



# Handbook

**WHERE THE SON ALWAYS SHINES; AND THE STUDENTS ALWAYS SOAR!**

496 Kent Avenue Lake Placid,  
Fl. 33852 (863)465-0313  
[lakeview@lakeviewchristianschool.org](mailto:lakeview@lakeviewchristianschool.org)

# LCS Parent/Student Handbook

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# Foundation of LCS

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## History of LCS

Lakeview Christian School opened in the fall of 1985 as a result of a burden the Lord Jesus Christ placed on the hearts 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. Since the beginning we have seen the Lord's blessings upon the school.

Lakeview opened its first school year in August of 1985 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, and Middle School was subsequently added in the fall of 2018.

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

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## PURPOSE/MISSION OF LCS

Lakeview Christian School's purpose and mission is to assist parents in developing their children to be strong in mind, spirit, and body, using Christ as their example and teaching the principles found in God's Holy Word, the Bible. We are also here to assist parents in building sound Christ-like character and discipline.

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## GENERAL INFORMATION

Lakeview Christian School is open to all who want their children taught in smaller classes with a curriculum based on Christian, patriotic and moral principles. Specific denominational doctrine is not taught, and the children are not pushed toward any one particular denomination. 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.

Lakeview is governed by a nine member school board made of church members and Lakeview parents, the Senior Pastor, the Finance Administrator and school Administrator under the auspices of Memorial United Methodist Church. 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 may be re-elected each year. The governing body is as follows:

- A. Lakeview Christian 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, the hiring/dismissal of teachers, approval of student discipline policies, curriculum, and oversee the general organization of the school. Regular monthly School Board meetings are set for the first Tuesday of each month.

The day-to-day operation of the school is to be carried out by the Administrator. 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 Lakeview Christian Church.

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## OBJECTIVES OF LVCS

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.
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## CORE VALUES

### **Service** - Put Others First

"Let each of you look not only to his own interests, but also to the interests of others." Philippians 2:4 (ESV)

### **Optimism**-Think Positively

"For you, O Lord, are my hope, my trust, O Lord, from my youth." Psalm 71:5 (ESV)

### **Accountability** - Accept Responsibility

"So then each of us will give account of himself to God." Romans 14:12 (ESV)

### **Respect** - Love God and Others

"You shall love the LORD your God with all your heart and with all your soul and with all your might." Deuteronomy 6:5 (ESV)

"This is my command: Love each other." John 15:17 (NIV)

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## STATEMENT OF FAITH

I believe in God, the Father  
almighty, creator of heaven  
and earth.

I believe in Jesus Christ, his only Son, our  
Lord, who was conceived by the Holy  
Spirit  
and born of the Virgin Mary.  
He suffered under Pontius  
Pilate, was crucified, died,  
and was buried; he  
descended to hell.  
The third day he rose again from the dead.  
He ascended to heaven  
and is seated at the right hand of God the Father  
almighty. From there he will come to judge the  
living and the dead.

I believe in the Holy Spirit,  
the holy catholic\* church,  
the communion of saints,  
the forgiveness of sins,  
the resurrection of the body, and  
the life everlasting. Amen.

*\*that is, the true Christian church of all times and all places*

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## **MEMBERSHIP/LICENSES**

Lakeview Christian School is registered with the Florida Department of Education as a private school and is licensed by the Department of Children and Families to provide before and aftercare services, as well as preschool.

Lakeview Christian School is fully approved by the Florida Department of Children & Families (License #C10HI0S14). 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.

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## **LAKEVIEW CHRISTIAN SCHOOL STRUCTURE**

**Owner:** Lakeview Christian Church

**Pastor:** Rev. David Mullins (863) 465- 2422

**School Board:**

Rob Murray	Ansley Woods	Becky Wolf
Shannon Sapp	Amanda Bates	Leigh Ann Sparks
Emma Ezell	Kris Storm	

**School Principal/Administrator:** Darlene Gibbs

**Executive Pastor:** Claude Burnett

**Staff - Parish Relations Committee Representative:** David Mathias

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***"Education is the key to success!"***

# ENROLLMENT AT LCS

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## NOTICE OF NONDISCRIMINATORY POLICY

Lakeview Christian School admits students of any race, color, national and ethnic origin, sex, disability or age to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Lakeview Christian School does not discriminate on the basis of race, color, national and ethnic origin, sex, disability, or age in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

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## ADMISSIONS POLICY

Lakeview Christian School is open to all students who wish to be educated in a Christ-centered environment.

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## ENROLLMENT

Enrollment is limited to provide smaller classes with more individual attention to each student. Each applicant must apply and meet with the administration staff prior to 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.

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## GENERAL ACCEPTANCE REQUIREMENTS

The following requirements must be met for acceptance, pending 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 and 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.

Please use the enrollment checklist in Appendix A to make sure that all necessary documents have been placed in your child's school record.

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## ESE CONSIDERATIONS

Lakeview accepts students working on an IEP or 504 plan. However, each plan will be evaluated to determine whether or not Lakeview will be able to meet the individual needs of the student.

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## 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.

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## MID-YEAR ENROLLMENTS

LCS accepts students throughout the school year pending space availability. Students are required to follow the same procedures for admittance and enrollment as required at the beginning of the year, including the six week probationary period.

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## WITHDRAWALS

Any student being withdrawn during the school year must go through the school office. A withdrawal form must be filled out and textbooks and equipment must be returned as required by the school. Records will not be released until all financial obligations to Lakeview have been met and all required items have been returned.

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## GRADE PLACEMENT

Children entering K-3 must have reached the age of three by September 1st of the current school year, K-4 students must have reached the age of four by September 1st, and K-5 students must be age five by September 1st, in accordance with State of Florida's Department of Education's Regulations.

Grades 1st - 8<sup>th</sup> must show proof of having satisfactorily completed the previous grade and generally meet grade level proficiency standards on standardized tests.

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*"I can do all things through Christ who gives me strength."*

*1 Corinthians 4:13*

# FINANCES AT LCS

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## FINANCES

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

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## 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.
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## TUITION BALANCE NOT COVERED BY SCHOLARSHIP FUNDING

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 FTC, FES, or FES-UA Scholarships:
    - 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.
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*"Success is the sum of small efforts, repeated day and day out."  
~Robert Collier*

# ATTENDANCE AT LCS

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## ATTENDANCE POLICY AND PROCEDURES

Regular attendance is required by law. Students are required to be in school at least 90% of the school year. In addition to being in legal compliance, consistent attendance enables the student to receive the instruction necessary for achieving grade level goals and objectives. Growth is obtained by being part of the learning environment and experiences which may not be assessed on tests, but are necessary for adequate progress and standards of excellence. Only through regular attendance will this happen. Work 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 are expected to be in school each day.

- <sup>1</sup> Section 232.01 of the Florida School Attendance Law 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.
2. When applicable, a statement of chronic illness from a doctor must be provided for the student's school file.
3. **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.**

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)

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.

Accumulating 15 absences during a school year may require an appearance before the School Board to make an explanation of these absences. Excessive unapproved absences may result in the dismissal from school. No refunds on tuition are made because of absences.

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.

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## **TARDIES**

Tardies are disruptive to the classroom and have an adverse effect on your child's and other students' educational progress. Any student arriving after 8:05 am is tardy. Any student arriving after 8:05 must come through the office for a tardy pass. 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. Tardies and absences are calculated at the end of each grading period and be recorded on the report card.

Tardies and 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 explain the absences. Excessive tardies and absences during the school year may be grounds for not accepting a student for the following school year or dismissal from school.

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## **EARLY DISMISSAL/CHECK-OUT**

It is highly suggested that all appointments (doctor, dentist, etc.) be scheduled after school hours. However, in the event early check-out is necessary, the student is responsible for all missed assignments. Students may only be checked out up to 15 minutes prior to dismissal time.

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## **ILLNESS**

For the welfare of your child and others in the school, all children who are sick must be kept at home. If they are running a fever, they should not return to school until they are fever free for 24 hours without medication. Any student experiencing COVID or COVID like symptoms (Appendix G) are to remain home until symptoms subside.

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## **SCHOOL CLOSING/BAD WEATHER CONDITIONS**

In the event that the school must be closed due to a weather event or other emergency, parents will be notified via e-mail, Facebook, Class Dojo, and the school website. As a general rule in regards to school closings due to weather events, LCS will follow the Highlands County Public Schools. Listen closely for re-opening announcements.

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## **MAKE UP WORK POLICY**

For each day a student is absent from school, they will have one day (for every day they miss) to make up work, not counting the day they return. For example, if a student is absent Monday and Tuesday, and they return Wednesday, they will have Thursday and Friday to make up all work. All makeup work must be turned in by the end of the day 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 the end of the day on its due date. Make up times for tests will be at the teacher's discretion which may include 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 a pre-arranged time or during PE time, if necessary. These sessions must be pre arranged with the teacher.

For prolonged absences, teachers will send home study materials and daily assignments. Parents should arrange to pick these up and return them as soon as they are completed if their child's absence is prolonged.

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

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## A DAY AT LCS

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### HOURS OF OPERATION

#### Staff Hours

Regular staff hours are 7:30 am to 3:00 pm.

#### Student Hours and Pickup

Elementary and Middle school hours 8 am - 2:45 pm.

**Students dropped off at school between 7:15 and 7:40 will be checked in to the extended care program and billed accordingly. Students who are not picked up by 2:55 pm will be checked in to the extended day program and billed accordingly.** If an emergency delays you, please leave a message at the Lakeview office by calling 863-465-0313.

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### Before and 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 7:15am and ends at 5:30pm. Lakeview is a School Readiness provider, which provides reduced costs for extended care.

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### ARRIVAL AND DEPARTURE PROCEDURES

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



It is imperative that you comply with the following guidelines in order to keep traffic flowing and to prevent congestion in the areas where children are waiting.

**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.**

**Each family will receive two cards with their students' names. This will allow us to know and verify that an approved adult is picking up the student(s). Please place the card in the windshield in order for teachers to know who you are picking up. The front office must be notified of any changes in pick up by 2:30 p.m. Please see the office for lost or misplaced cards.**

### **Kindergarten through 8<sup>th</sup> Grade**

**I. Parents: Please stay in your vehicles when you are in the drop-off/pick-up line.**

1. Keep off of cell phones while in line.
2. Avoid gaps in the pick-up line by moving forward whenever possible and stopping at the next numbered cone. Your child will be brought to you at the numbered cone you are pulled up to.
3. If you need to speak with the teacher, 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.

### **K3 and K4 Students**

Early learning students must be walked to the Eagles' Nest and signed in by an adult each morning and picked up and signed out by an authorized adult.

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.

### **Restriction on Child Pickup**

If parents are divorced or separated and one parent is not allowed to see or pick up the child(ren), we must have a certified copy of the most recent court order or Final Judgment on file in the school office.

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### **CHAPEL**

Chapel will be held weekly on Wednesdays for Elementary grades (K-5) at 8:15am in the church sanctuary. Chapel for Middle School (6-8) will be held on Wednesdays during one class period. All students are required to attend and participate in Chapel activities. Parents desiring to attend are welcome and will need to sign in through the main office.

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## LCS UNIFORM POLICY

### The purpose of school uniforms is to:

- foster an atmosphere of learning and self-discipline
- create pride within the school and advance the whole rather than the individual
- support a studious and disciplined environment
- allow students to dress without fashion comparison, reducing peer pressure
- help remove unnecessary distractions from school

### General Uniform Information

- Lakeview requires that all students wear uniforms daily.
- Students will not be permitted to wear clothing that does not fit properly
- All attire should be worn neatly and modestly

### Tops (appropriately sized and worn tucked in)

Polos (long or short sleeved): Red or Navy (solid) with or without approved School Logo\*

\*Polos with school logo can be ordered through Lands' End ID# 9000-8138-1

T-shirts (long or short sleeved): Red or Navy Lakeview T-shirt (purchased through the school office)

### Bottoms (appropriately sized with belt) (No Denim)

Boys - Shorts and Pants: Navy or Khaki (Traditional Style Uniform) (No Cargo Pants)

Girls - Shorts\*, Skirts\*, Skorts\*, Pants, Capris, Jumpers: Navy, Khaki, or Plaid (Jumpers - style #37) (Traditional Style Uniform)

\*All shorts, skirts, and skorts must fall at least 2 inches past the end of the fingertips when arms are extended at the side.

\*\*Shorts are required under skirts and jumpers

\*\*\*K3-KS students may wear elastic waist pants or shorts with no belt loops.

### Outerwear (hoods remain down, no pullovers permitted)

**Indoor:** Navy, Red, or Black (plain, with no writing, school logo - sold in school office-is permitted)

**Outdoor:** May be any weight or color depending on weather

### Footwear

- Students may wear athletic or casual shoes (Sperry, Hey Dude, Etc type Shoes)
- All shoes must have a soft sole
- All shoes must be closed toe and closed heel
- No boots, crocs, shoes with wheels, or any hard sole shoes

### Hair

- Hair for both boys and girls should be clean and well-groomed
- Color is to be in the natural range

### Accessories (may not be a distraction or contain any inappropriate words or pictures)

- Hats, other head coverings, or sunglasses are not to be worn indoors Belts are to be black, brown, khaki or navy
- Socks may be any color
- Jewelry should be kept to a minimum and valuable items left at home



- Earrings and necklaces are to be small
- Headbands, bows, and other items are to be in uniform colors (red or navy or white)

### **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 pose a hazard.

### **Middle School PE Uniforms**

- Gray Lakeview PE shirt (purchased in school office)
- Navy Blue "Basketball" style athletic shorts (purchased at the store of your choice or in the school office)
  - Shorts must be two inches longer than finger-tip length when arms are extended at the side.

### **Friday Dress Down Days**

- Bottoms: Jeans (No rips or tears, no form fitting), shorts (2 inches past fingertips) Tops: Christian T-shirts or Lakeview Shirts
- Footwear: Same as above

**\*LCS administration reserves the right to determine any trend, fashion, or fad inappropriate for school activities. All students will be in uniform (including outerwear) every day except on specified occasions (i.e. field trips).**

**\*\*Uniform bottoms and tops may be purchased anywhere uniforms are sold. They must fit appropriately and not be form fitting.**

**\*\*\*Lakeview T-shirts, jackets, PE shirts, and PE shorts may be purchased in the school office.**

## **UNIFORM VIOLATION CONSEQUENCES**

During the course of a school year students who not comply with the uniform policy will face the following consequences:

**1<sup>st</sup> Violation** - Verbal Warning

**2<sup>nd</sup> Violation** -Written notice of Uniform Violation sent home

**3<sup>rd</sup> Violation** - Written notice of Uniform Violation sent home and the following consequences:  
 Elementary - In-School Service Duty\* or Loss of Recess or Loss of Privileges  
 Middle School - In-School Service Duty\* or Loss of Privilege

**4<sup>th</sup> Violation** - Student sent to office and parent contacted with the following options:

- Utilize change-out closet if clothing is available\*\*
- Bring a change of clothing for student
- Pick up student, change into proper uniform and bring back to school

**Repeated Offenses** - Parent/Teacher/Administrator Conference

\*In-School Service Duty - duties will depend on the needs of the school at the time of the violation. Duty may

include, but is not limited to: trash pick-up, lunchroom cleanup and sweeping, etc.

\*\*Based on clothing availability, parents may opt to have their child/children change into a uniform from LVCS's Office that the student will wear for the remainder of the school day. All articles of clothing from the LVCS Office are the property of LVCS and must be washed and returned.

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## **BIRTHDAY CELEBRATIONS**

Birthday parties are not to occur at school. However, students may bring a birthday treat to share with their classmates. Be sure you contact your child's teacher in advance to confirm a day to bring the treat. The following are "birthday guidelines":

1. Provide a treat for every child in the class.
  2. Choose treats that are not messy. Decorated brownies, cookies, or donuts are the easiest.
  3. Birthday invitation for private birthday parties are not to be distributed in class.
  4. Private birthday parties may not use pick-up as a departure point.
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## **CELL PHONE/ELECTRONIC DEVICE POLICY**

Electronic devices (cell phones, games, etc.) must remain in an off position and be turned into the teacher so that they are not disruptive in the classroom. Cell phones are not to be used during school hours (7:45am - 2:45pm) unless explicit permission is given by the teacher or School Administrator.

Any student bringing a cell phone to school must turn it in to their homeroom teacher. Any unauthorized use of a cell phone in school buildings during school hours will result in disciplinary action. If a cell phone is discovered not having been turned in during school hours, a faculty member or the Administrator will confiscate it and the phone will be returned to the student at dismissal. If this policy is broken again, the student will not be permitted to bring a cell phone to school for the remainder of the school year. Should that same student be caught with a phone at school, it will be considered direct disobedience, the phone will be confiscated, and will only be returned to a parent. After school, students should not use cell phones until they have left school buildings.

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.

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.
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## INTERNET USE

The internet will be available for student use. Prior to accessing the internet, students must first have teacher permission. Internet usage at school is only to be used for educational purposes. Any abuse or misuse of these privileges, including but not limited to, visiting off-task sites, cursing, suggestive language, or obscene verbiage will result in consequences.

The first offense will result in a minimum of one loss of use along with a required parent-teacher conference (phone or in-person) before the student can resume access. For the second offense, a minimum of one week loss of use along with a required in-person conference with the administrator, teacher, and parent before the student can resume use. For the third offense, a 2 day out of school suspension will be issued. Prior to returning to school, an administrator, parent, student, and teacher conference will be held. The family will be notified that another (4th) offense will result in the student being referred to the School Board of Lakeview with a recommendation that the student be withdrawn.

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## COMPUTERS/ACCEPTABLE USE POLICY

Lakeview Christian School has computers and tablets with Internet access available in each classroom. All computers and tablets are to be used for educational purposes in compliance with the LVCS Acceptable Use Policy. Students who use school computers/tablets will be required to read and sign an agreement indicating they will follow the policy. After the agreement has been signed, a personal user ID and password will be assigned. Students who do not cooperate with the guidelines outlined in the agreement will forfeit the privilege of using school computers and could face disciplinary action as outlined in the agreement.

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 E 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 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 E.
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 administrators may review files and communications to maintain system integrity and ensure that the system is being used responsibly. School staff have 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.

Students may bring tablets or other devices to school with teacher and parent permission at their own risk.

Students will be held to the same standards found in the Acceptable Use Policy with personal devices (cell phones, tablets, other devices, Kindles, smart watches, etc.) as they are for school computers and electronic devices.

Your signature on the handbook agreement and on the Acceptable Use Policy 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 E

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## LOST AND FOUND

Unclaimed articles will be placed in the Lost and Found. Students are responsible for their possessions. Please mark your child's things (especially sweaters, jackets, and lunch boxes) with their name in permanent marker. Lost and Found articles are donated to local ministries at the end of each semester.

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## LUNCH

Students should bring a healthy lunch and a drink each day that is ready to consume and does not need refrigeration. Students have access to microwaves and may bring food that only needs to be reheated (30-45 seconds). Please do not send food that needs to be cooked (cups of soup or macaroni).

Parents will be called concerning forgotten lunches. However, if necessary, LCS will provide lunch for those students who, on occasion, might forget their lunch. They will receive a bag lunch from the office. The cost will be \$5.00, and a charge slip will be sent home with the child, or billed through FACTS.

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## LIBRARY

Your child will have access to library books on a regular basis. We ask that you help your child be responsible for the care of the library books. Students will be charged for lost books.

Accelerated Reader (AR) program books are in the library. Lakeview purchases age appropriate books from the AR catalogue list and tries to screen books as they are processed. 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 will be placed back in our library. Parents always have the deciding voice in what your child reads.

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## SENDING MONEY TO SCHOOL

Money (exact change or check) 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. Grade
3. Amount and purpose

## **SMOKE-FREE ENVIRONMENT**

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

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## **TRANSPORTATION**

Parents are responsible for 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 must be sent to school with the child. If an emergency arises, please notify the school office by telephone of the change in transportation plans.

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## **SAFETY DRILLS**

Students are instructed on school safety by the school staff. Periodic fire, severe weather, lock down, and other drills are conducted throughout the school year as required by law.

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## **HEALTH POLICIES**

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

Florida law requires all students (grades K3 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 K3, K4, Kindergarten, and 7<sup>th</sup> grade. 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 is required that you 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 law.

### **Injury Reporting Requirement**

All student injuries should be immediately brought to the attention of the LCS supervising adult. An Accident/Incident Report must be completed for insurance and record keeping purposes. Insurance companies require accurate, timely, and complete information. It is the responsibility of the student and/or the student's family to notify appropriate school personnel of any injuries prior to leaving school grounds and/or the school sponsored event. Failure to report an injury may result in claims being denied.

### **Contagious Conditions**

- Parents must notify the school office at the beginning of each school day their child will be absent.
- Children should be kept at home if they exhibit any of the following symptoms or conditions: vomiting; diarrhea; fever; strep throat; scarlet fever; conjunctivitis (pink eye); lice; impetigo; chicken pox; measles;

mumps; rubella; whooping cough; hand, foot, and mouth disease; mononucleosis; COVID; etc.

- Children should be free of symptoms such as fever, vomiting, diarrhea for a MINIMUM of 24 hours before returning to school.
- When a child who has had a contagious illness returns to school, a note from the doctor should be obtained and sent to the school office. Documentation of treatment (i.e. Antibiotic, etc.) by the child's doctor should be included in the note.

### **Chronic Conditions**

If your child has a chronic medical condition, the school office should be notified in writing either by a note from home and/or by a report from the doctor's office. This ensures that we can properly care for your child in case of emergency.

### **Head Lice**

LCS has a head lice policy that requires students be removed from school for the entire time of infestation. We realize that an infestation of head lice requires hours of work in order to stop it from spreading, but students must remain out of school until they are properly treated and are nit-free. Upon returning to school, the student MUST come to the school office to be rechecked. More information will be available in the school office.

### **Dispensing 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.

All medication must be sent to school in the original pharmacy container and labeled with the following information:

1. Student's name
2. Drug name
3. Dose of the medication
4. Time it is to be administered

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## **PLAYGROUND**

The school cannot be responsible for the students on the playground before or after school. Parents are to supervise their 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).

*"He has made everything beautiful in His time." Ecclesiastes 3:17*

# COMMUNICATION AT LCS

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## ADDRESS OR TELEPHONE NUMBER CHANGES

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

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## CALENDARS

School year calendars are distributed at the beginning of the school year. A monthly activity calendar may be 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.)

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## STUDENT PLANNER BOOKS

Each student in Grades K through 8<sup>th</sup> 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, they may purchase a new one from the school.

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## FACTS MANAGEMENT SYSTEM

Each parent will receive a username and password to log into our FACTs Management System. This is where you will find your child's current grades, class announcements, behavior information, and account balances. Parents are encouraged to check this information on a regular basis.

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## TELEPHONE

Students are not permitted to use the school telephone except in cases of emergency, or with permission from office staff.

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## PARENT/TEACHER 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 8:00am and 2:30pm. The message will be given to the teacher and your call will be returned as soon as possible.

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## **EMAIL AND REMINDERS**

From time to time, email reminders and important information will be sent via email. It is important that you keep the school office up to date with accurate and current email addresses. Teachers and administration will also use Class Deja to communicate with parents on a regular basis.

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## **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 LCS 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.

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## **MEDIATION PROCESS (CONFLICT RESOLUTION)**

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.

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## **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.

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## 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 Lakeview Christian 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.

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## CRITICAL INCIDENTS

In the event that LCS experiences a "Critical Incident," parents will be notified via text, phone call, and/or email.

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### ***My Promise***

*Each day I'll do my best,  
And I won't do any less.*

*My work will always please me,  
And I won't accept a mess.*

*I'll color very carefully,  
My writing will be neat.*

*And I simply won't be happy,  
Until my papers are complete.*

*I'll always do my homework,  
And I'll try on every test.*

*And I won't forget my promise,  
To do my very best!*

# ACADEMICS AT LCS

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## ACADEMIC EXPECTATIONS

Students are expected to meet specific academic requirements. Language arts and mathematics advance along a continuum; each grade level provides the foundation for the next grade level's expectations. The minimal grade level achievement for promotion to the next grade level is 70%. Lakeview Christian School will conduct academic reviews at the end of each grading period to determine whether promotion and continued enrollment is recommended.

For promotion and continued enrollment students must:

1. Exhibit mastery of grade level knowledge and skills. Minimum grade level achievement is 70% for second semester in Language Arts, Reading, and Mathematics.
2. Maintain passing grades.
3. Demonstrate satisfactory conduct and work habits in all areas.

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## RETENTION

Students may be retained for the following reasons:

- Students with two or more failing grades in math, science, language arts and history.
- Students determined to be socially or emotionally immature after evaluation of their progress. This decision will be made after parent conferences, evaluation, observation, and finally parental approval.
- Students not proficient enough in academic areas to advance to the next grade (as indicated by being more than one year below grade level in multiple areas indicated on standardized testing or having low but not failing grade averages) may be recommended for retention following parent conferences, further evaluation, and parental approval.

Students may be exempt from mandatory retention for "good cause" considering the following factors:

- Prior retention (One Year)
- Age
- ESE Placement (IEP)
- Receives remediation instruction over the summer

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## 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 6th - 8th grades.

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## GRADING AND REPORT CARDS/PROGRESS REPORTS

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

### Grading Breakdown

Homework/Participation/Conduct	15%
Classwork	20%
Quizzes	25%
Tests and Projects	40%

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. Once the signed copy is received, a new copy will be sent home. The dates the reports will be issued are on the school calendar.

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## 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 their homework assignments on time. Homework is given for several reasons.

1. Reinforcement: It will help the student review so they 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

In addition to nightly reading, additional homework may be assigned. The time that it takes to complete homework should be as follows:

Kindergarten	10 minutes	5th Grade	60 minutes
1st Grade	20 minutes	6th Grade	80 minutes
2nd Grade	30 minutes	7th Grade	80 minutes
3rd Grade	40 minutes	8th Grade	80 minutes
4th Grade	50 minutes		

Depending on their age, all students should read (or be read to) 10-30 minutes an evening. Make-up work or completing in-class assignments may extend the time.

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 participation grade.

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## LATE WORK

Students who are absent will have one day for each day they are absent to make-up work they missed. Late or missed work may be made up during a time convenient to the teacher and will be graded at their discretion. Each teacher will inform parents of their procedures.

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## ACADEMIC HONESTY

Lakeview Christian School values academic honesty. Teachers will clearly define honest and dishonest academic work in their classes by discussing expectations and the importance of honest effort. They will inform students of procedures and practices relating to examinations, homework, and class work. Teachers will advocate the importance of honesty by employing teaching and testing strategies that reduce opportunities for dishonest behavior.

Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. Students must conduct themselves according to the highest standards of personal integrity. Whenever students have a question about this or any other procedure, they should ask their teachers, not their peers.

Students may not copy another student's work. Teachers shall guide students in understanding when collaborative efforts are appropriate.

Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas and/or writings. This definition includes computer programs, drawings, artwork, and all other types of work not one's own. The types of plagiarism include the following: word-for-word plagiarism, mosaic plagiarism (rearranging or rewording without documentation), and indirect plagiarism (paraphrasing of a passage without

documentation). Material taken from another source without adequate documentation may include, but is not be limited to, the following:

1. Presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs, or other projects.
2. Failing to cite with quotation marks the written words or symbols of another author.
3. Failing to identify and give full credit to the author and sources whose words and/or ideas are paraphrased or directly quoted used in a speech or in a written document.
4. Failing to list all titles and authors of source materials in a bibliography/reference page
5. Copying or paraphrasing ideas from literary criticism or study aids without documentation.

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## TEXTBOOKS

Students will be assigned a set of textbooks. It is the responsibility of each student to take care of their textbooks and bring them to school daily.

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## STANDARDIZED TESTING

LCS administers the MAP (Measure of Academic Progress) Testing during Fall, Winter, and Spring. Testing results are made available to parents upon completion of each testing session.

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## 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.
- Classroom conduct grades 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 their individual strengths.

### **Perfect Attendance:**

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

**Citizenship Award:**

The citizenship award is awarded to students in each class based on student behavior and attitude.

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

Diplomas are awarded in the Preschool, Kindergarten, 5<sup>th</sup> grade, and 8<sup>th</sup> grade classes as an acknowledgement of completion of one phase and the entry into the next phase of their education.

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## DISCIPLINE AT LCS

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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 can. didly 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 effect 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.

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### NON-NEGOTIABLES

To foster an atmosphere conducive to academic progress, the teachers, with the support of the administration will enforce certain undisputable, automatic "Non-Negotiable" rules. This is a schoolwide program and consists of basic expectations and supports consistent and uniform application. The goal of the non-negotiables is to make following the rules easier and foster responsibility. The non-negotiables will be posted in every classroom as reminders to the students. The explanation of the non-negotiables the first day of school serves as adequate communication and activates their implementation. Offenses of any of the rules will result in the consequences listed below. Non-Negotiables:

1. Students will be on-time and ready to learn when class begins.
  2. Cell phones will be turned into the classroom teacher.
  3. Food and drink (with exception of water) are not permitted in classrooms or hallways (carpeted areas).
  4. Dress code must be followed. (Mandatory guidelines provided.)
  5. Students will participate in classroom activities and Chapel.
  6. No running in the classroom, hallways, or other facilities.
- 

## **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 their 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 reports 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) - Note, Dojo, FACTS or call home
4. Fourth OFFENSE (Same Day) - Office visit, parents notified. Additional consequences are given. An office visit is recorded.

\*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 tracking for students to help them remain on course.

After a verbal warning, students will receive a Reflection Sheet to aid in their reflection of choices made. It will help students to take ownership of their behavior and its consequences.

\*\*The student will begin the next day with a clean slate!

### **Office Visits**

A student may be sent for an office visit for an accumulation of classroom misconduct or for major behavioral problems. (See NO Tolerance list.)

291st office visit:      The Administrator will have the student complete Office Visit Form, conference with the parent either in person or by phone, assign an appropriate consequence, and enter the information into FACTS.\*\*

2nd office visit:      The Administrator will require an in-person conference with the parent. At this conference

the parent will be advised the next office visit will result in a suspension and an appropriate consequence will be assigned. Conference information will be entered into FACTS. \*\*

3rd office visit: The student will remain in the office until the parent is contacted by the Administrator to conference and pick up the student. The student will be given a 1 - 3 day suspension. Upon return, the students will be placed on a Behavior Improvement Plan developed by the Administrator, teacher, and parent. Conference information will be entered into FACTS and the School Board will be notified of the 3rd office visit. Observations of the student in the referring teacher's classroom will be conducted.

4th office visit: The student will remain in the office until the parent is contacted by the Administrator to conference and pick up the student. The student will then have a minimum of a 3 day suspension. The result of the previous behavior plan will be reviewed and decisions made whether to continue, or amend the plan. Parents will be advised that failure to meet the updated behavior plan or a 5th office visit will result in the student being asked to transfer out of Lakeview. The School Board will be notified of the 4th office visit and the updated plan. Conference information will be entered into FACTS. Observations of students may continue.

5th office visit: The student will remain in the office until the parent is contacted by the Administrator to conference and pick up the student. The student will be suspended until a discussion and decision between the School Board, Administrator, teacher, and parent is made regarding the expulsion of the students.

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

**Possible School Consequences:**

Loss of a privilege, lunch detention, after school detention, lunch detail

**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. Fighting will result in automatic minimum 2 day suspension.

**Statement of Cooperation**

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 be 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, tobacco, e-cigarette, or vape pens).



## **Expectations of Students**

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.

### **Lakeview Christian School Rules**

- Walk in the school building and on sidewalks
- Use bathrooms in a safe and clean manner
- Follow Dress Code
- Speak kindly to all
- Take care of school and equipment
- Do SERVICE, Be OPTIMISTIC, Know ACCOUNTABILITY, Show RESPECT

### **Possible Classroom Rules**

- Be On-Time and Ready to learn
  - Follow Directions
  - Stay in Your Assigned Area
  - Complete All Assigned Work
  - Do Your Own Work
- 

## **NO TOLERANCE POLICY**

Lakeview holds a no tolerance policy on the following behaviors. Students are subject to immediate office visit to review and determine possible suspension or expulsion. No Tolerance offenses will be referred to the Lakeview School Board for further review.

- Possession of items that endanger the life of another person, including but not limited to firearms and weapons
  - Threats to faculty, staff, students or facilities of the school and church<sup>1</sup>
  - Inflicting bodily harm to self or others
  - Bullying<sup>2</sup>
  - Sexual or racial harassment<sup>3</sup>
  - Any possession or use of alcohol, drug, or tobacco products (including e-cigarette or vaping products)
  - Academic Dishonesty
  - Vandalism of school or church property
  - Sexual activity of any kind including physical displays of affection and pornographic material in student possession or being transmitted<sup>4</sup>
  - Gambling
  - Failure of students or parents to follow Civility Policy<sup>5</sup>
-

## **THREATS<sup>1</sup>**

Students who make a statement of a threatening nature, whether made orally, electronically, or physically will have the threat investigated. A threat should NEVER be made even in a joking or lighthearted manner. Family counseling may be required for the student to continue at Lakeview.

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## **BULLYING<sup>2</sup>**

Bullying happens when one person repeatedly exerts, in a negative and/or oppressive way, some form of power over another person for their own popularity, status or material gain. Their gain is at another person's expense and sense of well-being. Bullying is an abuse of power which can manifest in any or all of the following:

- Direct or indirect use of threats or actual physical violence
- Direct or indirect insults and/or offensive remarks about a person or their family
- Direct or indirect insults and/or offensive remarks based on difference. For example: race, gender, disability, or sexuality
- Direct or indirect ridicule, sarcasm, and put-downs
- The systematic ignoring or exclusion of someone from everyday events, activities and discussion
- The deliberate destruction of another's property
- Group manipulation of others

Concerns of possible bullying must be reported to the Executive Pastor of Lakeview Christian Church in compliance with the Child Protection Policy.

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## **SEXUAL OR RACIAL HARASSMENT<sup>3</sup>**

Sexual harassment includes unwelcome touch, conversations or demands for sexual acts and unwelcome comments, which create a hostile or offensive environment.

Racist statements or harassment includes inappropriate statements, drawings, references, or other behavior that is blatant or intentional to be offensive. Unintentional statements will be addressed on a case by case basis.

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## **SEXUAL ACTIVITY<sup>4</sup>**

Pornographic or obscene magazines, pictures, cards, videos, statements, or other material are not permitted. This includes, but is not limited to, sending or possessing sexually suggestive or explicit images or texts. 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.

Sending, sharing, possessing or viewing pictures, text messages, or emails that contain sexual messages or images is a violation of this policy. School administrators may search cell phones or any other device at any time that they suspect that a search will reveal a violation of school rules.

If an administrator confirms sexting, the following steps will be followed:

1. Contact the parent of all students involved
2. Each student will receive a 3 day 055
3. Each student will be placed on a three strike program with this infraction being strike one
4. Local authorities will be contacted

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!

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## **Civility Policy<sup>5</sup>**

Members of Lakeview Christian School and Lakeview Christian Church will treat parents and other members of the public with respect and expect the same in return. We must keep the school and administrative offices free from disruptions and prevent unauthorized persons from entering school grounds. Accordingly, this policy promotes mutual respect, civility, and orderly conduct among school employees, parents, students, and the public. We do not intend this policy to deprive any person of his or her right to freedom of expression. Rather, we seek to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting teachers and other employees as positive role models, we encourage positive communication and discourage volatile, hostile, or aggressive actions. This school seeks public cooperation with this endeavor.

Any individual who disrupts or threatens to disrupt school operations, threatens the health and safety of our students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on school property, will be directed to leave school property promptly by the school's principal, his/her designee or any other school/church official.

If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely warn the speaker to communicate civilly.

If the abusive individual does not stop the behavior, the school employee will verbally notify the abusing individual that the meeting, conference, or telephone conversation is terminated; and if the meeting or conference is on school premises, the employee shall direct the abusive individual to leave promptly.

Parents shall be provided a copy of this policy via the Parent-Student Handbook. Other members of the public shall receive a written copy of this policy when a staff member determines that the provisions of this policy are being violated. The staff member will then immediately notify his/her supervisor and provide a written report of the incident. If necessary, the sheriff's department shall be notified of the incident.

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## 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.

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## CORPORAL PUNISHMENT

Lakeview Christian School does not administer corporal punishment.

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"Train up a child in the way that he should go: and when he is old, he will not depart."

Proverbs 22: 6

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# EXTRA-CURRICULAR ACTIVITIES AT LCS

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## FIELD TRIP POLICY

Field trips are scheduled throughout the school year to enhance each student's educational experience. Individuals may be asked to help chaperone or transport students to field trips. In order to do so or volunteer at LCS in any capacity, individuals must complete the CPP training (as required by LCC) and adhere to the policies set forth in Appendix F. Permission slips must be signed and returned to school.

## PROGRAMS (SUBJECT TO ORGANIZER AVAILABILITY)

1. Musical: The school presents a special musical each year, typically alternating between a Christmas and a spring musical.
  2. Chapel: School chapel is conducted each week Wednesdays. Chapel is led by one of the staff ministers of Lakeview Christian Church.
  3. Occasional special assembly programs are held for the students.
- 

## PARENT AND FAMILY INVOLVEMENT AT LVCS

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 potential. 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 is 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 volunteer in the classrooms and the library, to work on fundraisers and the yearbook, and dozens of ways we have not 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 Lakeview Christian Church Child Protection Policy, and have a background screening (valid for 3 years) before chaperoning field trips. **Drivers** are required to have a LCS volunteer/chaperone form, a copy of a valid driver's license, and a copy of their current automobile insurance on file in the office, a background screening (valid for 3 years), and a vehicle check (valid for 3 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 prior to going on a field trip. A copy of the LCS Volunteer, Field Trip Chaperone and Driver Policies are in Appendix F.

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

# Appendix A:

## Checklist for Enrolling Students

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

### **Dear Parents:**

The following forms are required to be **filed** in the office before you drop your child off at school. Students without the proper documentation will not be allowed into their classroom. Please see QR Code on the bottom or our Lakeview Christian School Website for forms. Forms should be **PRINTED, FILLED OUT, and BROUGHT** to Open House.

### **All Students:**

- Emergency Medical Permission with Notarized Signature (must be signed in front of the notary).  
Without this Lakeview cannot get treatment for your child in an emergency.
- Handbook Agreement (in the student handbook folder)
- Permission Form
- The Statement of Cooperation
- Custody Agreement (incase of divorce or guardianship)

### **7<sup>th</sup> Grade:**

- Florida Certification of Immunization Record (Form 680) or Religious Exemption Form (must be completed before the first day of school)

### **K4 and K5 and New Students:**

- School Entry Health Examination (must be within one year of the first day of school) Form 3040
- Florida Certification of Immunization Record (Form 680) or Religious Exemption Form
- DCF Forms (K3 – K4 only)
- Copy of your Birth Certificate
- Copy of your Social Security Card

# APPENDIX B

## TUITION/REFUND POLICY

### Lakeview Board Policy for Refunds

1. Registration fee is **not refundable or transferable**.
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



## LAKEVIEW CHRISTIAN SCHOOL

2024-2025 FEE SCHEDULE

### Registration and Tuition Kindergarten - 8th Grade

Registration fee includes all online application and financial accounting fees assigned by our FACTS Information System for the year. Annual tuition represents costs for K-8th Grade.

Registration Fee	\$200
Annual Tuition	\$6,050

### Curriculum, Technology, and Supply Fees

K5 - 1st Grade	\$600
2nd - 8th Grade	\$850

### Financial Aid

#### Standard

Standard financial aid is awarded based on family size (number of siblings enrolled)

#### Individualized

Individualized financial aid is awarded based on completion of application and interview process.

### Scholarships

#### FES/FES-UA-FTC/Hope

Application is made by the parent directly to the appropriate scholarship office. ([www.stepupforstudents.org](http://www.stepupforstudents.org); [www.aascholarship.org](http://www.aascholarship.org)) Recipients of these scholarships are not eligible for additional financial aid from LCS. Failure to provide Award ID and approve student status could result in the family being liable for the full tuition amount.

#### Lakeview Scholarship

Scholarship application form can be obtained through the school office.



## Payment Plans

All payments are due by first day of the month. Any payment received after the 10th will have a \$10 late fee.

Pay In Full	Due August 1 (5% discount on annual tuition)
Semester	Due August 1 and January 1 (2% discount on annual tuition)
10-Month	Monthly payments made on the first of each month of the school year, beginning in August and continuing through May

## Additional Services

Before School Care	7:15am - 7:45am   \$3.00 per day
After School Care	2:45pm - 5:30pm   \$6.00 per hour
Middle School PE Uniform	\$58 (two sets required)

\*Before and After School Care can also be utilized at a flat rate of \$16 per day

\*\*After School Care late fee: \$15 for every 15 minutes past 5:30 pm

### Refund Policy:

1. Registration fee is not refundable or transferable.
2. The curriculum and supply fee is not refundable after 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.





### Registration

Due upon acceptance.  
 Registration fee includes all online application and financial accounting fees assigned by our FACTS Information System for the year.

Registration Fee \$200

### Curriculum, Technology, and Supply Fees

Technology Fee \$200

### Tuition

Monthly Rate. Due the 1st of each Month.  
 Late payment fee is \$10.

Tuition \$400

Refund Policy:

- Registration fee is not refundable or transferable.
- The book fee is not refundable after the books have been handed out. Consumable workbooks belong to the student. Reusable textbooks are school property.
- Tuition fees will be refunded on a pro-rate 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.

## APPENDIX D

Name	Position	Email
Mrs. Gibbs	Administrator	d.gibbs@lakeviewchristianschool.org
Mrs. Lara	Office Manager	office@lakeviewchristianschool.org
Mrs. Rogers	Academic Coach	a.rogers@lakeviewchristianschool.org
Mrs. Hammett	K3 Teacher	b.hammett@lakeviewchristianschool.org
Mrs. Kantarze	K4 Teacher/Director	t.kantarze@lakeviewchristianschool.org
Mrs. Eldon	Kindergarten Teacher	k.eldon@lakeviewchristianschool.org
Mrs. Simmons	1st Grade Teacher	j.simmons@lakeviewchristianschool.org
Mrs. Coury	2nd Grade Teacher	b.coury@lakeviewchristianschool.org
Mrs. Rivero	3rd Grade Teacher	a.rivero@lakeviewchristianschool.org
Mrs. Baucom	4th Grade Teacher	j.baucom@lakeviewchristianschool.org
Mrs. Stahl	5th Grade Teacher	s.stahl@lakeviewchristianschool.org
Mrs Seigle-Bates	MS Science	l.seiglebates@lakeviewchristianschool.org
Mrs. Carroll	MS History	d.carroll@lakeviewchristianschool.org
Mr. Rogers	MS Language Arts	j.rogers@lakeviewchristianschool.org
Mrs. Stockton	MS Math	m.stockton@lakeviewchristianschool.org
Ms. Chrissy	PE	c.kunz@lakeviewchristianschool.org
Mrs. Kaufer	Art	m.kaufer@lakeviewchristianschool.org
Ms. Grimes	Title I	a.grimes@lakeviewchristianschool.org
Mrs. Coker	Primary Para	j.coker@lakeviewchristianschool.org
Mr. Rocky	Custodial Services	
Mrs. Wanda	Custodial Services	
	Aftercare Director	
	Aftercare Assistant	
Pastor Mullins	Church Pastor	

# APPENDIX E- Computer & Tablet Policies

## Lakeview Christian School

### Technology and Internet Acceptable Use Policy

#### "The Rules" for K4 through 8<sup>th</sup> Grade

Lakeview Christian School provides class iPads for students in K4 - 8th grade, and individual iPads for use by students in 2nd - 5th grades, and laptops for middle school students in order to prepare students for a future in a digital world. The 21st 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 enhance their education by encouraging them to solve problems, think critically, stimulate analytical thinking, and facilitate learning.

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.

Technology and internet use at Lakeview Christian School, whether on a student-operated iPad or a school computer, is to be used for educational purposes that serve the school's mission. It is expected that all LCS students will use the computers/iPads respectfully and for the sole purpose of deepening and enriching their educational experiences at LCS. The use of computers/iPads in the classroom is a privilege, not a right. Students are expected to uphold the values and expectations set forth in the Student Handbook.

The following Acceptable Use Policy is provided to make all users, including parents, aware of the additional responsibilities associated with efficient, ethical, and lawful use of technology. If a student violates any of the following terms and conditions, he/she may lose technology privileges and suffer disciplinary consequences.

#### 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:
  - o Do not place excessive pressure on the screens/device.
  - o Close computers before moving them, unless directed differently by the teacher.
  - o Do not lean on devices or place objects on top of device even when closed.
  - o Do not poke or touch the screen unless device has a touch screen.
  - o Do not place anything on the keyboard. Check to make sure nothing is on the keyboard before closing the screen (for example, pens, pencils, flash drives, earbuds).
  - o Clean the screen only with a soft, dry cloth provided by the teacher or School Office.
  - o Do not bump devices against walls, chairs, desks, or any other hard object.
  - o Do not place device in backpack.
- No food or drink is allowed when using devices.
- 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.

#### General Rules of Use

- Do not give out personal information such as address, telephone number, parents' work address or telephone number or the name and location of your school without your teacher's permission
- Tell your teacher right away if you come across any information that makes you feel uncomfortable
- Never agree to get together with someone you "meet" online
- Never send a person your picture or anything else without first checking with your teacher and parents.
- Do not give out your password to anyone (even your best friend) except your teacher or your parents.
- Be a good citizen and not do anything that hurts other people or is against the law

- Be online only when your teacher has given you permission.
- Use your own password, not someone else's, to go online. If you forget your password, tell your teacher.
- Always log off when you leave the computer/tablet.
- Charge computer nightly. (Middle School)
- Bring computer to school daily. (Middle School)

## Unacceptable Conduct

Unacceptable conduct and/or illegal interaction with the information services is strictly prohibited. This includes, but is not limited to:

- Cyber bullying or anything that can be construed as cyber bullying, including sending or displaying offensive messages or pictures or harassing and violating others.
- Using the network for any illegal activity, including violation of copyright (plagiarism) or other contracts.
- Vandalizing the data of another user.
- Wastefully using finite resources.
- Gaining unauthorized access to resources or entities.
- Accessing inappropriate matter on the internet.
- Using technology capabilities for cheating.
- Using technology capabilities for communicating with other students during class.
- Disabling or attempting to disable school-installed software such as internet filtering and antivirus.
- Invading the privacy of individuals which includes, but is not limited to accessing another person's account and/or files and taking pictures or videos of a student or teacher unknowingly.
- Posting personal communications without the author's consent.
- Posting anonymous messages.
- Use of non-educational social media networks or apps which include, but are not limited to Facebook, Instagram, Twitter, Kick, SnapChat, Pinterest, TikTok, etc.
- Placing unlawful information on a system.
- Using abusive or otherwise objectionable language.
- Sending messages that are likely to result in the loss of recipients' work or systems.
- Degrading the good name of Lakeview Christian School in any technological communication both within and outside of school.
- Sending chain letters, broadcasts, chats, texts, or instant messages to a list of others.
- Use of the information services for commercial activities for profit or product advertising.
- Defacing or disrupting equipment or system performance.
- Political lobbying.
- Any other use which would violate the policies of Lakeview Christian School concerning proper student conduct and/or which would violate the teachings of the Bible.
- Use of a non-LCS network during school hours.

All members of the LCS community are expected to practice netiquette while using technology. Netiquette is defined as network etiquette and includes the following:

- Politeness
- Use of appropriate language
- Privacy
- Limited disruptions

Students are personally responsible for their use of technology as well as for what happens to their personal technology tools. Students are responsible for everything posted on their social media networks regardless of whether or not they posted them as well as for comments they post on other people's accounts.

If an LCS student is found to have a repetitive disciplinary issue due to the use of a specific app, the teacher may request the removal of the app from the student's Computer/iPad.

# Lakeview Christian School

## Computer/iPad Student Contract (Grades 2<sup>nd</sup> - 8<sup>th</sup>)

### Student Computer/iPad User Agreement

Student Name: \_\_\_\_\_ Student Cell Number: \_\_\_\_\_  
Parent Name: \_\_\_\_\_ Parent Cell Number: \_\_\_\_\_

- I agree to comply at all times with LVCS's Computer/iPad and Acceptable Use Policy.
- I understand that any failure to comply with the above listed documents may terminate my rights to use a Computer/iPad at school and put me at risk of disciplinary consequences.
- I understand that any inappropriate use of my Computer/iPad will result in disciplinary action.
- I understand that my Computer/iPad is subject to inspection at any time without notice and can remain in the possession of LVCS overnight should it be deemed necessary.
- I understand that the school's network will monitor my digital activities.
- I understand that I am fully responsible for my Computer/iPad including any theft and damage.
- I understand that while at school I may only use my Computer/iPad for educational purposes; I may not play games, watch videos, or use any social media networks without the consent of my teacher.
- I understand that it is my duty to have my Computer/iPad in class every day fully charged in the morning.  
(Middle School Students Only)
- I understand that Computer/iPad malfunctions are not excuses for being unprepared for class. I understand the importance of backing up all of my information.
- I understand that I must comply with teacher directions at all times and that my teacher has sole discretion as to what is deemed appropriate during class time.
- I agree to practice digital citizenship, netiquette, and responsible social networking.

I understand and will abide by the above rules and all other policies set forth in Lakeview Christian School's Technology Acceptable Use Policy, and Student Handbook. I further understand that any violation is unethical and may result in disciplinary consequences. Disciplinary consequences include, but are not limited to: warnings, suspensions, loss of Computer/iPad privileges, loss of Computer/iPad applications, loss of other privileges, parent phone calls and/or meetings, and/or expulsion.

Printed Student Name: \_\_\_\_\_ Device # \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Lakeview Christian School

## Computer/iPad Parent Contract (All Students)

### Parent Computer/iPad User Agreement

Student Name: \_\_\_\_\_ Student Cell Number: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Cell Number: \_\_\_\_\_

- I agree to expect my child to comply at all times with LCS's iPad and Acceptable Use Policy.
- I understand that my child's failure to comply with the above listed documents may terminate his/her rights to use a Computer/iPad at school and put him/her at risk of disciplinary consequences.
- I understand that any inappropriate use of my child's Computer/iPad will result in disciplinary action.
- I understand that my child's Computer/iPad is subject to inspection at any time without notice and can remain in the possession of LCS overnight should it be deemed necessary.
- I understand that the school's network will monitor my child's digital activities.
- I understand that my child is fully responsible for my Computer/iPad including any theft and damage.
- I understand that while at school my child may only use the Computer/iPad for educational purposes; he/she may not play games or use any social media networks.
- I understand that it is my child's duty to have my Computer/iPad in class every day fully charged in the morning. (Middle School Students Only)
- I understand that Computer/iPad malfunctions are not excuses for my child being unprepared for class.
- I understand the importance of having my child back up all of my information.
- I understand that my child must comply with teacher directions at all times and that my teacher has sole discretion as to what is deemed appropriate during class time.
- I agree to uphold the expectation that my child practice digital citizenship, netiquette, and responsible social networking.

I understand and will abide by the above rules and all other policies set forth in Lakeview Christian School's Computer/iPad and Acceptable Use Policy, and Student Handbook. I further understand that any violation is unethical and may result in disciplinary consequences for my child. Disciplinary consequences include, but are not limited to: warnings, suspensions, loss of iPad privileges, loss of Computer/iPad applications, loss of privileges, parent phone calls and/or meetings, and/or expulsion.

Printed Parent Name: \_\_\_\_\_

Device# \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# APPENDIX F

## LCS Volunteer, Field Trip Chaperone & Driver Policies Highlights

Lakeview Christian School is owned by Lakeview Christian Church 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.



# Lakeview Christian School

496 Kent Avenue

Lake Placid, FL 33852

Phone(863)465-0313 Fax(863)465-0126

[www.lakeviewchristianschool.org](http://www.lakeviewchristianschool.org)

Dear Frequent Volunteers, Chaperones, and Drivers:

Lakeview Christian School's requirements for frequent volunteers, chaperones and drivers are listed below. These have been set in place for the safety of our students and as a requirement of our insurance company. Each requirement has a time limit that the information is valid and must be updated on a regular basis.

## Lakeview Christian School Board Requirements:

- A current LCS 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).

## Lakeview Christian 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 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 and cleared. All adults on a LCS trip need to be screened and cleared.






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.


Thank you.

# APPENDIX G:

## SYMPTOMS OF CORONAVIRUS (COVID-19)

Know the symptoms of COVID-19, which can include the following:

-  Cough, shortness of breath, or difficulty breathing
-  Fever or chills
-  Muscle or body aches
-  Vomiting or diarrhea
-  New loss of taste or smell



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

# APPENDIX H:

## Lakeview Christian School | 2024-2025 CALENDAR

<p>5<sup>th</sup> 1<sup>st</sup> Day for Teachers</p> <p>12<sup>th</sup> 1<sup>st</sup> Day of School</p>	<table border="1"> <thead> <tr> <th colspan="7">AUGUST '24</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> </tr> </tbody> </table>	AUGUST '24							S	M	T	W	Th	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	<table border="1"> <thead> <tr> <th colspan="7">JANUARY '25</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> </tr> </tbody> </table> <p>6<sup>th</sup> 3<sup>rd</sup> 9 Weeks</p> <p>9<sup>th</sup> Report Cards</p> <p>20<sup>th</sup> MLK, No School</p>	JANUARY '25							S	M	T	W	Th	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								
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**Notes:**  
 December 20<sup>th</sup> and February 14<sup>th</sup> may be used as severe weather makeup days if necessary.

**June-All StepUp Award ID information is due by June 30th. Failure to turn in and approve scholarship information will result in families paying full tuition amount.**

February – Current student re-enrollment  
 March – New student registration begins

First and Last Day of Grading Period
School Closed
Teacher Workdays
Noon Release Days
Progress Reports/Report Cards