



# Lakeview Christian School Handbook

496 Kent Avenue

Lake Placid, Florida 33852

Phone: 863-465-0313

FAX: 863-465-0126

e-mail: [lakeview@lakeviewchristianschool.org](mailto:lakeview@lakeviewchristianschool.org)

website: [LakeviewChristianSchool.org](http://LakeviewChristianSchool.org)

Children and Families License # C10HI0514

# TABLE OF CONTENTS

|   |   |
|---|---|
| FIRST DAY OF LAKEVIEW CHRISTIAN.....      | 4 |
| GENERAL INFORMATION .....                 | 5 |
| HISTORY .....                             | 5 |
| OBJECTIVES .....                          | 6 |
| LAKEVIEW CHRISTIAN SCHOOL STRUCTURE ..... | 6 |

## **PART I – GENERAL**

|                          |          |
|--------------------------|----------|
| <b>INFORMATION .....</b> | <b>8</b> |
|--------------------------|----------|

GENERAL ACCEPTANCE REQUIREMENTS  
ENROLLMENT  
HEALTH FORM AND IMMUNIZATION RECORD  
CURRICULUM  
HOMEWORK  
GRADING SCALE  
AWARDS CRITERIA  
PROGRESS NOTES AND REPORT CARDS  
RE-ENROLLMENT  
STUDENT PLANNER BOOKS  
ATTENDANCE POLICY  
FINANCES

## **PART II -**

|                        |               |
|------------------------|---------------|
| <b>DISCIPLINE.....</b> | <b>15 RE-</b> |
|------------------------|---------------|

SPONSE TO DISCIPLINE  
CORPORAL PUNISHMENT  
STANDARDS OF CONDUCT  
UPPER ELEMENTARY/MIDDLE SCHOOL

## **PART III – DRESS**

|                   |                      |
|-------------------|----------------------|
| <b>CODE .....</b> | <b>22 DRESS CODE</b> |
|-------------------|----------------------|

AND UNIFORM POLICY  
MIDDLE SCHOOL PE UNIFORMS  
ACCESSORIES  
SHOES

COLD WEATHER WEAR  
 BACKPACKS  
 UNIFORM PURCHASE INFORMATION

**PART IV – SYSTEM**

**POLICIES** ..... 24 ADDRESS AND  
 PHONE NUMBER UPDATES  
 BAD WEATHER CONDITIONS.  
 CALENDARS  
 COMPUTERS  
 ELECTRONIC DEVICES  
 FIELD TRIP POLICY  
 HOURS OF OPERATION  
 BEFORE / AFTER SCHOOL CARE  
 INSTRUCTIONS FOR PICK-UP  
 LIBRARY  
 LOST AND FOUND  
 LUNCH  
 MEDIATION PROCESS  
 MEDICATION  
 PARENT ADVISORY COMMITTEE (PAC)  
 PARENT & FAMILY INVOLVEMENT  
 PLAYGROUND  
 PROGRAMS  
 REPORTING  
 SCHOOL CONFERENCES  
 SENDING MONEY TO SCHOOL  
 SMOKE-FREE ENVIRONMENT  
 TELEPHONE  
 TRANSPORTATION  
 VISITORS  
 WITHDRAWALS

APPENDIXES

APPENDIX A: ENROLLMENT

CHECKLIST.....31 APPENDIX B: TUITION/  
 REFUND POLICY..... 32 APPENDIX C: COMPUTER &  
 TABLET POLICIES..... 33 APPENDIX C: VOL-  
 UNTEER, CHAPERONE, AND DRIVER POLICIES.....38 APPENDIX E:  
 PARENT ACCEPTANCE OF THE HANDBOOK ..... 40

## MAKING YOUR FIRST DAY AT LAKEVIEW CHRISTIAN SCHOOL A SUCCESS

### Procedure for the first day of school

It is best for the parent to leave the child with the teacher on the first day of school. When the parent remains in the classroom, it makes the period of adjustment more difficult for both child and teacher.

This year will look a little different...we ask that all parents either drop their child off in the front of the school or Eagle's Nest building for our early learners. Parents will not be allowed in the school during drop-off times.

**Any students arriving before 7:30 a.m. will be checked in to early care and billed at the hourly rate.** For elementary and early learning students, the best time to arrive at school is around **7:45 a.m.** If arriving after 7:30 a.m., each child will go directly to the appropriate classroom. If arriving before 7:30 a.m., each child will go to the school office and **MUST** be signed in by an adult. Early learning students **MUST** be signed in by an adult regardless of the time they arrive. Once in their own classroom, students should unpack their backpacks. In addition, older students will hand-in their homework, copy their assignments, and sharpen their pencils in preparation for the school day.

Elementary students are to be picked up at 2:30 p.m. and Middle School students at 2:45p.m. The students will be brought to the carloading area at dismissal time except for the three and four-year-old classes. Early learning students must be signed in and out in their classroom by an adult. To avoid congestion, please do not leave your car in line unattended as it hinders others from continuing to move forward as the line progresses. If your child needs to return to the classroom for a book or his class is delayed coming downstairs, please pull around to a parking space and park before returning to the classroom.

**The students in the early learning class must be walked to the classroom and signed in by an adult each morning and picked up from the classroom and signed out by an adult when they leave.**

It is important that parents and teachers do not engage in conversations during the time of loading. This delays the movement of traffic and causes congestion. Most importantly, the teachers' prime concern during this time is the safety of the student. Their job will be to see that the child loads safely and quickly with his approved ride. If your child is riding with anyone other than his or her regular ride or if he is going home with another student, the school should be notified in advance with a written note from the parent.

When the child's teacher has dismissed your child to you, please remember that it is your responsibility to supervise your child and not allow him to disrupt the safe pickup of other students.

**Restriction on Child Pickup:** If parents are divorced or separated and one parent is not allowed to see or pick up the child, we must have on file at the office a certified copy of the court order of Final Judgment.

### **GENERAL INFORMATION**

Lakeview Christian School is open to all who want their children taught in small classes with a curriculum based on Christian, patriotic and moral principles. Specific religious doctrine is not taught, and the children are not pushed toward any one particular Christian faith. Because Christian values are essential to the successful development of good character, now and later in life, all of our students are instructed in the Christian faith. Our teachers represent several Christian denominations and are active in their respective churches. Teachers, students and parents are expected to conduct themselves in a Christian manner at all times.

An eleven-member school board made of church members and Lakeview parents under the auspices of Memorial United Methodist Church governs Lakeview Christian School. In July of each year, three new members join the Board and three members complete their term. A Chairman is selected from within the Board. The Chairman can be re-elected each year. The governing body is as follows:

- A. Memorial United Methodist Church and Pastor
- B. Lakeview Christian School Board
- C. School Administrator
- D. Teachers

The School Board has been given the authority to run the school. They determine salaries, tuition, hiring/dismissal of teachers, approve student discipline policies, curriculum, and oversee the general organization of the school. The date of the regular School Board meeting will be noted on the school calendar, which is sent home each month.

The day-to-day operation of the school is to be carried out by the Administrator. The Administrator is to address problems and/or areas of concern between Board meetings, acting with the Chairman as needs occur. If you have a concern, approach the teacher first, then the Administrator if necessary, and lastly the Board by contacting the School Board Chairman and finally the Senior Pastor of Memorial UMC.

### **HISTORY**

Lakeview Christian School opened in the fall of 1985 as a result of a burden the Lord Jesus Christ placed on the heart of several members of our community. The school was to be established with the purpose of pursuing Christian, patriotic and academic excellence. In January of 1985 at a Memorial United Methodist Church Leadership Retreat, it was proposed that they accept the challenge of pursuing this dream. Sunday school classes were converted into school rooms, administration and staff were hired, furniture and equipment was purchased, and the word of Lakeview Christian School spread. The Lord has blessed the school.

Lakeview opened with four classes Kindergarten-4, Kindergarten-5, First/Second Grade and Third/Fourth Grade. Fifth Grade was added in the fall of 1992 with separate classrooms for each grade level. Middle School was added in the fall of 2018.

The financing of Lakeview Christian School now comes from tuition, Memorial United Methodist Church support, private donations, and various fundraisers throughout the school year.

### **OBJECTIVES**

1. To prepare children spiritually by instilling in them a love for the Lord Jesus Christ, God the Father, and the Holy Spirit.
2. To prepare children to live successfully by Biblical standards.
3. To provide a positive instructional program that meets the academic needs of each child.
4. To develop a sense of responsibility in each child as a Christian and a citizen.
5. To prepare each child to fulfill God's divine plan for their life, whether it be in school, home, church, community, state, nation or the world.

### **LAKEVIEW CHRISTIAN SCHOOL STRUCTURE**

**Owner:** Memorial United Methodist Church

**Pastor**

**School Board**

**School Principal/Administrator**

**Executive Pastor**

**Staff – Parish Relations Committee Representative**

***Lakeview Christian School is fully approved by the Florida Department of Children & Families (License #C10HI0514). The school is inspected annually by the Fire and Health Inspectors. It is compliant with requirements of the Florida Department of Education for private schools.***

## ***PART 1 - GENERAL INFORMATION***

### **General Acceptance Requirements**

The following requirements must be met for acceptance, pending interview and space available in the desired grade:

1. Meet the age requirements for the class being considered.
2. Complete the enrollment forms and pay all required fees.
3. Provide academic records/test results, or complete placement testing if indicated to assure the school's ability to meet the need of the student and to make appropriate placement decisions.
4. Complete a probation period during the first six weeks a student is attending to determine compatibility with Lakeview's program.

Non-Discriminatory Clause: Lakeview Christian School (License #C10HI0514) does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Tracee Smoak, 863-465-0313.

### **Enrollment**

Enrollment is limited to provide small classes with more individual attention to each student. Each

applicant will apply before being officially enrolled in the school. This provides an opportunity for the parents to obtain information about Lakeview Christian School and its programs and have dialogue with the Administrator and the teacher if available.

Children entering K3 must have reached the age of three by September 1 of the current school year, K4 students must have reached the age of four by September 1, and K5 students must be age five by September 1, in accordance with State of Florida Regulations. Please use the enrollment checklist in Appendix A to make sure that all necessary documents have been placed in your child's school record.

### **Health Form and Immunizations Record**

Florida law requires all students (grades K4 through 8th) attending school in Florida for the first time to have a physical examination within the 12-month period prior to entering a Florida school.

Florida law requires a physical examination form and a certificate of immunization for all students entering 4-year old, 5-year old kindergarten, and 7<sup>th</sup> grade students. The health form is to be completed by your physician within the 12-month period prior to entering kindergarten.

A Florida Certificate of Immunization from the Highlands County Health Department may be obtained upon presentation of an up-to-date shot record. Immunization can be taken care of through your physician or local health department authorities.

It will be necessary to bring your child's health reports as stated above to the office prior to the first day of school. No child may be admitted to class until this is completed as required by 1



## **Curriculum**

Bob Jones University curriculums and textbooks, written from a Christian perspective, are used as the academic base. Other books are used as additional resources. The Accelerated Reading Program (AR) is used in 1st through 8th grade.

Bible study is recognized here as being of fundamental importance and is a required subject. Knowledge of the basic Bible stories is one of the greatest educational assets anyone can have in addition to the moral and spiritual values resulting from the study. Character development is an important work of a school. No other course offered in the school affords the great opportunities for laying the foundation for Christian character.

Physical Education classes are conducted outdoors each day, weather permitting, and it is important for the child to dress appropriately. PE uniforms are required in 6<sup>th</sup> – 8<sup>th</sup> grades.

## **Homework**

Since homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students to advance in their studies. Therefore, each student is required to complete his homework assignments on time. Homework is given for several reasons.

1. Reinforcement: It will help the student review so he/she can master the material essential to the educational process and preparing for tests.
2. Practice: It will reinforce what the student is learning in class.
3. Remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework, following classroom instruction, is given to overcome such difficulties.
4. Special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework.

## **Average Homework Time**

Kindergarten: Homework for K-5 as the year progresses is reading in their reading book to an adult two to three times a week.

First and Second Grades: Homework is studying for tests in penmanship, phonics, and spelling with some reading at home. It usually takes about 20 minutes a night.

Third Grade: Students have reading and written homework as well as studying for tests. The average time is 30 minutes a day.

Fourth and Fifth Grades: Homework includes reading or rereading portions of books, written assignments, and studying for tests. Homework may average one hour per night.

Sixth through Eighth Grades: Homework includes reading or rereading portions of books, written assignments, projects, and studying for tests. Homework averages one – two hours/night.

### *Special Notes*

- a. The Accelerated Reader Program (AR) requires the students in 1<sup>st</sup> through 8<sup>th</sup> grade to read 20 to 30 minutes each night in addition to regular homework time.
- b. Special projects or book reports may also be required.
- c. Make-up work or completing in-class assignments may extend the time.
- d. The average homework time in each grade may increase slightly toward the end of each school year to prepare the student for the next grade level.
- e. If the child's homework usually takes him longer than the average time allotted, please schedule an appointment with your child's teacher to determine the reason more time is needed.

We do request parents' full cooperation in seeing that the assignments are completed and turned in on time. Failure to complete homework will affect the student's daily grade. Zeroes are given for missing work. Repeatedly delinquent homework and other assignments could result in a student being asked to transfer.

### **Grading Scale**

Florida Statute Section 232.2463 was amended on July 1, 2001 and governs the high school grading scale. In order to remain consistent with Highlands County and other area schools, Lakeview Christian School will follow the same grading scale as outlined below:

- A = 90-100 percent, outstanding progress
- B = 80-89 percent, above average progress
- C = 70-79 percent, average progress
- D = 60-69 percent, lowest acceptable progress
- F = 0-59 percent, failure

### **AWARDS CRITERIA**

#### **Honor Roll: Grades 1 – 8**

- Honor Roll Certificates will be awarded at the end of each semester.
- Students who have earned either all A's or all A's and B's in every subject area will be placed on the Honor Roll for that Semester.
- Students earning all A's for the entire year will be given special recognition at the end of the school year.
- The classroom conduct grade will be considered as a part of the grades in awarding honor roll.
- Penmanship is not a grade for Honor Roll.
- The soft grades (ESNU) given for Art, PE, and in the lower grades will count toward honor roll by looking at the semester or year average. E is the equivalent of an A and S is the equivalent of a B.

#### **President's Award: (5<sup>th</sup> and 8<sup>th</sup> grades):**

A special award is given to 5<sup>th</sup> and 8<sup>th</sup> graders based on academic excellence (an A average for the year in all subjects), leadership, and citizenship.

#### **Achievement Awards: Grades 1 – 8**

Each child will be recognized for his/her individual strengths.

**Perfect Attendance:**

A student has not been absent at all during the school year. Excessive tardies will disqualify a student from perfect attendance.

**Citizenship Award:**

This award is given in each class based on behavior and attitude.

**Diplomas: K4, K5, AND 8<sup>th</sup> Grade**

Diplomas are awarded in the Preschool, Kindergarten, and 5<sup>th</sup> grade classes as an acknowledgement of completion of one level and the entry into a new phase of education.

**Progress Notes and Report Cards**

A report card will be sent home every nine weeks. A written progress report will be sent home four and a half weeks before each report card. The report cards and the progress notes are due back the next morning bearing the parent's signature. The dates the reports will be issued are on the school calendar.

**RE-ENROLLMENT**

During the month of January, presently enrolled students may enroll for the fall term. Enrollment will be open to the public in March each year on a first come, first serve basis. Lakeview Christian School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national or ethnic origin in the administration of its educational policies, admissions policies, or other school administered programs.

**STUDENT PLANNER BOOKS**

Each student in Grades 1 through 8 will be given an assignment book at the beginning of the school year. Daily assignments will be posted on the board each day, and it is each student's responsibility to copy the assignment for that day. The students should check off assignments as they are completed. Parents are required to check these books daily for messages from teachers and make sure that any homework assignment is completed. The assignment book is the best place to write a note for the teacher. If a student loses his assignment book, he may purchase a new one from the school.

## ATTENDANCE POLICY

### **Illness**

For the welfare of your child and others in the school, all children who are sick must be kept at home. They should not return to school until fever is gone for at least 24 hours.

### **Absences**

1. The Board believes the student learns every day in the classroom, and any day missed can never be fully recovered through makeup assignments. Experience has shown that attitudes toward school and good citizenship are developed through being on time and having good attendance. Therefore, students should be in school each day.
2. Unexcused absences are in violation of the compulsory school attendance laws of the State of Florida. Statute #232.01 mandates compulsory attendance for children between the ages of six and sixteen. The parent who refuses or fails to have a child under his control attend school regularly shall be guilty of a misdemeanor of the second degree.
3. When applicable, a chronic illness statement from a doctor must be provided for the school's file.
4. In case of absence, the parent is required to provide a signed written excuse stating the reason and date(s) of absence and send it the day a student returns to school.
5. In compliance with Florida School Laws, the following are recognized as excused absences:
  - Personal illness
  - Court appearance by pupil
  - Medical appointment for student
  - Religious holiday
  - Death in the immediate family
  - Insurmountable problems
  - (Permission by the administrator is required)
6. For a short-term absence due to illness, teachers are given 24 hours to gather the missed assignments for the student to make-up. Longer absences will require longer preparation time for teachers to gather this make-up work.
7. More than 15 absences during a school year will be considered excessive and may require an appearance before the School Board to make explanation of these absences. Excessive unapproved absences may result in the dismissal from school. No refunds on tuition are made because of absences.
8. Family vacations and trips should be scheduled during school vacations since it is difficult for a child to make up work missed during an absence. Should it be necessary for a student to miss school for personal reasons, parents should procure permission from the administrator one week in advance, and notify the teacher as soon as possible. The

teacher may then be able to give the students some of the assignments to be made up in advance.

### **Make Up Work Policy**

For each day a student is absent from school, he will have one day to make up work, not counting the day he returns. For example, if a student is absent Monday and Tuesday, and he returns Wednesday, he will have Thursday and Friday to make up all work. All makeup work must be turned in by 2:30 p.m. on its due date. If a test is preassigned, the student will be responsible for it upon return to school.

**Elementary Policy:** All make up work must be turned in by 2:30 p.m. on its due date. Make up times for tests will be 7:30 – 8:00 a.m., 2:30 – 3:00 pm., or PE time if necessary. These sessions must be pre-arranged with the teacher.

**Middle School Policy:** All make up work must be turned in by the end of the day on its due date. Tests and quizzes will be made up during Study Hall or PE time, if necessary. These sessions must be pre-arranged with the teacher.

For prolonged absences, teachers will be happy to send home study materials and daily assignments, and parents should arrange to pick these up and return them as soon as they are completed if their child's absence is prolonged. Zeroes will be given for any work that is not turned in on time.

Excessive absences cause difficulties for students and for teachers. Unnecessary absences should be avoided.

### **Tardies**

Tardies are disruptive to the classroom and also have an adverse effect on your child's and other students' educational progress. Any student arriving after the bell rings at 8:00 a.m. is tardy. Any student arriving after 8:05 must come through the office and have a note stating the reason for tardiness before going to the classroom. The tardy will be recorded as excused or unexcused. If there is no note, it is an unexcused tardy. Excused tardies have the same requirements as an excused absence. **An unexcused absence will be given for every three unexcused tardies. These tardy/absences will be calculated at the end of each grading period and be recorded on the report card.**

These tardy/absences will keep a child from receiving perfect attendance awards and can be accumulated as part of the total 15 absences that can require a parent and student to appear before the School Board to make explanation of these absences. Excessive tardies and absences during the school year will be grounds for not accepting a student for the following school year or dismissal from school.

## **FINANCES**

The registration fee must be paid at the time of registration and is non-refundable and non-transferable. The fee schedule for the school year is in Appendix C at the end of this handbook. No school records will be released for any student when there is a balance owing on the student's account. Students will not be accepted for the following year until all back payments are paid in full.

Tuition is automatically due the first of each month. Lakeview Christian School does not send bills but does send late tuition reminders.

### **Lakeview Board Policy for Delinquent Tuition**

1. The Lakeview School Administrator will be responsible for sending a notice to any family who fails to submit their tuition payment. The notice will be sent no later than fifteen days following the date tuition is due.
2. Tuition that is not paid two (2) consecutive months will result in a second letter. The letter will include the amount due and a request for the family's written plan to pay the tuition.
3. Tuition that is not paid for three (3) consecutive months will result in a letter notifying parents that a minimum of one month's payment must be received by the end of the month or the student will be withdrawn from Lakeview Christian School.
4. Parents may appeal to the Lakeview School Board prior to the end of the month that the student will be withdrawn.

### **Lakeview Board Policy for Payment of Tuition that is not covered by a scholarship**

1. Students on Lakeview Christian School partial scholarships are responsible to pay the designated parents' amount of the tuition in 10 equal amounts at the beginning of each month August through May.
2. Students who are on a Step Up Scholarship:
  - Those who owe less than \$100 must make full payment to the school by December 1.
  - For those who owe greater than \$100, payment must be made throughout the year in regular monthly installments.

## **PART 2 – DISCIPLINE**

Lakeview Christian School strives to provide a loving, encouraging environment in which discipline is administered through positive reinforcement of correct behavior and immediate action in the event of unacceptable behavior. We believe discipline is a cooperative effort between home and school. The ultimate goal of discipline is self-discipline. As this is accomplished, a student will begin to discern right from wrong, make decisions based on Biblical principles, and rule their personal desires with an eye to the future rather than the immediate.

However, self-discipline can only be achieved as the home and school work in harmony. We partner with parents to reinforce God’s directive to “Train up a child in the way he should go,” which directly relates to the molding of character. This happens through structure and guidelines and is acknowledged by reward for good behavior and consequences for poor behavior. Partnership can be achieved as the parents and students honestly try to understand the rationale for each portion of our disciplinary program (or candidly inquire of the administration concerning misunderstandings), and then support it with actions and attitudes.

The foundational element of Lakeview’s discipline policy is relationship and modeling with Christian love. Great effort goes into building trust and respect between staff and students so that redirection can be the first step. Above all, teachers and staff at Lakeview strive to model Christian values in their discipline that includes a loving spirit, calm voice, and specific reasoning for the consequences. Another goal is to make the student an active participant in analyzing their own behavior and its affect on others by asking questions that cause the student to self-reflect on their choices. We also believe in a follow up conversation that tells the students they are forgiven and to learn from their mistakes.

Discipline policies and procedures exist to achieve obedience, respect, and responsibility from students and create a safe, secure, and life-giving school environment. This type of atmosphere fosters achievement and academic excellence. We desire to help each student develop his or her God-given abilities to be used for His glory.

This handbook is used by administration as a guide and may be revised or other programs set up by the school staff. Each case and circumstance is considered individually.

### **CORPORAL PUNISHMENT**

Lakeview Christian School does not administer corporal punishment.

### **Classroom Disciplinary Actions**

Discipline will be approached from a positive viewpoint. The purpose of discipline is to change unacceptable behavior into good behavior. All teachers are encouraged to begin their discipline policies by using the positive methods that reward good behavior. This system is set up to ensure a student is recognized for his or her efforts to follow the class rules. This system may vary from class to class, but the objectives will be the same.

If a student breaks rules, they will be corrected by using the classroom discipline policy. You will be notified if your child had a behavior problem that day. Points off will be recorded

in the teacher's grade book. These numbers will be used to determine conduct grades for the progress notes and the report cards. This feedback will help you to be more aware of your child's attitude and behavior.

### **Daily Classroom Discipline Policy**

1. FIRST OFFENSE - Verbal warning given
2. SECOND OFFENSE (Same Day) - Consequence given
3. THIRD OFFENSE (Same Day) - Additional consequence given
4. FOURTH OFFENSE (Same Day) - Note sent home
5. FIFTH OFFENSE (Same Day) - Office visit, parents notified. Additional Consequences are given. An office visit is recorded.

\*\*The student will start with a clean slate the next day.

### **Office Visits**

A student may be sent for an office visit for an accumulation of classroom misconduct or for major behavioral problems.

1st office visit: The administrator will speak with the student. Some corrective action may be assigned. The parent will be notified of the incident in writing.

2nd office visit: A parent conference will be required.\*\*

3rd office visit: Student will be suspended. A parent conference will be required.\*\*

4th office visit: Student will be suspended and then put on probation for the duration of the semester. Alternate schooling will be discussed. A parent conference is required,\*\*

5th office visit: Student is asked to transfer out.

\*\* Conferences will include parent(s), teacher and Administrator.

When the school feels that student/parent cooperation is lacking, the student may be requested to transfer out. Attendance at Lakeview 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 at Lakeview Christian School.

### **Possible School Consequences:**

#### **In-School Suspension**

Students will participate in regular class routine with a parent joining the student in class.

Classwork and tests for the day will be given a 10 point academic penalty.

If a parent or family member cannot join the child at school, suspension may be recommended.

#### **Out of School Suspension**

Suspension may be one to three days depending on the nature of the offense. A zero will be given for participation in each subject for the days of suspension. Missed school work will be expected to be completed but will be considered late. Fighting will result in automatic suspension.

#### **Expulsion**

When the school feels that student/parent cooperation is lacking, the student may be requested to transfer out. Attendance at Lakeview 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 at Lakeview Christian School. Students can also be expelled from school for the following offenses: Possessing, displaying or using a weapon or giving, selling, using or possessing a drug (including alcohol and tobacco).

### **Cell Phone Policy**

Students are not permitted to use a cell phone on campus during school hours (7:45 a.m. to 2:55 p.m.). After school, students should not use cell phones until they have left school buildings. Any use of a cell phone in school buildings during school hours will result in disciplinary action. Any student bringing a cell phone to school must turn it in to their homeroom teacher. If a cell phone not turned in rings during school hours, a faculty member or the Administrator may confiscate it. If this policy is broken continually, the student will not be permitted to bring a cell phone to school for the remainder of the school year. Should the student be caught with a phone at school, it will be considered direct disobedience and more severe punishment will be given.

Other notes:

- Because cell phones also function as data storage devices, student cell phones brought to school are subject to inspection and review by administration pursuant to the school's normal search policy and administrative discretion. Any content deemed to be inappropriate is at the discretion of the administration and may be grounds for further disciplinary action.
- Parents who need to contact their child during the school day for emergency purposes should use the school's normal contact process and call the main school phone number. School staff will assist parents in communication with their child in appropriate emergency situations. Parents should not consider their child's cell phone as a means of contacting their child for any reason during the school day.

### **Internet Use**

The internet will be available for student use. Students may not access the internet without the permission of the teacher first. Internet usage at school only be used for educational purposes. Any abuse or misuse of these privileges will result in disciplinary action. No second warnings will be given. The student will lose his privilege to access the internet at school. This could result in a grade reduction in classes where internet access is necessary. Any cursing, suggestive language, or obscene verbiage will be dealt with accordingly.

In order to maintain a culture at Lakeview that fosters Choices have consequences. Students who will not cooperate spiritually, morally, or scholastically may be required to withdraw. A student who displays an attitude at the end of any given school year where he/she would not cooperate spiritually, morally, or scholastically may be asked not to return.

## **UPPER ELEMENTARY AND MIDDLE SCHOOL**

Students develop their individual identities as they grow through the upper years of elementary school and middle school. During this period of their lives, perfection is not expected; rather, students are expected to be vibrant, creative, growing and constantly striving to become all they can be. Often students need the leeway to be less than perfect in order to build their character and moral foundation.

Keeping rules is an important step to maturity, one that allows a student to learn moral code, civic responsibility, and the true key to happiness. However, in order to follow the rules, one must understand and know what the rules are. That is the purpose of this section of the parent/student handbook.

### **Violations**

Part of the process of gaining maturity is developing self-discipline. Individuals must recognize for themselves the advantages of using time wisely, following established rules, and developing healthy relationships with peers. Lakeview has established a system of violation for students to help them remain on course. For minor infractions, students will receive a 4x4 Discipline Intervention Form. This official record will be kept in the child's school-wide folder, parents will be contacted and further steps will be taken if the behavior does not improve. After four 4x4 conference records in one 9 weeks, the teacher will send the to the administrator.

The purpose of the Discipline Intervention Form is to provide documentation of recurring behaviors, allow the child to have a consistent form of correction and reflection, and to track what interventions work with certain students, behaviors, and locations. As students get older, it is also very important for them to take ownership of their behavior and its consequences and this 4x4 Discipline Intervention Form will track this process.

### **VIOLATION EXAMPLES**

Teacher-Managed Violations using 4x4 Discipline Intervention Form:

- Running in hallways
- Playing around in bathrooms
- Homework not completed or not in classroom.
- Dress Code violations.
- Negative talk or attitude.
- Verbal aggression or disrespect of another student.
- Use of inappropriate language or using God's name in vain.
- Disrupting class time. (i.e. tapping on desk, talking, etc.)
- Not following classroom rules.
- Showing disrespect of people, the classroom or classroom items (including not cleaning up after one's self).
- Chewing gum or eating in class.
- Out of seat or assigned area.
- Off task or sleeping in class.
- Suspicious behavior during test or quiz.

### Principal's Office Violations Behaviors:

- Fighting
- Use of inappropriate language directed at school employee.
- Bullying
- Insubordination
- Vandalism
- Leaving class without permission.
- Possession of an item not allowed on school campus.

### **Behavioral Probation**

A student who has consistent behavior violations and is not showing improvement in his/her behaviors may be placed on Behavioral Probation for a semester. Terms of the Behavioral Probation will be discussed between parents, teachers and administrator.

### **No Tolerance Policy**

Lakeview holds a no tolerance policy on the following behaviors. Students are subject to immediate suspension and review to determine expulsion.

- Any possession or use of alcohol, drug or tobacco products (including e-cigarette products).
- Dangerous items that would endanger his/her life or the life of others.
- Firearms and weapons
- Sexual activity of any kind
- Threats to faculty, staff, students or facilities of the school and church.
- Sexual or racial harassment
- Gambling
- Parents or students taking actions form making statements our of harmony with Lakeview policy and practice.
- Parents or students displaying attitudes or feelings that undermine the educational or social environment of the school.

### **Searches for Suspicion of Illegal or Unauthorized Materials**

Lakeview reserves the right to search a student's person and belongings if the school suspects that the student is in possession of prohibited items or materials. Registration of a student constitutes parental consent to such searches. The following may be searched:

- Backpacks, purses, pockets, etc.
- Lockers, desks, etc.
- Any electronic devices including, but not limited to phones, laptops and e-readers.

If any illegal, inappropriate or questionable material is found, the parents will be notified and the student will be subject to immediate suspension and possible expulsion from school. Because of state reporting laws, the school may be required to turn these materials over to the appropriate law enforcement personnel. Failure to submit to searches or cooperate with school administration will result in an immediate suspension and possible expulsion from school.

### **Disrespect Towards Faculty/Staff**

Any student who grossly disrespects a member of the faculty or staff may be suspended. Should such disrespect manifest itself in a physical contact, or in websites, messages, email or social media, the student may be expelled.

### **Threats**

Threats to any student, faculty, or staff member are to be taken seriously. Students who make a statement of a threatening nature will be suspended and possibly expelled after an investigation into seriousness of the threat. This would include statements made orally or electronically through email, social media, etc. A family may be required to seek counseling after such incidents, especially in cases of threats too one's self. A threat should NEVER be made even in a joking or lighthearted manner.

### **Bullying**

Bullying consists of physical and verbal violence and other more extreme behaviors towards another student. This includes physical behaviors such as fighting, slapping, kicking, pinching, and pushing. It also includes behavior such as internet bullying, inappropriate innuendos, emotional harassment and inappropriate language at another person. These offenses will be handled as follows:

- \* First offense will result in a behavior notice and a one hour detention. The behavior note must be signed and returned the following day. The teacher will call the parent.
- \* Second offense will result in a one-day In School Suspension. The parent(s) must come to the school with the child for the day and have a conference with the teacher and the administrator.
- \* Third Offense will result on a one or two day out-of-school suspension. The student may return to school after a meeting with the parent, teacher, student and administrator.
- \* Any further incidents may result in expulsion.

### **Personal Body Harm**

Upon discovery of a student inflicting bodily harm upon themselves (cutting, scratching, etc.) or being involved in eating disorders, parents will be notified, and professional counseling may be required for continuing as a student at Lakeview.

### **Inflicting Bodily Harm to Other Students**

Students who injure or hurt another student (intentionally or unintentionally) will be dealt with severely at the discretion of the Administrator.

### **Cheating**

It will be the policy of Lakeview that any student caught cheating will receive a zero on that specific paper or project and parents will be notified. In the Middle School, demerits will also be given. We do not view cheating lightly and it will be dealt with severely. Cheating may be considered as:

- Copying someone else's homework
- Looking on another's quizzes or tests for answers
- Having cheat sheets
- Giving, selling, or using any subject material, graded or ungraded
- Having books open during tests without permission
- Working together on a project that should be done individually – if in doubt whether is a group project, do not work together

- Attempting to pass off another's work of any kind (homework, tests, quizzes, papers, etc.) as your own
- Participating or helping someone else cheat
- Plagiarism

### **Sexual Harassment**

Lakeview will not tolerate sexual harassment. A valid complaint of sexual harassment will lead to strict disciplinary action, which may include expulsion. Sexual harassment includes unwelcome touch, conversations or demands for sexual acts, and unwelcome comments, which create a hostile or offensive environment. Any complaints of sexual harassment should be promptly reported to the administrator.

### **Racial Statements/Harassment**

Lakeview will not tolerate racial or inappropriate statements, drawings, references, or other behavior. A valid complaint of such behavior could lead to expulsion. On minor offenses, the student will be suspended. A minor offense occurs when a statement was unintentionally offensive yet inappropriate. Repeat offenses by a student will result in expulsion. Complaints of inappropriate behavior should be reported to the administrator immediately. NO STUDENT of any color or nationality should assume that it is okay to use racial remarks as part of everyday language.

### **Physical Displays of Affection**

Students are not to engage in any physical contact or displays of affection on school grounds or at school functions. This includes holding hands, hugging, or other physical displays.

### **Pornography**

Pornographic or obscene magazines, pictures, cards, videos, or other material are not permitted. This includes, but is not limited to, sending or possessing sexually suggestive or explicit images or text. Transmission of this material in any form including electronically through email, text, social sites, or any other method is prohibited. An infraction of this rule will result in a student being suspended or expelled.

Cooperation between school, students, and parents is critical to a successful school year. It is the goal of all teachers and the Lakeview administration to lead students into habits of good behavior and guide them through the journey of accountability with consistent consequences as needed. It is not our goal to shame children into following rules but to grow their inner conscience and self-discipline where they strive to make good decisions and be leaders!

### **PART 3 - DRESS CODE AND UNIFORM POLICY**

All students will wear uniforms daily. The following articles of clothing are permissible for students:

#### **Boys:**

- Plain polo shirts in red, white or navy with collars and button placket. Shirts must be a solid color. The registered school logo from Lands' End or Step Ahead is acceptable.
- Lakeview Christian T-shirts may be worn every day (available through the school office).
- Slacks or shorts may be worn in classic navy or classic khaki twill. Traditional style uniform pants are required. Cargo pants (pants with pockets on the legs) and denim jeans are not allowed.
- All boys in Grades 1-8 must wear pants and shorts with belt loops and belts.
- Only K3 through K5 boys may wear elastic waists without belts, if there are no belt loops on the waist. If there are belt loops, they will be required to wear belts.

#### **Girls:**

- Plain polo shirts in red or navy with collars and button placket. Only K3 through 5<sup>th</sup> grade students may wear white polo shirts. Shirts must be a solid color. Only the registered school logo from Lands' End or Step Ahead is acceptable.
- Lakeview Christian T-shirts may be worn every day (available through the school office).
- Solid red or navy blouses may also be worn. Only K3 through 5<sup>th</sup> grade students may wear white blouses. No t-shirt type tops.
- Girls in Grades 1-8 must wear slacks, capris, or shorts with belt loops and belts. They may be classic navy or classic khaki only in the traditional uniform style. Pants and shorts must be loose-fitting. No skinny pants or frayed hems. **Shorts must be two inches longer than finger-tip length when arms are extended at the side.**
- Stretch pants, cargo pants, and denim jeans are not allowed.
- Only K4 and K5 girls may wear elastic waists without belts, if there are no belt loops on the waist. If there are belt loops, they will be required to wear belts.
- Uniform plaid jumpers or skorts are available (our approved plaid is #37).j Also any style jumper or skirt is permissible in classic navy or classic khaki. If wearing a jumper or skirt, shorts must be worn underneath to protect modesty. **These styles must be two inches longer than fingertip length when arms are extended at the side.** If tights, leggings, or stretch pants are worn with dresses or skirts, they must be solid red, white, navy, or khaki.

#### **Additional Items:**

- Shirts and blouses must be tucked in at all times.
- Absolutely no denim or jeans style.

#### **MIDDLE SCHOOL PE UNIFORMS**

- Gray Lakeview PE shirts must be worn for PE class.
- Navy blue "basketball" style athletic shorts. Shorts may be purchased from the store of your choice. **Shorts must be two inches longer than finger-tip length when arms are extended at the side.**
- Students in grades 6-8 are required to change into PE uniforms at lunch on PE days. Grade and discipline penalties will be assessed for being out of uniform. Not being dressed for PE is treated as "not being prepared for class" and will subtract from the fi-

nal grade.

### **ACCESSORIES**

- Jewelry should be kept at minimum and valuable items should be left at home.
- Earrings and necklaces should be small.
- Belts: black, brown, khaki or navy only.

### **SHOES**

- Shoes: a **classic, traditional athletic shoe style in any color**. All shoes must have a soft sole. No boots, sandals, open-toed or hard sole shoes are allowed for safety reasons.
- No boots or shoes with cleats or wheels are permissible.

### **COLD WEATHER WEAR**

- Long sleeve polo style shirts or turtlenecks must be solid colors of red or navy. K3-K5 may wear white. Long sleeve Lakeview T-shirts in navy or red may also be worn.
- Sweatshirts and sweaters must be solid red, white, or navy only. No sweatpants or sweat suits are allowed. No stretch pants for girls or boys unless under uniform bottoms only.
- Sweatshirt-type jackets with zippers and pockets may be worn in a solid navy, red, or neutral colors in the classroom. The Lakeview jacket may be worn. (These are available through the school office.) If a garment has a hood, the hood may not be pulled up during class.
- Bulky outdoor coats or jackets that are noisy are to be worn outdoors only since they interfere with classroom instruction. These outdoor jackets can be in any color.

### **BACKPACKS**

- Backpacks should be chosen in a size appropriate for your child to carry on his/her back safely without help. No theme or images that portray violence are permitted.
- **Wheeled backpacks are not allowed at Lakeview because they are a hazard.**

### **UNIFORM PURCHASE INFORMATION**

- Parents are welcome to purchase school uniform clothing wherever they want as long as it follows the uniform policy. It is the parents' responsibility to make sure all purchases follow Lakeview policy. Uniform companies have merchandise that does not meet our policy. Consequences will be given for not following policy.
- Department stores have a uniform department during preschool, but uniforms may be difficult to find later in the year. Please purchase long pants for winter early.
- Lands' End allows you to order online. Please use the Lakeview ID# 9000-8138-1. There is an additional charge for logo application and our Logo number is 0297621K.
- Lakeview t-shirts, PE shirts, and school jackets may be ordered or purchased through the school office.

## **PART 4 – SYSTEM POLICIES**

### **ADDRESS OR TELEPHONE NUMBER CHANGES**

Any time an address or phone number (home, cell, or work) are changed, please notify the school office and your child’s teacher immediately.

### **BAD WEATHER CONDITIONS**

If public schools close because of hurricane or storm conditions, Lakeview Christian School will close at the same time. Please follow the announcements made on the television and radio stations for Highlands County Public Schools. Listen carefully for reopening announcements.

### **CALENDARS**

School year calendars are distributed at the beginning of the school year. A monthly activity calendar is sent home at the beginning of the month with the student. It is the parent's responsibility to make note of report card dates, holidays, early release days, and special events. (Please refer to the current calendar in the Appendix D of this handbook.)

### **COMPUTERS**

Computers with Internet access are available in each classroom at Lakeview. The main use of the Internet is to have access to the Accelerated Reader (AR) online and to research information.

Students in Grades 2 – 5 will each be assigned a personal iPad for use at school only. Grades 6 – 8 will be assigned a personal computer for use at school and home. It is the responsibility of the student to bring the computer to school every day fully charged. Any damages to the computer will be the responsibility of the student and family. The Technology policy is in Appendix D of this handbook.

The following measures have been implemented to protect your child while they are using the computers and the Internet.

1. Children will only use the computer and the Internet when an adult is present.
2. The computer screens will face the classroom where they can be seen at all times and the adult can supervise computer use.
3. A software filter has been installed on all student computers to help filter out websites that contain inappropriate content.
4. Teachers will go over the rules for using the computers and Internet with your child in class. A copy of this policy is in Appendix D.
5. We will inform you in writing if any of these measures are changed.

All individual users of the Lakeview Christian School computer system are responsible for their behavior and communications. Computer use is a privilege not a right. Network admin-



istrators may review files and communications to maintain system integrity and ensure that the system is being used responsibly. School staff has the right at any time to request to see the contents of the computer files. Using the computer and the Internet were established for a limited educational purpose. Lakeview Christian School has the right to place restrictions on the material a student accesses through the school system.

Your signature on the handbook agreement affirms your understanding and acceptance of the Lakeview Christian School Computer Use Policy. Any deliberate misuse of the computer network and Internet will result in disciplinary actions being taken. A copy of the computer policy is in Appendix F.

## **ELECTRONIC DEVICES**

Electronic devices (cell phones, games, etc.) must remain in an off position and be turned into teacher so that they are not disruptive in the classroom. Cell phones are not to be used during school hours unless explicit permission is given by the School Administrator. Electronic readers (Kindle etc.) may be used for AR reading in 4<sup>th</sup> through 8<sup>th</sup> grades, but the student and parent are responsible for the device and the content of the books the student is reading. Inappropriate use of any electronic device will result in that privilege being denied. Parents will be informed of any infraction.

## **FIELD TRIP POLICY**

The Statement of Cooperation card that is signed at the beginning of each school year acts as the legal permission form. Parent information forms will be sent home prior to each field trip and should be signed and returned before the child participates in the field trip.

## **HOURS OF OPERATION**

### **Staff Hours**

Regular staff hours are 7:30 a.m. to 3:00 p.m.

### **Student Hours and Pickup**

**Students dropped off at school before 7:30 a.m. will be checked in to the extended care program and billed accordingly. Elementary students who are not picked up by 2:45 and Middle School students who are not picked up by 3:05 will be checked in to the extended day program.** If an emergency delays you, please leave a message at the Lakeview office by calling 465-0313 or the church office at 465-2422.

### **Before/After School Care**

Extended care is available before and after school for an additional fee (as shown on the fee schedule in Appendix C). This care begins at 7:00 a.m. and ends at 5:15 p.m. Lakeview is also a School Readiness provider. Parents interested in the School Readiness program should apply through the Early Learning Coalition ([www.elcfh.org](http://www.elcfh.org)).

## **Instructions for Pick Up**

Our goal at Lakeview Christian School is to always keep the safety of your children in mind. As our school enrollment is increasing, so is our traffic and congestion during pick up time.

We are asking you to comply with the following guidelines in order to help us keep traffic flowing and prevent congestion in the grass and sidewalk area where the children are waiting for you.

For Students in Kindergarten through 8<sup>th</sup> grade:

1. **Parents: Please stay in your vehicles when you are in the pick-up line.**
2. Avoid gaps in the pick-up line by moving forward whenever possible. Your child will be brought to you wherever you are in the line.
3. If you must get out of your car to speak to a teacher, please park your car in the parking lot. If the need to speak with the teacher is not urgent, please make a phone call to the teacher to arrange an appointment for before or after school.
4. If you must get out of your car to speak to another parent or visit with them, please pick up your child first, then park in the parking lot and speak there.
5. Please supervise any younger children who are with you during pick up time.

For Students in K3 and K4:

Early learning students must be walked to the classroom and signed in by an adult each morning and picked up from the classroom and signed out by an adult when they leave.

As teachers and staff, we are responsible for taking the greatest safety precautions necessary to insure your child's protection during this very busy time of the day. We know that you share the same concerns and will follow the procedures as we have set them up. If you are unsure about any of the guidelines written above, please call or see the administrator or your child's teacher for further explanation.

**All students in Kindergarten through 8<sup>th</sup> grade are to be dropped off at the main Lakeview Christian School entrance by the office for security and safety reasons.**

## **LIBRARY**

Your child will have access to library books on a regular basis. We acquire new books each year. We ask that you help your child to be responsible in the care of the library books. The student must pay for lost books.

Accelerated Reader (AR) program books are in the library. Lakeview purchases age appropriate books from the AR catalogue list and try to screen books as we are processing them. Your child may check out a book that you do not think is appropriate. Our policy is that if you or your child tells us that a book has inappropriate content, your child does not have to complete reading the book and a staff member will read the book to determine if the book is placed back in our library. You always have the deciding voice in what your child reads.

## **LOST AND FOUND**

Unclaimed articles may be taken to Lost and Found. Students are to be responsible for their possessions. We suggest you mark your child's things (especially sweaters, jackets, and lunch boxes) with his/her name in permanent marker. Lost and Found articles are donated to local ministries at the end of each semester.

## **LUNCH**

Each student should bring a healthy lunch and a drink each day that is ready to consume and does not need refrigeration or heating.

## **MEDIATION PROCESS**

The mediation process outlined below has been created to assist parents and teachers in the resolution of conflicts that may arise during the school year. In the event a situation occurs, please use the following guidelines:

1. Approach the classroom teacher first in a **scheduled** meeting.
2. If a satisfactory agreement cannot be reached, approach the administrator.
3. If the situation continues, approach the Lakeview Christian School Mediation Committee (by contacting the School Board Chairperson).
4. If a satisfactory outcome does not result, the matter will be brought before the entire School Board.

Please do not bypass a step in the process. Each part of the problem-solving process is important. Also remember that it takes time to schedule meetings and gather people together. Allow the time necessary for the system to work.

## **MEDICATION**

If a student is to take any medication while at school, he must have on file in the office the Authorization of Medication Administration. This form is available at the office. Medicine must be properly labeled and left in the office.

## **PARENT ADVISORY COMMITTEE (PAC)**

Lakeview Christian School has a Parent Advisory Committee that has been formed to encourage and enhance the school program and activities. All parents and staff are invited to be involved. The LVCS Board must approve all contracts made by the PAC. One school board member is to be a part of the PAC so that communication will be maintained.

## **PARENT & FAMILY INVOLVEMENT**

Experience and research have shown us that children whose parents get directly involved in their child's school and education are much more likely to reach their full po-

tential We view our role in your child's life as a partner with you. We cannot run this school without volunteers and we hope you join us. It's our goal to create an environment where you want to be an ongoing part of Lakeview and its activities. There are many opportunities to share your time and talents with the Lakeview students. We need volunteers to be at special events like Field Day, to help serve lunches on Wednesdays and Fridays, to volunteer in the classrooms and the library, to work on fundraisers and the yearbook, and dozens of ways we haven't even thought of yet.

Please sign up to volunteer through the parent group or the office.

#### Volunteer Responsibilities:

- a. Volunteers will conduct themselves in a manner consistent with Lakeview Christian School policies and dress appropriately for the activity in which they are participating.
- b. Volunteers are to work under the supervision of the Lakeview staff.
- c. Volunteers will assist the Lakeview staff in managing and supervising students during school activities. No child is to be left unsupervised.
- d. Due to liability, field trip chaperones may not bring pre-school children or other school-age children on a school-sponsored trip. The trip will include the children in that grade level only.
- e. **Regular Volunteers and Chaperones** are required to be trained and sign the Memorial UMC Child Protection Policy, and have a background screening (valid for 5 years) before chaperoning field trips. **Drivers** are required to have a LVCS volunteer/chaperone form, a copy of a valid driver's license on file in the school office, a copy of their current automobile insurance on file in the office, a background screening (valid for 5 years), and a vehicle check (valid for 5 years). **Chaperones and drivers are responsible for paying the fees for the screening.**

A chaperone/driver packet is available in the school office. It must be filled out and returned to the school office for approval before going on a field trip. A copy of the LVCS Volunteer, Field Trip Chaperone and Driver Policies are in Appendix E.

**Volunteers make a big difference to the success of Lakeview. Thank you for the many ways that you find to help us.**

#### **PLAYGROUND**

The school cannot be responsible for the students on the playground before or after school. Parents are to supervise the children. Children are not to disturb the church staff, activities, or supplies in the church complex during the after school hours. The playground equipment must be cared for and the gate kept closed. Please do not use the playground on days that special functions are going on at the church (for example, funerals).

#### **PROGRAMS**

1. Musical: The school presents a special musical each year, typically alternating be-

- tween a Christmas and a spring musical.
2. Chapel: School chapel is conducted each week on Tuesday mornings. Chapel is led by one of the staff ministers of Memorial United Methodist Church.
  3. Occasional special assembly programs are held for the students.

## **REPORTING**

### Procedures for Reporting the Misconduct of Lakeview Christian School Staff, which affects the health, safety, and welfare of a student:

1. Report the incident immediately to the Lakeview Christian School Administrator (863) 465-0313 and / or the Senior Pastor at Memorial United Methodist Church (863) 465-2422.
2. The Senior Pastor and / or the School Administrator will notify the proper authorities.
3. The Senior Pastor and / or the School Administrator will notify the parents of the child.

### Lakeview Christian School Staff has:

- a. A duty to report all actual or suspected cases of child abuse or neglect directly to the abuse hotline.
- b. Immunity from any liability when such reports are made in good faith.
- c. A duty to comply with the child protective investigations and all provisions of law relating to child abuse and neglect.

The statewide toll-free telephone number of the State's Abuse Registry is 1-800-962-2873.

Failure to report abuse or misconduct: Possible penalties for School Instructional Personnel or Administrators who fail to report misconduct may include: written reprimand, suspension with or without pay, termination of employment, and Discipline/Sanctions on an educator's certificate.

## **SCHOOL CONFERENCES**

Please feel free to consult with the school office regarding any problems or questions that concern your child. It is the desire of the administration, the faculty, and the school board to be of service to both parent and student, and each teacher welcomes a visit from any parent. Conferences are by appointment with the teacher at a convenient before or after school hour.

If you need to talk with a member of the faculty, you may call the school office between 8:00 a.m. and 2:30 p.m. The message will be given to the teacher and your call will be returned as soon as possible.

## **SENDING MONEY TO SCHOOL**

Money (exact change) should always be sent in a sealed envelope or a zip-lock sandwich

bag with the following information on the outside:

1. Child's name
2. Amount and purpose
3. Grade

### **SMOKE-FREE ENVIRONMENT**

Smoking is prohibited at all times on the Lakeview Christian School campus in accordance with state law.

### **TELEPHONE**

Students are not permitted to use the school telephone except in cases of emergency.

### **TRANSPORTATION**

Parents should arrange transportation. Lakeview Christian School does not provide transportation for students. If a student is being transported or picked up by someone other than the regular driver, or is going home with another student, a signed note should be sent to school with the child. If an emergency arises, please notify the school office by telephone of the change in transportation plans.

### **VISITORS**

For safety and security, all visitors and parents must stop by the office if they need to leave something for the student or the teacher or if they have to pick up the student. Please do not go directly to the classrooms and interrupt the teaching.

To enter the school during school hours, please ring the doorbell and identify yourself over the intercom. The door will be released from the office for you to enter.

### **WITHDRAWALS**

All withdrawals from school must go through the school office. Records will not be released until all financial commitments to Lakeview have been met.

## **APPENDIX A: CHECK LIST FOR ENROLLING STUDENTS**

The following check list will help your enrollment run smoothly. Please read the Fee Schedule carefully. For current students, all registration for the coming year must be accompanied by the non-refundable registration fee to secure your place. For prospective students entering Kindergarten through Grade 5,

the registration fee is due within the week after confirmation from the Admission Committee of your child's acceptance. All checks should be made payable to Lakeview Christian School. Your child's place is not secured until the registration fee is paid.

Complete the following forms and turn them into the Lakeview office. \* For returning students, the items with an asterisk beside them are not necessary unless you have not previously given these to the school office.

1. These items are needed immediately.

\_\_\_\_\_ **Registration Form**

\_\_\_\_\_ **Copy of Birth Certificate \***

\_\_\_\_\_ **Copy of Social Security Card \***

\_\_\_\_\_ **Custody Agreement** (in the case of divorce or guardianship) \*

\_\_\_\_\_ **Completed K4 Packet for all students entering Kindergarten 4 with required Department of Children and Families Services Forms. If you are planning to participate in the VPK program you must apply through the Early Learning Coalition.**

\_\_\_\_\_ **The Statement of Cooperation** - This is your legal permission slip and tuition agreement. Parents need to read and sign the form, unless one parent is the sole guardian, in which case the form needs to be signed on the bottom line. In the case where the legal guardian is someone other than the mother or father, this person should sign the form.

2. These items are due by the first day of school. The forms will be given to you at Classroom Visitation in August.

\_\_\_\_\_ **Emergency Medical Procedure Information Form** – Please review this information carefully and make corrections or additions as needed. Please sign and have it **notarized** so that we can authorize emergency treatments.

\_\_\_\_\_ **Permission Form** - This form gives permission for your child to have health screenings, participate in school approved contests, to have photographs used in newspaper articles, on the school website, and other publications, and for the child's photograph and name to be used in the year-book.

\_\_\_\_\_ **Health Records** - Florida law requires that all students have the following which your physician will provide for you.

All K-4, K-5 and new students in grades 1 through 5 need the original of:

- a. An updated Florida Certificate of Immunization including new chicken pox requirement.
- b. A physical form showing the child has had a physical examination less than one year prior to entering a Florida School. A K-5 student will need one within a year of enrollment even if they were in K-4 at Lakeview.

\_\_\_\_\_ **Authorization Form to Administer Prescription Medication**, if necessary. (This is available in the school office.)

## APPENDIX B TUITION/REFUND POLICY

## **Lakeview Board Policy for Refunds**

1. Registration fee is **not refundable or transferable** except for K4 students after they are accepted into the VPK program.
2. The book fee is **not refundable** after the books have been handed out. Consumable workbooks belong to the student. Reusable textbooks are school property.
3. Tuition fees will be refunded on a pro-rata basis based on the tuition plan and number of months attended. The initial month tuition, the months attended and the month of withdrawal will not be refunded.

## **Lakeview Board Policy for Delinquent Tuition**

1. The Lakeview School Administrator will be responsible for sending a notice to any family who fails to submit their tuition payment. The notice will be sent no later than fifteen days following the date tuition is due.
2. Tuition that is not paid two (2) consecutive months will result in a second letter. The letter will include the amount due and a request for the family's written plan to pay the tuition.
3. Tuition that is not paid for three (3) consecutive months will result in a letter notifying parents that a minimum of one month's payment must be received by the end of the month or the student will be withdrawn from Lakeview Christian School.
4. Parents may appeal to the Lakeview School Board prior to the end of the month that the student will be withdrawn.
5. Records are not released until all payments are complete.

## **Lakeview Board Policy for Payment of Tuition Not Covered by a Scholarship**

1. Students on Lakeview Christian School partial scholarships are responsible to pay the designated parents' amount of the tuition in 10 equal amounts at the beginning of each month August through May.
2. Students who are on a Step Up Scholarship:
  - Those who owe less than \$100 must make full payment to the school by December 1.
  - For those who owe greater than \$100, payment must be made throughout the year in regular monthly installments.



**APPENDIX C:  
COMPUTER AND TABLET POLICIES**

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

**Lakeview Christian School  
Computer Use Policy  
“The Rules” for K4 through 5<sup>th</sup> Grade**

1. I will not give out personal information such as my address, telephone number, parents' work address or telephone number or the name and location of my school without my teacher's permission.
2. I will tell my teacher right away if I come across any information that makes me feel uncomfortable.
3. I will never agree to get together with someone I “meet” online.
4. I will never send a person my picture or anything else without first checking with my teacher and parents.
5. I will not give out my password to anyone (even my best friends) except my teacher or my parents.
6. I will be a good citizen and not do anything that hurts other people or is against the law.
7. I will only be online when my teacher has given me permission.
8. I will only use my own password to go online. If I forget my password, I will tell my teacher.
9. I will always log off when I leave the computer.
10. I will obey the rules in the computer center.
11. I will not run in the computer center.
12. I will not eat or drink anything near the computer center.
13. I will be very careful with all the equipment in the computer center.

Your signature says that you understand and accept the Lakeview Christian School rules for using the computer and Internet. It means you will abide by the rules. Any deliberate violation will have discipline consequences given.

Sign \_\_\_\_\_



## **COMPUTER AND TABLET POLICY**

### **2020 - 2021**

Lakeview Christian School provides individual iPads for use by students in 2nd – 5<sup>th</sup> grades, and class iPads in K4 – 1<sup>st</sup> grades, in order to prepare students for a future in a digital world. The 21<sup>st</sup> century is such that technology is integrated in all parts of our lives. Technology is essential to our students' success in the future. These devices will allow our students to reach their full potential by encouraging them to solve problems, think critically, stimulate analytical thinking, and facilitate learning. Technology will be integrated into all parts of our curriculum.

Please note that this policy applies to all devices in use at Lakeview, whether mentioned specifically or not. Administration reserves the right to apply this policy to any device connected to the Lakeview network.

### **ASSIGNMENT OF DEVICES**

Lakeview provides iPads beginning in K4. These tablets and their accessories belong to Lakeview and are to remain in the classroom at all times.

Lakeview provides a class set of iPads (16 in total) to classrooms in K - 1st grades. These tablets, accessories, and charging cart belong to Lakeview and are to remain in the school at all times. Students will be assigned the use of a specific tablet and will use that same Chromebook all year.

Lakeview will issue a iPad to each student in our 2nd - 5th grade classes. While the tablet is assigned to the student, it is to remain in the school at all times. These tablets, accessories, and charging cart belong to Lakeview and are to remain in the school at all times. Upon completion of the 5<sup>th</sup> grade, and the payment of the book fee for all four (2<sup>nd</sup> – 5<sup>th</sup>) years, the student will be permitted to keep the iPad.

Lakeview will assign a computer to each student in Middle School. These Lenovo computers will provide easy access to Google Classroom and other technology software they will use in the classroom. These computers, accessories, and charging cords belong to Lakeview. Upon completion of the 8<sup>th</sup> grade, and the payment of the book fee for all three (6<sup>th</sup> – 8<sup>th</sup>) years, the student will be permitted to keep the computer. Students in middle school are permitted to take their computer from home to school to complete assignments. All computers are expected to be returned to school fully charged on a daily basis. Any damages that occur to the computer will be the responsibility of the student's family.

### **TAKING CARE OF YOUR ASSIGNED DEVICE**

Students are responsible for the general care of the device assigned to or used by them. Should any device be broken or fail to work properly, it should be reported immediately to their teacher and/or the School Office.

### **General Policies**

- Devices are intended for use at school work only. Devices in Elementary grades are to remain in the school at all times.

- Protect the devices by following the rules below:
  - Device screens can be damaged if subjected to rough treatment. They are particularly sensitive to excessive pressure on the screen.
  - Close computers before moving them, unless directed differently by the teacher.
  - Do not lean on devices, even when closed.
  - Do not place anything on top of devices.
  - Do not poke or touch the screen.
  - Do not place anything on the keyboard. Check to make sure nothing is on the keyboard before closing the lid (for example, pens, pencils, flash drives, earbuds).
  - Clean the screen only with a soft, dry cloth provided by the teacher or School Office.
  - Do not bump devices against walls, chairs, desks, or any other hard object.
- No food or drink is allowed when devices are out of the charging cart.
- To conserve battery life, devices should be shut down when not in use.
- Devices must remain free of any writing, drawing, sticker, or labels that are not placed by Lakeview.
- Tablets must be plugged in on the charging cart after use.

## **CLASSROOM WORK**

### **Google Apps for Education**

Students in 2<sup>nd</sup> – 8<sup>th</sup> grades will be logging into Lakeview’s Google Apps for Education accounts and utilizing Google Docs for the classroom work.

### **Printing**

Students are not permitted access to printers. Teachers have the option of printing student documents from Google Docs on an as needed basis.

## **SOFTWARE, APPS, AND INTERNET**

Each device is connected through our Device Management software. All software and apps on the devices will be installed and managed wirelessly upon the teacher’s request. Students may not install any apps on the devices.

The internet at Lakeview is filtered through our iBoss software. This prevents students from accessing inappropriate content. School Administration also receives reports each time a device attempts to access blocked content. Any attempt to access inappropriate content or download software/apps to a device will result in the revocation of device privileges. The length of the revocation will be decided on a case-by-case basis.

## **CHARGING THE DEVICES**

Elementary students are required to place the tablets on the charging cart when they are done using them each day. Each tablet must be plugged in when placed on the cart so that they are ready for the next use. While teachers should check to make sure this happens, it is the student's responsibility to plug in the device.

Middle school students are responsible for bringing their computer to school on a daily basis. The computer should be fully charged so it can last through the whole day of instruction.

## **DAMAGED OR NON-FUNCTIONING DEVICES**

Any damaged or non-functioning device should be immediately reported to the teacher or the School Office. Should a student intentionally or carelessly cause damage or otherwise break a device, the parent will be billed for the cost of the repairs or replacement of devices or accessories. Should it be necessary to bill for the cost of repairs or replacement, grade reports/transcripts may be withheld until the bill is paid.

***Using these devices is a privilege. Failure to comply with any of these rules will result in the revocation of that privilege at the discretion of the School Administrator.***

Your signature says that you understand and accept the Lakeview Christian School rules for using the computer and Internet. It means you will abide by the rules. Any deliberate violation will have discipline consequences given.

Sign \_\_\_\_\_ Date \_\_\_\_\_

## **APPENDIX D: VOLUNTEER, CHAPERONE, AND DRIVER POLICIES**

### **LVCS Volunteer, Field Trip Chaperone & Driver Policies Highlights**

Lakeview Christian School is owned by Memorial UMC and under its policies and insurance. It has requirements for frequent volunteers, chaperones, and drivers for the safety of the children.

- 1) It will be necessary for every frequent volunteer and chaperone to be trained annually and sign a copy of the Children & Youth Protection Policy of the church (annually) and have a criminal background screening (every 5 years).
- 2) A driver must be trained and a copy of the Children and Youth Protection Policy of the church, have a criminal background screening, have a valid driver's license, (a copy must be on file), have valid automobile insurance (a copy must be on file), and have a motor vehicle background screen.
- 3) The person being screened is responsible to pay the fees for screening.

**Forms may be picked up from and returned to the school office.**

**A brief summary of the main points that apply to Lakeview Christian School field trips are highlighted below:**

As a chaperone I agree to:

1. Conduct myself in a manner consistent with Lakeview Christian School policies and dress appropriately for the activity in which I am participating. Meet the requirements listed above.
2. Work under the supervision of the Lakeview staff and follow the directions of the employees at the field trip site.
3. Remember that I am not just a parent on this trip but a chaperone, therefore, I will supervise all of the children on the field trip assigned to my group not just my own child. I will not leave children unsupervised.
4. Not bring pre-school children or other school-age children on a school sponsored trip.

As a driver I agree to:

1. Require that seat belts be used at all times and that the number of passengers must not exceed the number of seat belts.
2. Follow the designated route as set by Lakeview and not deviate from it except in cases of emergency or road detours.
3. Not use a cell phone or other similar electronics while driving, and to avoid other types of distractions to driving unless required for emergency communication. Texting is not allowed while driving.
4. Have a copy of my valid driver's license and a copy of my current automobile insurance card on file in the school office so that I can be on the approved driver list. In order to be listed on the "approved driver list", a Motor Vehicle Record search must be conducted and the record must be determined to be satisfactory. A driver must have a clear background screening.
5. Be responsible to make sure that the students in my vehicle are not playing games or watching or listening to music or DVD's that are not age appropriate or are not in keeping with Christian values.

## Volunteers, Chaperones, and Drivers:

Lakeview Christian School has requirements for frequent volunteers, chaperones and drivers. These have been set in place for the safety of our students and as a requirement of our insurance company. Each has a time that the information is valid before it must be updated.

### Lakeview Christian School Board Requirements:

- A current LVCS Volunteer / Chaperone / Driver Policy form signed
- Drivers must have a copy of a current, valid driver's license on file
- Drivers need a copy of current auto insurance coverage on file in the office (yearly).

### Memorial United Methodist Church and Lakeview Christian School:

- **Attend training** and have a signed Child Protection Policy from the Florida Conference of Methodist Churches (yearly).
- Signed Permission form to do a background screening and a motor vehicle background screen. The person being screened is responsible to pay the fees for screening.
  - a. Background Screening – (5 years)
  - b. Motor Vehicle Screening

A packet of these forms and policies will be given to you at the training class if you are planning to chaperone/drive.

Because of these policies, plans to go on a field trip must be made in advance. Last minute substitutions of a different parent or a grandparent will not be allowed unless they have already been screened. All adults on a LVCS trip need to be screened.

Please plan to attend the Child Protection Policy Training (annually) if you are planning to be a regular volunteer, chaperone or driver this year. Please work with us as we meet the requirements that have been set for us.



Print Child's/ Children's Name/s (one per family required):

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I have read the Parent – Student Handbook for Lakeview Christian School for the School Year 2019 - 2020 and I agree to abide by the policies stated therein.

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Parent's or Guardian's Signature

Date

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Print Name