. Get on and off the merry-go-round only when it is stopped.
8. Students must sit on their bottom while on the swings. Swing forward and back not side to side.
9. No twisting the swing and then spinning around. Do not jump off of the swing until it stops.

### **PROBLEMS, RECONCILING AND SOLVING POLICY:**

Parents concerned with a student's academic progress, a student-teacher problem, a student discipline problem, etc. are encouraged to meet with the teacher in an effort to reconcile any differences. Teachers at Lakewood Christian School are genuinely interested in your child's academic, personal and spiritual needs and want to assist you in your concern. The following procedure is based on simple Biblical principles, which will assure that proper actions are taken. To avoid misunderstanding, miscommunication and hurt feelings, follow these procedures.

## PROCEDURES

1. A parent should take his or her concern to the teacher who is directly involved. A conference with the teacher is the quickest and most effective way to remedy and reconcile any problem or concern. Scripture authority: Matthew 5:23 ". . . first be reconciled to your brother ... "Matthew 18:15 "Moreover if your brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother ... "Matthew 18:15 provides four principles, which should be practiced when attempting to reconcile or solve a problem:
  - (a) Keep the matter confidential. The Bible has much to say about those who -gossip or malign others with their words. "A hypocrite with his mouth destroys his neighbor: but through knowledge shall the just be delivered." (Proverbs 11: 19)
  - (b) Keep the circle small. " ... If thy brother shall trespass against thee, go and tell him his fault between thee and him alone ... " The first step and most often the only step needed is face-to-face dialogue. Most problems are solved at the two people level.
  - (c) Be straightforward. "Tell him his fault ..." Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter; but restoration and improvement can come only when the issues are lovingly and clearly presented. The Scripture says, " .. faithful are the wounds of a friend ... " (Proverbs 27:6)
  - (d) Be forgiving. ". . . If he shall hear thee, thou has gained thy brother." This implies that once the matter is resolved, we should · -\ wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1 states " ... if a man be overtaken in a fault, you which are spiritual, restore such a one in the spirit of meekness; considering thyself lest thou also be tempted."
2. If the conference between the parent and teacher does not result in the solution and reconciliation of the problem, the parent and teacher should then agree to share the problem with the principal. The parent and teacher should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will and also to submit to reproof and correction if needed. Scripture authority: Matthew 18:16 " ... take with thee one or two more, that in the mouth of two or three witnesses every word may be established." (Also see Romans 13:1)
3. If the conference between the parent, teacher and principal does not result in the solution and reconciliation of the problem, then all parties should agree to share the problem with the superintendent. A request for such a meeting should be made in writing and sent to the principal. Details in the letter should clearly set forth the problem, the issues involved and a summary of all prior conferences with the school administration and staff. If the problem remains unresolved the parties involved may schedule a problem solving session with the school board. If a conference request shows non-compliance with established procedure the board will refuse to hear the problem until proper procedure has been followed.

The principal will inform the parent of the date, time and place of the meeting. It may be appropriate for the principal to request that all persons involved be present at the school board meeting. The goal of the school board at such a meeting is: (1) a clear understanding of the problem; (2) solving the problem; (3) reproof and correction if necessary and (4) forgiveness and wholehearted reconciliation among all parties. Scripture authority: Matthew 18:16 " ...take with thee one or two more, that in the mouth of two or three witnesses every word may be established."



## **TELEPHONE**

Phones are to be turned in each morning upon arrival. Students will not be permitted to use the school phone except by special permission. A teacher must verify a child's Information concerning a change in schedule, transportation, etc. A note or call from the parent is required.

## **TRANSPORTATION**

Kibois Area Transportation System (KATS) is available for students who leave school at 3:00 p.m and possibly with those leaving school at 11:10 a.m. if enough interest is shown. KATS is a public transportation system, not affiliated with Lakewood Christian School. You may call Diana Sorrels at the KATS office, 423-3525, for rates and more information.

## **VISITORS**

Parents and visitors check in at the office. Do not go directly to the classroom. Parents are invited to visit classrooms at any time after checking in through the school office. Visitors will be issued a visitor name tag to wear while in the building.

## **WEATHER**

Each Parent or Guardian will receive a phone call or text to notify you of any changes to the school schedule due to weather. Our decision to notify our schedule may not correspond to McAlester Public Schools. If at any time, you as a parent or guardian, feel it is unsafe to travel to school please remain at home.

## **ASBESTOS MANAGEMENT PLAN**

Lakewood Christian School has been inspected for asbestos and is asbestos free.

### **ADDITIONAL POLICIES FOR HIGH SCHOOL**

#### **Grades 9 - 12**

#### **ABSENCES & TARDY**

Student absences, excused or unexcused, will not affect students' grades. Students with excused absences will have "day for day" to turn in missed assignments. Assignment not turned in within this time frame will result in after school detention until the assignments are completed and turned in to the teacher. Unexcused absences will be made up on a 1 1/2 times the amount of unexcused absence time basis. This make-up time will be done outside the regular school day.

Students who owe time on assignments will not be allowed to participate in school activities until all time and work are completed. Days suspended shall be considered unexcused absences, and days out will be made up 1 1/2 times days missed. Final exams will be made up. If a student has to miss final exams due to extremely dire circumstances they may be given an alternate test at the Principal's discretion. Excessive unexcused absences may result in dismissal from school. No refunds on tuition are made because of absences. Any student who is absent 9 days or more in one semester may not pass that semester's work. We realize that some absences are unavoidable such as sickness or a death in the family; however, we expect parents' cooperation in keeping absences at a minimum. Excessive absences may negatively affect work habits, grades and/or a student's promotion. The school attendance policy applies to all students enrolled in school. The attendance policy is intended to encourage students to be regular in their attendance. This policy allows absences of nine days per

**All absences will count against the 90% attendance requirement, except the following:**

- Illness -substantiated by a doctor's statement.

- School sponsored trips, events and activities approved by the principal.
- Any absence of an emergency nature deemed unavoidable and approved by the school principal.

**ALL STUDENTS ARE REQUIRED TO COMPLETE AND TURN IN EVERY ASSIGNMENT.**

NO EXCEPTIONS. Students who have assignments past due will not be eligible to participate in extra-curricular activities until all assignments due are turned in. School work involves more than paper work. It involves participation in discussions, demonstrations, activities and interactions between students and teachers. Regular and punctual attendance is a vital factor in determining one's success in any field of endeavor. **We want our students to develop the habit of being on time and in class every day.**

Occasionally students in attendance will need to be excused from school due to illness, injury, or personal reasons. Teachers should refer all such cases to the office to obtain written permission to leave campus. Unless ill to the point of interfering with normal movement, students are required to have each teacher sign the "Special Absence Request" before it is taken home for parent signature. The school principal grants final approval. If a student leaves school without permission, it will be counted as truancy and will be handled accordingly. All parents will be called to verify signatures.

**What to do if you have been absent without prior approval?**

Bring a written note from home, signed by the parent or guardian, dated, stating the dates of your absence and the specific reason. "Absence Request" form is to be used for prior approval of absences.

**EXCUSED ABSENCE**

1. Illness of the student.
2. Illness or death In the student's immediate family
3. Medical and dental appointments that could not be scheduled after school
4. Family trips or special trips that have been excused by the administration at least 48 hours prior to the trip
5. School-sponsored activities.

If the Parents/Guardians of students in the ninth grade through twelfth grades have not called regarding absences they will be notified by phone if the student is absent.

**AFTER SCHOOL HOURS**

Parents are encouraged to pick up their children promptly. Students who remain after 3:25 P.M. will be transferred to *Extended Care* and charged at \$3.00 per hour-per student. All students-should be picked up no later than 6:00 P.M. It is against school policy for students to stay after school in the parking lot, on the school grounds, or in the area to attend an evening ballgame. Students will be placed in extended care if they remain on school grounds after 3:25 unless they are in the custody of

**AUTOMOBILE POLICIES**

It is a privilege to be able to bring a car to school.

1. All student-driven cars are to be registered in the school office Immediately when the student begins driving to school
2. Each driver should be an example of courteous, careful driving habits. Students will not drive in the area of the Church or School at any time. Students will drive directly to the area designated for student parking. Use vehicle turn signals

3. Cars are to remain parked until students leave for the day.
4. Cars are not to be occupied during school hours, nor are students to sit in parked cars while waiting for school to begin or after school dismisses.
5. Failure to observe these policies will necessitate cancellation of the privilege of bringing your car to school.
6. Students who drive to school must park in the parking spaces nearest to the bus barn. They will not drive in the area of parking lot adjacent to the buildings. Students will not be allowed to leave campus in their automobile and return to school the same day unless they have written parental permission for a medical appointment or an appointment of an unusual nature. Leaving for lunch is prohibited unless a parent or guardian drives their child. If a parent or guardian takes their child to lunch, they should check the student out through the office prior to leaving. Parents and guardians are always encouraged to eat at school with students.
7. No student may leave campus with a student driver without written, verified permission of each student's parent.

## **BIBLE**

Bible study is recognized at Lakewood Christian School as of fundamental importance and is a required subject. It augments the study of English, history, geography, and science. Without knowledge of Biblical truth, a student cannot be considered educated. The Bible gives direction for this life and the only hope for the life to come. No other book can so enrich the minds and hearts of men as "The Book of Books." Knowledge of the Bible is one of the greatest educational assets anyone can have in addition to the moral and spiritual values resulting from the study of it. Character development is the most important work of a school. No other course offered in the school affords greater opportunities for laying the foundation for Christian character. The student body normally attends chapel on Wednesday morning and on these days Bible class does not meet. Because of the importance Lakewood Christian School places on the study of the Bible, a student who fails Bible two consecutive semesters will not be allowed to return the following semester.

## **COMMUNICABLE DISEASES**

Lakewood Christian School desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term communicable disease shall mean an illness that arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the principal.

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, LCS may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. LCS reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

## **DISCIPLINE**

The goal of Lakewood Christian School is to provide the best possible learning environment in a Christian atmosphere. Believing that discipline is necessary for the welfare of the student as well as the entire school, each teacher is given the responsibility of enforcing classroom regulations in the

manner which he/she feels is in accordance with school policy and in light of Christian principles of discipline as set forth in the Scriptures. Since the teacher is responsible to maintain appropriate classroom behavior, it becomes necessary to correct any behavior that hinders the teacher or students in the classroom. Students are expected to abide by the Biblical principle, "Do unto others as you would have them do unto you."

When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. Examples of typical corrective measures are student-teacher conference, extra work, one hour detention after school, student-administrator conference, parent-teacher conference, and Saturday school. Students can be suspended or expelled for excessive accumulation of detentions or for failure to report to detention or Saturday school. Actions that threaten or harm another individual's ability to function rightly and safely will require further corrective measures. Students may be suspended or expelled for lying, stealing, disrespect, cursing, cheating, vandalism, gang-related items or symbols or other social misconduct.

Although this list of infractions is not exhaustive, it represents behavior that is not acceptable. Lakewood has a "zero tolerance policy" toward violence, fighting or threats of any kind. This includes possession of anything that could be used as a weapon. Students may be expelled for any action or statement associated with violent behavior including a joke which could be interpreted as a threat. Students' lockers, book bags, or other storage areas are subject to search at any time for prohibited or illegally possessed substances or objects. The Principal will make decisions on an individual basis regarding suspensions and expulsions. A sense of the need for spiritual growth in the light of Biblical principles has led Lakewood Christian School to adopt Standards of Conduct which are believed to be conducive to the environment that will best promote the spiritual welfare of the student. Students are expected to abide by the Standards of Conduct throughout their enrollment whether at home, school, or elsewhere. Students who refuse to sign the Honor Code agreement will not be admitted to class. Keeping the Standards of Conduct is necessary to remain a student at Lakewood Christian School.

Students who do not report violations of the Standards of Conduct may be subject to disciplinary action. Please feel free to consult with the office about any problem or question that concerns the welfare of students. It is the desire of the administration and --the faculty to be of service to both parent and student; each teacher welcomes a visit from any parent. We do urge, however, that such visits be made by appointment with the teacher at a convenient after-school hour.

Full cooperation is expected from both student and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to transfer out. Also, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of Lakewood Christian School, whether or not there is any definite breach of conduct, he may be requested to transfer out.

Lakewood Christian School is above all else a Christian institution in both philosophy and practice. We firmly believe there is no place at LCS for worldly practices or divisions so common among other institutions. Lakewood Christian School has the reputation of having a student body with an excellent spirit with every student treated equally and fairly regardless of nationality, race, or back-ground. Therefore, any student who promotes division or a divisive spirit through secret clubs, symbols, pictures, writing, flags, banners, slogans or any divisive activism is out of harmony with the standards and Christian philosophy of Lakewood Christian School and may be withdrawn or refused reenrollment at the discretion of the administration.

Attendance at Lakewood Christian School is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life of Lakewood Christian School.

### **GUIDELINES FOR SUSPENSION**

Students can be suspended for any of the following offenses. Students may even be expelled if the misconduct involves violence or creates a major disturbance. (Offenses are listed in order of most frequent occurrences.)

1. Accumulation of "after school in notices (detentions)
2. Stealing (minor offenses)
3. Using profanity
4. Disrespect to school official
5. Cheating (Including doing another student's work)
6. Causing personal injury to someone
7. Open defiance
8. Fighting
9. Repeated misconduct in class
10. Forgery
11. Possessing any items not allowed on campus

### **GUIDELINES FOR EXPULSION**

Students can be expelled from school for the following offenses

1. Accumulation of school suspensions (maximum three suspensions}
2. Stealing (major or repeated offense)
3. Destruction of personal and/or school property
4. Possessing, transmitting, displaying or using a weapon
5. Giving, selling, using or possessing a drug (including alcohol)
6. Working on another student's program

### **DRESS REGULATIONS**

There are no regulations concerning uniform clothing; however, students are requested not to wear clothing with secular written messages or pictures. Students may not wear flip-flops. The school administration reserves the right to initiate policies on new fads and changes in style throughout the school year. Body piercing is prohibited with the exception of girls wearing earrings as described below.

Boys must wear socks. Pants designed to be excessively baggy are not permissible. Shirts that are so designed must be tucked in at all times. Boys must maintain a haircut that includes a neat trim (fairly close) and a clean shave. Hair must be combed off the forehead in such a manner that it is not touching the eyebrows and cannot be artificially colored or bleached. Boys are not to wear any earrings or necklaces other than modest religious symbols. Your fullest cooperation in seeing that your son keeps these standards is expected.

Leggings, jeggings, yoga pants, sports/cheer shorts are Not allowed. Girls' skirts should be long enough to come within three inches of the top of the kneecap when sitting or standing. Slits in skirts may not extend over 3" above the kneecap. Tank tops, tops that show the midriff, spaghetti straps and tight-fitting tops or outfits are not permissible school dress for girls. Girls' hair should not be artificially modified as to be classified as extreme. Although the wearing of multiple earrings has become common, LCS girls are asked to wear no more than two sets. These should be worn in the

ear lobes only. Girls are expected to maintain a standard of modesty in all clothing.

## **TELEPHONE**

Phones are to be turned in each morning or upon arrival. Electronic devices, phones, i-pods, games, etc., are not allowed at school. These devices shall be left in your car or turned in to the office each morning and picked up after school. Violations of this policy will result in the following consequences

**1<sup>st</sup> Offense:** \$10 fine, parent is notified, student may pick up the device when the fine is paid.

**2<sup>nd</sup> Offense:** \$20 fine and parent must pick up the device

**3<sup>rd</sup> Offense:** \$35 fine and a parent conference is required before the device is released.

Students are asked not to use the telephone during school hours except for emergencies. A courtesy telephone is available for students to use before and after school. Students are not to use the courtesy phone without permission from the office.

## **TRANSFER STUDENTS**

Students who transfer from other schools may be expected to take an entrance examination at the administrator's request. Should the student's accomplishments (as shown by the test) be on the grade level to which he has been promoted, then he will be admitted to that grade; however, should the student's accomplishments (as shown by the test) be on a lower level, then he will be placed in the grade best suited for his achievement. It is the policy of Lakewood Christian School not to accept transfer students whose accomplishments have not been up to acceptable standards. Students whose work is not satisfactory may be asked to transfer out.

## **TRI WEEKLY GRADES & REPORT CARDS**

Tri-Weekly Reports will be sent home every three weeks. These report slips must be signed by the parent and returned to the teacher the following day. At the end of each nine-week period, report cards are sent home.

**Important Notice:** Provided the tuition account is up-to-date, final report cards are to be picked up at the end of the year Parent-Teacher Conferences, unless you have left a self-addressed, stamped envelope to the student's homeroom teacher by the last day of school.

## **GRADUATION REQUIREMENTS**

Students graduating from Lakewood Christian High School shall successfully complete the following classes:

1. Four language arts to include one grammar and composition. Classes may include but are not limited to elements of literature structure and language; literary genres: effective writing; American literature research and reports; and British literature: structure of language & poetry
2. Three mathematics to include algebra I or algebra I taught in a contextual methodology classes may include but are not limited to geometry, algebra II, and trigonometry.
3. Three sciences to include one biology course. Classes may include but are not limited to physical science, chemistry and physics.
4. Three social studies to include one United States history class, '12 Oklahoma history class. Classes may include but are not limited to civics and world geography, world history 1 and government and economics.
5. Two arts that may include but not limited to philosophy 1 band, music, art appreciation and Biblical philosophy.

## **ACADEMIC HOURS**

Academic honors are determined based upon the Grade Point Average (GPA) earned for all courses taken in high school as calculated through May 1 of the senior year. The Valedictorian and Salutatorian must have attended LCS at a minimum the last two consecutive two years of high school and the Valedictorian have the highest overall GPA and the Salutatorian the second highest overall. If there is a tie in the GPA calculation, numeric averages will be used to determine the honor.

## **TRANSFER OF SUMMER SCHOOL HOURS**

Students should secure permission from the principal before enrolling in summer courses at another school.