

Lakewood Christian School

840 South George Nigh Expressway
McAlester, Oklahoma 74501
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lcslions.com



Student HANDBOOK 2017-2018

"Train up a child in the way he should go, even when he is old he will not depart from it." Proverbs 22:6

NOTICE OF NON-DISCRIMINATION

It is the policy of Lakewood Christian School not to discriminate on the basis of race, color, national origin, sex, veteran status, disability, or age in its programs, services, and activities are required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975.

ASBESTOS NOTIFICATION

This is to inform you that Lakewood Christian School is in compliance with regulation established by AHERA (Asbestos Hazard Emergency Response Act) calling for schools serving kindergarten through high school students to identify and remove or safely maintain asbestos materials in the facility structure.

Our school has been inspected and contains no asbestos.

If you have any questions, please contact the office of the Superintendent during normal business hours.

THIS ANNUAL NOTICE IS PRESENTED IN COMPLIANCE WITH REGULATIONS ESTABLISHED BY AHERA.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records:

The Lakewood Christian School is providing you notice of these rights, as outlined below:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained

in the student's education records, except to the extent that FERPA authorizes disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The District classifies the following as Directory Information: student's name, parent's name, address, telephone listing, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, student's photograph, and the most recent previous school attended by the student. School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his consent must notify, in writing, the principal of the school where the records are kept by August 16, 2006. The objection must state what information the parent or student does not want to be classified as directory information. If no objection is received by August 16, 2006, information designated above will be classified as Directory Information until the beginning of the next school year.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lakewood Christian School to comply with the requirements of FERPA. The name and address of that Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Dear Parents and 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 that 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 Emeritus
Steve Butcher, Superintendent
Amy Shaw, Principal

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

2017-18 Staff and Faculty

Cliff House, Jr.	Emeritus	J. Christy Johnson	Grade 10-12, Girl's HR
Steve Butcher, Sr.	Superintendent	Jordyn Case	Grade 10-12, Boy's HR
Amy Shaw	Principal	LaNese Duncan	HS
Kristi Thompson	Office, AA	Carmina Tissington	HS
		Paul Vanderveer	HS
Suzanne Smith	K3A		
Lacey Sweezy	Aide	Carri May	SPED
Erica Hennen	K3B	Julia Allen	SPED
Patsy Pothorst	Aide	Katie Gathard	SPED
Valerie Golden	K4A	Lori Lawson	SPED
Krista Sutmiller	Aide	Debra Batts	SPED
Sara Yancey	K4B	Lisa Huttingua	SPED
Jolene Pelzel	K5	Carmina Tissington	SPED
Jonathan Boggs	Grade 1	Will Holiman, Jr.	Coach
Kellie Wright	Grade 2	Julie Sharp	Coach
Marissa Boggs	Grade 3		
Kristie Daniel	Grade 4	Tricia Barlow	Nursery
Frankie LaVarnway	Grade 5	Brittney McNatt	Nursery
Tamara Salyers	Grade 6	Penny Barlow	Kitchen
		Liberty Cossey	Kitchen
Nickolas White	Grade 7, Homeroom	Heidi Menges	Extended Care
Denise Timmons	Grade 8, Homeroom	Isabelle Ouellette	Extended Care
Christi Beaver	Grade 9, Homeroom	Cheri Crowson	Maintenance



Lakewood Christian School 2017-2018 Calendar

Board Approved: 2/20/2017

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

8/3 New Teacher Orientation
8/4, 7 Prof. Development
8/7 G7-12 Open House
8/8 K3-G6 Open House
8/9 First Day of School

September						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

9/4 Labor Day-No School
9/14 P-T Conferences 3:30-6:30
9/15 No School

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

10/19-20 Fall Break-No School
10/26 Fall Festival
10/27 No School

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

11/6 Professional Development
11/17 Half Day
11/20-24 Thanksgiving Break

December						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

12/20 Half Day
12/21-1/3 Christmas Break

January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1/1-3 Christmas Break
1/3 Professional Development
1/4 Classes Reopens
1/15 MLK, No School

February						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

2/1 P-T Conferences 3:30-6:30
2/2 No School
2/19 President's Day, No School

March						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

3/16 Half Day
3/19-23 Spring Break

April						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

4/12 Spring Festival
4/13 No School
4/27 No School

May						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

5/17 Last Day of School,
Half Day



First Semester: 95 Days/Hours
Second Semester: 93 Days/Hours
Total Taught: 188 Days/Hours

BOLD = NO SCHOOL

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 \$100.00 for students in K-3 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/Honor Code

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.

DISCIPLINE

EFFORT:

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 *off* 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.

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:

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.

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 hours, we will provide AFTER SCHOOL TUTORING for our junior high and high school students every Tuesday-Thursday from 3:15-4:00p.

A staff/faculty schedule will need to be posted in each classroom. If you send a student to after school tutoring, please communicate with the appropriate staff/faculty member(s). Elementary teachers will establish a tutoring schedule for their classes individually or set groups. A schedule will need to be posted for student and parent viewing.

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.
2. 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.
3. Flip-flops and strapless sandals are not permitted. Footwear must lace up or have front and back straps that hold the wear firmly in place.
4. Black soled gym shoes must be the non-marking type.
5. Girls in the 5th Grade and above may wear dress shoes without backs.
6. Leggings, jeggings, LuLaRoe, tight sports pants/leggings, all will be considered undergarments and must have an outer garment which shall be no higher than 3" above the knees.
7. Young men, jeggings and *tight*, skinny jeans are not acceptable.

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. Hair cannot be artificially colored or bleached. Hair is to be short enough to be above the collar, or where the collar would be when wearing a collarless shirt. 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.

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.

FINANCIAL INFORMATION

K3-K5 Grade Tuition	1-8 th Grade Tuition	9-12 th Grade Tuition
\$2,620.00	\$3,220.00	\$3,920.00

Fees: Any listed fee of \$60.00, or more-except the Registration Fee- may be split into two equal payments. High School students will need to present a certified copy of their transcript at the time of enrollment.

- Registration Fee: \$100.00
- Technology Fee (G1-12): \$110.00
- iPad Rental Fee (G8-12): \$150.00
- Book Fees:
K3 \$50.00 K4 \$100.00 K5 \$140.00 G1-12 \$160.00
- Lunch Fee: \$3.85/lunch
- Kindergarten Graduation and Snack Fee: \$25.0
- Extended Care Fees:
Registration Fee: \$10.00/family
Hourly Fee: \$3.00/child/hour

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 charged 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.

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. Medical and dental appointments that could not be scheduled after school.
3. Family trips or special trips that have been excused by the administration at least 48 hours prior to the trip.
4. 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 encouraged 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 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.

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 Wednesdays/Thursdays from 8:20 to 8:45 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, if the child has vomited or is thought to be contagious.
4. 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.

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."

CELL PHONE POLICY

In an effort to reduce cheating, inappropriate texting and bullying, cell phones are not allowed during the school day. Each morning students will turn in their phones or sign a form indicating they don't have a phone with them. Students who sign that they don't have a phone and are then discovered with a phone will be guilty of an Honor Code violation and subject to the following consequences:

First Offense:

Three days of after school detention and parent must pick up the phone at school.

Second Offense:

Assignment to attend Saturday School, 8 AM until 3 PM, and parent must pick up the phone at school. A charge of \$20 will be assessed to the student to cover the cost of having a teacher for Saturday School.

Third Offense:

Student will have in-school suspension for three days, and parent must pick up the phone at school.

Fourth Offense:

Student will be expelled from school.

NOTE: This text in this document is not a full representation of the rules and or policies for Lakewood Christian School. Things left unsaid will be dealt with by the necessary chain of command.