



Lakeview Christian School Parent and Student Handbook 2021-2022

Our Mission

Lakeview Christian School aspires to transform Grant County and beyond by developing students to reach God's purposeful potential for their lives through Christ-centered education by **biblically cultivating souls, inspiring hearts, stretching minds, and equipping hands.**

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Due to the extraordinary circumstances presented by the current global pandemic, Lakeview Christian School is continuously reviewing our policies to ensure we can provide the highest level of care for our students, staff, and families. As such, all policies for the 2021-2022 school year are subject to change. Changes will be posted to the LCS website under the “health news updates” section.

Foundational Statements

Vision & Mission

Lakeview Christian School aspires to transform Grant County and beyond by developing students to reach God's purposeful potential for their lives through Christ-centered education by **biblically cultivating souls, inspiring hearts, stretching minds, and equipping hands.**

Foundational Statements

Philosophy

Lakeview Christian School (LCS) is based on a philosophy of education that recognizes that the child is a soul as well as a body and mind, and that education should meet the needs of all three. As a result, LCS not only holds a high standard on required state and accreditation proficiencies, but also purposefully provides instructional hours and programmatic energy to teaching about Christian doctrines and dispositions. Furthermore, LCS seeks to integrate Christian principles in the study of all disciplines.

LCS promotes active involvement of parents in their child's spiritual and educational development. In addition, LCS strongly encourages LCS families to be active participants in a local church body. For the child who comes from a Christian home, LCS seeks to come along side of the Christian parent(s) and the family's home church in the teaching of Christian doctrines and dispositions. For the child who is not from a Christian home, LCS seeks to introduce that child to the Christian faith. LCS and its sponsoring church are committed to reaching out to parents who are not Christians and to those families who are without a local church.

Statement of Faith

Lakeview Christian School is an evangelical school that holds these truths to be foundational to its education. We believe

- **The Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:15, 2 Peter 1:21).**
- **There is one eternal God of infinite holiness, wisdom, and power, who created and preserves all things and is self-existent in three persons: Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30).**
- **In the deity of Christ (John 10:33) His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35) His sinless life (Hebrews 4:15, 7:26) His miracles (John 2:11) His vicarious and atoning death provided a complete sacrifice for the sins of men.(1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9) His resurrection (John 11:25, 1 Corinthians 15:4) His ascension to the right hand of the Father (Mark 16:19) His personal return in power and glory (Acts 1:11 and Revelation 19:11).**
- **In the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith, alone we are saved. (John 3:16 19 5:24, Romans 3:23, 5:8 9, Ephesians 2:9 10, Titus 3:5).**
- **In the resurrection of both the saved and the lost, and they that are saved unto the resurrection of eternal life, and they that are lost unto the resurrection of eternal damnation. (John 5:28 29)**

- In the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).
- In the present ministry of the Holy Spirit, by whose indwelling the Christian, is enabled to live a godly life. (Romans 8:13-14, 1 Corinthians 3:16, 6:19-20, Ephesians 4:18).
- In the creation account of the Bible; that God created the heavens, and the earth, (Gen. 1:1-25) which includes the direct act of God to create man; male and female. (Gen. 1:26-28; Gen. 5:1-2) "Through him all things were made; without him nothing was made that has been made" (John 1:3). Fundamental to the Christian understanding of God is that He is not a part of nature, but that He stands over and above it as its all-powerful Creator. This world in which we live is His handiwork.
- That God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).
- That the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman and LCS will not allow the promotion of ideologies that are contrary to this belief to take place on school grounds or with the use of school property.

Expected Student Outcomes

LCS Schoolwide Expected Student Outcome Statements

Cultivate Souls:

- Each student will commit to a personal relationship with Christ.
- Each student will operate from a biblical perspective world view.
- Each student will allow lordship of the Holy Spirit to lead to ongoing spiritual development.

Inspire Hearts:

- Each student will understand and commit to God's purpose for their life.
- Each student will learn and demonstrate biblical integrity.
- Each student will learn and practice righteous living.

Stretch Minds:

- Each student will learn and illustrate the value of independent learning.
- Each student will learn and illustrate the value of working with peers and faculty members to achieve a common goal.
- Each student will proactively pursue ongoing learning as it relates to God's purposeful potential for their lives.

Equip Hands:

- Each student will understand and appreciate people of different cultures.
- Each student will understand the importance of God's creation in relation to all living things.
- Each student will learn it is better to give than to receive, not to act out of selfish ambition.

School Age

All students desiring to start Kindergarten must be five years old before August 1 of the school year in which they are to be enrolled. Exceptions may be considered but will not be eligible for Choice Scholarships per IDOE legislation.

Non-Discrimination Policy

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

Parental Agreement

No student shall be accepted into the school unless their parent(s)/guardian(s) sign, without any reservations, the Parent/Guardian Commitment form, as provided in the Application for Admission and Continuous Enrollment packets.

Communicable Childhood Diseases

Upon having the following diseases, a student must have written consent from either a physician or the Health Department to return to school, or be subject to school office approval for re-admittance:

Chicken Pox, Measles, Mumps, Pneumonia, Whooping Cough, Pinworms, Scabies, Ringworm, Impetigo, and Pink Eye.

Health Screenings

All screenings are done for students according to Indiana State law and for all new students. Screenings will be conducted in September or October of each school year. Permission forms will not be sent home for screenings. Screening results will be sent home and if a student should fail the screening, a referral letter will be sent home as well.

Hearing Screens: Grades K, 1, 4, 7 and all new students

Vision Screening: Grades K, 1, 3, 5, 8 and all new students.

Immunization

LCS will follow guidelines for immunization set forth by Indiana State law. LCS shall require parents/guardian to furnish, no later than the first day of school after enrollment, a written statement of the student's immunization record. Students whose parent/guardian does not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) days. However, if the local health department or a physician determines that the student's immunization schedule has been delayed due to extreme circumstances, and that the required immunizations will not be complete before this twentieth day, the parent/guardian of the student shall furnish this written statement and a time schedule, approved by a physician or the local health department, for the completion of the remainder of the immunizations. In this case, the student may attend school.

A student's parent/guardian must also complete a CHIRP (Children and Hoosiers Immunization Registry Program) form upon admission to LCS. All schools that are accredited by the Indiana Department of Education use CHIRP to review and update student immunization records. LCS must also use this registry to report vaccination coverage levels among students in all grade levels.

Indiana State law provides an exemption to immunization by Religious Objection or Medical Objection. A parent/ guardian must sign the religious objection form yearly. A physician statement and signature must be filed yearly as well for students who have a medical condition that prohibits being immunized for vaccine preventable diseases. These forms are available in the school office.

Medical Appointments

Please try to make medical appointments during after-school hours whenever possible. When necessary, LCS understands a student may need to leave early for a medical appointment. No student will be released to anyone other than those authorized in writing by the parent.

Medications

Indiana State Law requires that schools observe certain regulations in administering medication to students. By state law, students are NOT allowed to carry ANY medication on their person unless they have written permission from their doctor on file in the school office. Written permission from parent/guardian and/or physician is required for ALL medication administration. In order to administer medicine to your student, the following procedures must be followed:

1. Over-the-counter and prescription medication require a written and dated permission from the parent/guardian, stating the name of the medication, amount of medication, purpose of medication, the hours for administration, and the period of time medication is to be continued. Only medication in its original container, labeled with the student's name, and the exact dosage will be administered. Medications prescribed for a student must be in original container with pharmacy label and student's name affixed.
2. Certain common over-the-counter medications may be given to a student as long as the parent/guardian has completed the Over-the-Counter Medication Permission form.
3. Send only the amount of medication needed for one to five days at a time for the student. (An exception to this would be a student on medication daily for a chronic condition. That student may bring a four week's supply (20 tabs) in a bottle with the prescription label.) Name of the medication must be on the bottle.
4. The Medication Permission form and Over-the-Counter Medication Permission form may be obtained in the school office.
5. Only school personnel will be permitted to dispense medication.
6. Dosage changes require written re-instruction by the parent/guardian not verbal notification from the student.
7. Signed permission forms and medications are kept with the Medication Administration Log in a secure location in the school office.
8. Students in 5th-8th grade may carry emergency medications. Indiana state law has made a provision for students to be allowed to carry emergency medications at school such as inhalers, epi-pens, or diabetic supplies as long as there is a signed consent form on file in the school office. If needed, this form can be obtained in the school office. All emergency medications need to have the prescription label on the medication. Pharmacies will place the actual prescription label on inhalers and epi-pens if requested. Students in K-4th grade will keep emergency medications in the school office.

Wellness Policy

The physical health and welfare of each student is a high priority at Lakeview Christian School. Please keep your student at home when he/she is ill, for your student's sake and for the sake of other students. Never send your student to school with a fever or contagious condition. A student needs to be fever free (without the use of fever reducing medications) for 72 hours before returning to school.

School personnel will take care of any student who is ill or injured at school. Parents will be asked to pick up an ill or injured student if they are vomiting, unable to return to class, or have a fever of 100.4° or higher.

There may be times that a parent will be asked to pick up a student when his/her temperature is less than 100.4° if the student is having other symptoms that indicate he/she should not be at school.

Student Health Information

Every student enrolled will have the following information kept in his or her file:

1. Physical form
2. Health information questionnaire
3. Up to date immunization record and signed CHIRP form
4. Emergency consent to treat form

It is the responsibility of the parent/guardian to update this information as changes arise.

If your student has asthma, diabetes, life-threatening allergies that require use of an epi-pen or food allergies.... Additional forms will need to be included in your student's health file.

Medical Emergencies

At the beginning of each school year all parents/guardians are asked to complete a health question form. It is the responsibility of the parent/guardian to see that this information is on file. In case of serious illness or injury this information may be used before consultation with the parent/guardian if this is felt necessary.

In case of minor illness, LCS is equipped with a clinic room to which students may be sent and where they may be cared for.

In case of more serious illness the parent/guardian will be contacted by phone, and the parent/guardian will be requested to come to the school to pick up the ill student.

Emergency First Aid

1. First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection.
2. Parents will then be notified. If they can be consulted immediately, efforts will be made to find out which physician is to be secured or where the student should be taken. This information will be on file for each student in case the parents are unreachable.
3. A representative of the school faculty will stay with the student until the parent assumes responsibility.
4. Internal medication will be given only by or on the order of a physician.

Absences

Lakeview feels that class attendance is vital. At the same time, we recognize that a student may occasionally be absent. When students are absent, parents need to call LCS by 8:45 a.m. (765) 677-4266 to have the absence excused. If parents fail to notify LCS, the student's absence will be unexcused. If a student accumulates nine (9) absences during the school year, a doctor's note must accompany all future absences to be excused.

Absent students will take full responsibility for making up work and are given a day extension for each day missed to make up their work. In cases of anticipated absence, the office needs to be notified ahead of time.

Tardiness

Students should be in class at the scheduled start of each class. Being prompt and on time to class and activities ensures that all may enjoy the full benefit of each program without delay or interruption. Excessive tardies can result in lunch-detention, recess-detention, afterschool detention, etc.

Tardiness Marks

Tardiness marks are calculated for each 9-week grading period. Students will begin accumulating points on their Progressive Discipline Plan upon receiving their fourth (4th) tardy, and each subsequent tardy after that.

Cell Phone & Electronic Device Usage

As an academic institution, instructional preparation for teachers and academic pursuit for students is vital to our environment. It's imperative that distractions to preparation & academic pursuits are minimized. Therefore, Lakeview Christian leadership, staff, and faculty feel it is necessary to protect the hours between 7:45 am – 3:05 pm. During those hours cell phones and electronic devices will remain in lockers and backpacks during the school day. This includes passing periods, lunchtime, or anywhere on school grounds during those hours. If parents need to share information with their student regarding pick up, doctor visit, etc. they should contact the office and we will relay the message to the student.

We desire to partner with parents to make an effective environment for your child's development and academic pursuits. If your child may struggle to follow this policy we strongly recommend you leave the cell phone at home. If necessary, the teacher may confiscate a student's cell phone to be returned at the end of the day. If a student fails to comply with a teacher or staff request, multiple points could be issued and a detention may be given.

Backpack Policy

Students will keep their backpacks in their lockers or on their assigned hooks during the school day. Backpacks, purses, and computer cases will not be permitted into the classroom. Students will be allowed to carry their laptops in a computer sleeve in order to protect their laptop from harm.

Water bottle/Drink Policy

Students will need to bring a water bottle to school every day (or keep one at school). All water bottles need to be translucent (see through) and should only contain water. Outside drinks, besides water, will not be permitted during the school day with the exception of lunch and special teacher planned parties or events.

Discipline Procedures

Discipline is not a one-time action, but an ongoing process of instruction, reproof, and correction. It is an important part of a caring and nurturing the relationship. The Bible tells us "whom the Lord love He disciplines," just as a father who loves his son (Hebrews 12:6 and Proverbs 3:12). Responding rightly to correction and instruction is a sign of growth in wisdom and knowledge.

In order to maintain the learning environment, below are some general procedures of conduct students are expected to follow while on campus:

1. Maintain order and quiet while passing through the halls.
2. Consume food and beverages only in the lunchroom or other designated areas.
3. Pocketknives, guns, and all other weapons are not permitted at school.
4. Parents are responsible for all costs incurred on behalf of their student regarding damage to school property. Parents are responsible for reimbursing the school for all damages caused by their student(s) to school property.

LCS uses a progressive discipline system based on point accumulation. Each student’s accumulated points will be reset to zero (0) at the start of a new semester. Below is a list of violations, their description, and point value. Points will be given according to the Discipline Model as outlined below in most situations. Administration has complete discretion regarding discipline and may choose to increase/decrease the point value awarded for a particular violation when deemed appropriate and necessary.

Elementary Discipline

Classroom Environment		
Discipline is expected to be addressed and managed in classroom, must be documented in Sycamore and teachers will coordinate and communicate with parents on classroom environment issues.		
Issue	Description	Point(s)
Disrupt Instruction	Any unnecessary behavior that disrupts classroom environment.	1
Disrespect to Staff	Any form of disrespect including disrespectful language, attitude or Non-compliance with a staff member’s immediate request. Slow obedience is no obedience.	2
Disrespect to Fellow Student	Any form of disrespect including name-calling, and tampering with other student’s property.	1-2
Behavioral Issues		
Discipline is expected to be addressed and managed in the classroom, but consistent challenges may be referred to Administration. Teacher must document student misbehavior on Sycamore. Consistent, ongoing, disruptive issues may result in a behavioral probation plan.		
Issue	Description	Point(s)
Inappropriate Language	Any language that is deemed inappropriate or distracting	1
Safety & Property Issues		
Discipline may be managed in the classroom or referred to Administration. Teacher must document student misbehavior in Sycamore. Repeated issues of misbehavior could result in student being placed on behavioral probation.		
Issue	Description	Point(s)
Inappropriate Behavior	Rough housing, destroying property, throwing food, running in the halls, or any activity which put the student or others at risk of injury	1
Bullying/Harassment	Threatening or harassing another student verbally, emotionally or through physical intimidation.	2
Stealing	Taking someone else’s property without permission	2
Vandalism	Destroying or damaging personal or school property	2
Critical Issues		
Student must be referred to Administration. Teacher must document student misbehavior on Sycamore and a committee will be convened to consider a behavioral probation plan.		
Issue	Description	Point(s)
Fighting: levels 1, 2, 3	Any act of physical aggression towards another student which may include but not limited to punching, kicking, scratching, etc.	1, 2, 3
Violent Behavior	Includes all out fighting, threatening and legitimately frightening students	6
Conduct in stark contrast to school mission and values	Any event that poses threat to students/staff or is in contrast to the school’s statements of faith	9

Middle School Discipline

Classroom Environment		
Discipline is expected to be addressed and managed in classroom, must be documented in Sycamore and teachers will coordinate and communicate with parents on classroom environment issues.		
Issue	Description	Point(s)
Non-Participation	Non-participation in classroom work or activities or	1
Tardiness	Defined as being less than 5 minutes late to class.	1
Inappropriate Language	Swearing, screaming, defiance in front of classmates	1
Dress Code Violation	Any non-compliance with the school Dress Code.	1
Late to Class	Defined as being between 5-15 minutes late to class.	2
Truant to Class	Defined as being >15 minutes late to class.	3
Behavioral Issues		
Discipline is expected to be addressed and managed in the classroom, but consistent challenges may be referred to Administration. Teacher must document student misbehavior on Sycamore. Consistent, ongoing, disruptive issues may result in a behavioral probation plan.		
Issue	Description	Point(s)
PDA Violation	Any non-compliance with Public Display of Affection policy.	1
Cell Phone	Cell phone was not put away in locker.	1
Disrespect Fellow Student/property	Any form of disrespect including name calling, and tampering with other student's property.	2
Disrespect Staff Member	Any form of disrespect including disrespectful language, attitude or Non-compliance with a staff member's immediate request. Slow obedience is no obedience.	2
Conduct in stark contrast to school mission and values	Any event that poses threat to students/staff or is in contrast to the school's statements of faith	6
Safety & Property Issues		
Discipline may be managed in the classroom or referred to Administration. Teacher must document student misbehavior in Sycamore. Repeated issues of misbehavior could result in student being placed on behavioral probation.		
Issue	Description	Point(s)
Medication Violation	No student is permitted to carry medication (unless the office has a signed consent form on file) or to share any medication with another student	2
Inappropriate Behavior	Rough housing, destroying property, throwing food, running in the halls, or any activity which put the student or others at risk of injury	2
Bullying/Harassment	Threatening or harassing another student verbally or through physical intimidation.	4
Stealing	Taking someone else's property without permission	4
Vandalism	Destroying or damaging personal or school property	4
Critical Issues		
Student must be referred to Administration. Teacher must document student misbehavior on Sycamore and a committee will be convened to consider a behavioral probation plan.		
Issue	Description	Point(s)
Fighting	Any act of physical aggression towards another student which may include but not limited to punching, kicking, scratching, etc.	6 or More
Drug Use	Use of alcohol, tobacco, illegal drugs, as well as drug paraphernalia	15 or More
Violent Behavior	Includes all out fighting, threatening and frightening students	15 or More
Weapons	Possession of knife, gun, or any look-a-like type implement which can be used to harm another student	20 or More

Progressive Discipline Plan

Points	Outcome	Duration
0	Classroom Management Plan Enforced	School Year
1-4	In-Class Teacher Discipline Plan	Teacher Discretion
5	In-School or After-School Discipline 1 hour	1 hour
10	In-School or After-School Discipline 3 hours	1-3 Days
12	In-School Discipline 1-2 days	1-2 Days
15	Out-of-School Discipline 1-3 days	1-3 Days
by Administration	Loss of Privileges (specials, lunch detention, special class activities)	1-4 Days
20	Expulsion	Semester-Year

This is a guide used by administration and can be adapted as situations dictate.

Each time a student reaches the next level of discipline in the Progressive Discipline Plan, a copy of the discipline log along with a copy of the Progressive Discipline Plan will be provided to parents and to the student so each can see where they stand.

Student Behavioral Probation Plan

Lakeview Christian School desires to partner with families for students to reach God's purposeful potential for their lives. Even the average behavior issue can be a considerable distraction for your student and other student reaching that potential. Therefore, the Administration reserves the right to establish a student behavioral probation plan in collaboration with the family to support the student's development.

Specific Steps of Discipline-Administrator Referrals

Lunch Detention – When and if a student struggles to behave during lunch hours, Administration reserves the right to assign students to a lunch detention. Students will be moved to a secluded location, away from other students, where they will eat their lunch in ABSOLUTE SILENCE monitored by a staff member. Students who fail to show for lunch detention will be assigned detention after school.

After School Detention – Communication will be sent home for parent signature with date and time.

Removal from Classroom – Removal of student from their classroom and temporarily placed in a secluded location for a period or periods during the day. Teachers will provide work for the students to complete and the students will receive an educational intervention about the consequences of their behavior and how the behavior must change.

In-School Discipline - In-school suspension consists of the following:

1. Students will be placed in isolation away from all other classmates for the day.
2. Students will be allowed to use the restroom once before lunch and once after lunch (unless accompanied with a doctor's note to merit more frequent rest room visits).
3. Students will also be in isolation during lunch. The students will complete regular assignments while serving In-school discipline.

Out-of-school Discipline – Students may be assigned to Out-of-School Discipline.

Expulsion – When a students’ behavior is such that removal from LCS is the only option available to maintain the safety and integrity of the school the Dean of Students will make a recommendation to the Administrator for the students to be removed from school.

Dishonesty in Schoolwork

Cheating is a serious offense. It involves taking information from another source and presenting it as your own information. Thus, it involves both the components of stealing and lying. Adults are prosecuted and sent to prison for these kinds of crimes. Therefore, students must come to understand the seriousness of an act of cheating. Teachers are required to take precautions in terms of test security and the structure to the classroom testing environment in order to protect students from unnecessary temptation. Classes should always be reminded by the teacher of the consequences of cheating. Cheating is defined as copying homework, handing in another's work, plagiarism in research papers and compositions, and unauthorized assistance or communication between students on tests or quizzes.

If it is determined that a student has cheated, the following actions will be taken:

1. Student will receive a zero on the assignment.
2. The administrator will be notified.
3. The administrator will confer with the student.
4. The parents will be notified.
5. If a second offense occurs in the same course, the student, parent, administrator will meet to talk about consequences.

Corporal Punishment

Teachers must not use corporal punishment, which includes paddling or “spanking” when disciplining students. While Indiana Law does permit corporal punishment as a discipline method, the administration believes this form of discipline is for the parents prayerful consideration and if used administered at home, not on school grounds.

Dress Code

The appearance of a student is the responsibility of the parent, student, and institution in that order. The school is concerned about attire and etiquette. LCS's stance is based on the Christian values of modesty and simplicity and on its desire to help students function in the world after school. As a Christian school we expect what is worn is modest, studious, safe and clean. As individuals preparing for the world of work it is important to learn to make decisions about what clothing, hair style, or adornment is appropriate for different settings. Awareness of the appropriate attire for each occasion is an essential element in the social maturity of the individual.

In any areas not discussed, the parents and students should make decisions about attire that would be consistent with values behind these guidelines.

The Bible makes it clear that we are to be modest and treat our bodies with the utmost respect. Neatness is defined as an appearance that is clean, proper fitting and in good condition. All clothes and accessories should allow for proper academic focus for self and other students. They should support and encourage the mission and focus of Lakeview Christian School.

No article of clothing, tattoo, or accessory may contain language or graphic representations depicting or promoting the use of drugs, alcohol, tobacco, showing gang affiliation or encouraging gang activity, violence, or sexual activity. These guidelines are provided to assist students and their families in recognizing what is acceptable at LCS.

Shirts/Tops

All shirts or tops must "cover" the underarm, chest, shoulders (no spaghetti straps), stomach, and back.

Pants/Skirts/Shorts

All articles of clothing on the lower torso must rest naturally at the top of the hip to ensure that undergarments are not visible in the standing or sitting position. Shorts and skirts must be mid-thigh/fingertip in length when a student's arms are comfortably at his/her side. Clothing which is primarily constructed of spandex, spandex type, or other excessively tight material is not permitted as an outer garment, unless it is covered by acceptable clothing. Pajamas are not permitted. Any holes in the clothing above fingertip length must be covered with tape or other materials.

Appropriate clothing is at the complete discretion of school leadership (Administration, Lead Teachers, and Managers). The key to dressing appropriately lies in [asking approval before a particular clothing item is worn to school](#). The ultimate responsibility will be placed on the student/family.

Dress Code Violations:

Dress code violations will necessitate a student waiting in the school office or another designated location until the dress code is met. The school office does maintain some clothing options that can be borrowed. When there is a dress code violation the school office will offer any appropriate clothing available so the student can return to class. The school will notify the parent through Sycamore Pass-A-Note that there was a violation. The family may receive a phone call if the student has multiple and/or severe violations. If no clothing is available at the school office a phone call home will be made.

Drug Abuse

Drug involvement is specifically defined and prohibited under Indiana and Federal Criminal Laws and its avoidance is implied by the Biblical injunctive to be subject to our governmental authorities.

As a matter of policy, LCS will investigate fully any incident suggesting drug involvement on the part of students, faculty, staff, or parents. Confirmation of drug abuse as defined above will be reported to the appropriate legal authorities, and will subject the individual(s) involved to immediate disciplinary review by the LCS Administrator.

Pregnancy

A school year can be filled with many rewarding situations, but it also has its challenges. Dealing with a student pregnancy in a Christian school is a situation which requires conversations, prayer, and seeking the best options for the student. Lakeview Christian School follows ACSI's guiding principles stated in the article below.

<https://www.acsi.org/resources/cse/cse-magazine/student-pregnancy-grace-and-consequences-91>

Technology Code of Conduct

Overview and Purpose

Lakeview Christian School (herein LCS) provides Internet access to all students and staff. Internet access allows classrooms and individuals to have access to information, software, news and opinion, and communication by electronic mail that originates from any point in the world. All students must follow the guidelines in this Code of Conduct to have access to technology systems offered by LCS.

Our network has been established for educational purposes including classroom activities, direct and independent learning activities, individual and collaborative writing and publishing, career development, personal productivity, and other high-quality learning activities. LCS reserves the right to place reasonable restrictions on the students who can access the network and on the material they may post.

LCS and its staff will not be held responsible for the failure of any technology protection measures, violations of copyright restrictions, or their own mistakes or negligence. All users shall agree to indemnify and hold harmless LCS and LCS personnel for any damages or costs incurred.

Limitations of Liability

Personal Safety

Students may not post personal contact information about themselves or others on the LCS network. Personal contact information includes one's full name, address, telephone number, school address, work address, etc. Students should never agree to meet with someone he or she has met online without parent/guardian approval.

Unauthorized Access

No student will attempt to gain unauthorized access to the LCS network or go beyond his/her authorized access. This includes attempting to log on through another user or system account or accessing another user's files. No student will attempt to disrupt the LCS network system or destroy data by spreading computer viruses or by any other means. No student may use the LCS network to engage in any illegal act, such as arranging for a drug sale, engaging in criminal gang activity, threatening the safety of another person, or engaging in gambling activities.

Spamming

Students will not post chain letters or engage in spamming, defined as sending an unsolicited message to an individual or a group of people.

Network Vandalism

LCS considers vandalism to be any attempt to harm or destroy data of another user, entity, or network connected to the Internet or intranet (LCS internal network). Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses, logic bombs, ASCII mail bombs, or any malicious software as well as any software utilized to scan the network for passwords or confidential information. Downloading unapproved content onto LCS systems is prohibited. Vandalism is not permitted and will be strictly disciplined.

Online Communities & Communications

While many sites and online communities and communications are accessible as educational tools within LCS classrooms, some are deemed inappropriate and are blocked by a network content filter. Various technologies may be used for educational purposes including, but not limited to: Office 365, google suite, wikis, blogs, social networks (e.g. schoolology), video/photo sharing sites (e.g. youtube), virtual classrooms/chat areas (e.g. School Loop), video conferencing, and discussion boards. LCS reserves the right to block network access to any online resources at any time. Any links to external web sites shall support the educational mission and shall include a disclaimer that LCS is not responsible for the content of the external web sites.

Acceptable and Unacceptable Behavior

The following restrictions apply to all technology use while on LCS premise:

Inappropriate Language

1. Restrictions against inappropriate language apply to public messages, private messages, and material posted on LCS Websites. In general, users should make language choices appropriate for school situations.
2. Students may not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language when using the LCS network.
3. Students may not engage in personal attacks, including prejudicial or discriminatory attacks against another individual.

Inappropriate Materials

No student may use the LCS network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards people. Despite due diligence to limit access to inappropriate content and teach children safe-use habits, there is always the possibility students may mistakenly access inappropriate content while using LCS resources. If a student mistakenly accesses inappropriate content, he or she should immediately:

1. Attempt to close or navigate away from the inappropriate content.
2. Inform their teacher what they were trying to do and what happened so preventative action can be taken.

Possession and Use of Personal Technology

1. Students may possess on campus personal devices (e.g. cell phones) provided that such devices are not used for illegal or unethical activities such as cheating on assignments or tests. All such student devices may be used only at the teacher's discretion for instructional purposes only. Students may not record or photograph others without their expressed consent. This includes publishing or posting such material online.
2. Users who misuse or aid in the misuse of personal technology may be prohibited from possessing a mobile communications device at school or school-related events and may be subject to discipline in accordance with administrative regulation.

Use of Student Image & Student Work

Photographs of students with their names may be published EXCEPT when the student's parent/guardian has notified LCS in writing to not allow the release of the student's photograph without prior written permission.

Cyberbullying, Harassment & Discriminatory Attacks

Cyberbullying includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships. Cyberbullying conducted on school premises, as well as off-campus cyberbullying that impacts school activity or school attendance, may be subject to discipline in accordance with LCS policies and regulations. If a student is using a social networking site or service that has terms of use that prohibit posting harmful material, administration or school designee also may file a complaint with the Internet site or service to have the material removed. When a student receives a message(s) they feel constitutes cyberbullying or harassment, they are encouraged to save, print, and turn in the message(s) to LCS staff for further investigation.

Online Academic Dishonesty

LCS believes that academic honesty and personal integrity are fundamental components of a student's education and character development. It is expected that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty.

Online Cheating

Examples of misuse include, but are not limited to:

1. Purchasing answers or answer keys.
2. Taking an online test for another student.
3. Using cell phones or email with the purpose of distributing answers.
4. The attempt of accessing or using a teacher's computer or gradebook.

Online Plagiarism

Submitting another student's work as your own, knowingly using or building upon an others ideas without proper citation and using the internet to purchase or find a paper are all acts of plagiarism. This applies to written work as well as any school project for which technology is used as a research tool or method of presentation (e.g. Power Point presentations, wiki's, etc.).

Copyright Infringement

If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements for citing the work. If unsure whether or not one can use a work, one should request permission from the copyright owner.

Community Expectations:

One of those responsibilities is to represent themselves, their parents, their school, and the Lord Jesus Christ in a manner that is above other students. Lakeview students represent not only the image of the school, but also the image of the youth of today, and they should be challenged to be the best that they can be. Being from Lakeview Christian School develops obligations for students to carry the name of the school wherever they go. Their actions are a reflection upon the Lord, themselves, and their fellow students. The Bible clearly teaches that our bodies are the temple of God (1 Corinthians 3:16) and that abusing them is sin.

The standard for all students enrolled at Lakeview Christian School is total abstinence from the use, possession, distribution, or sale of tobacco, tobacco products, alcohol, drugs, drug-like paraphernalia at all times. This is in effect both on campus and off campus – 24 hours a day, 7 days a week, and 12 months a year.

Parental Involvement:

It is the belief of LCS that the education of students is the responsibility of parents or guardians and that educating students here is jointly shared with the parents or guardians. This would naturally lead to the early involvement of parents or guardians in any situation involving violations of this policy.

Public Displays of Affection

It is the goal of the school to encourage young people to build wholesome, Christ-centered relationships. Holding hands, hugging, kissing, and other displays of affection between any two students are not appropriate at school. “Hands off” best describes the school’s policy.

Visitors

Students may bring friends with the teacher’s and administrator’s approval. Visitors must meet all behavioral regulations of LCS. They must check in with the school office as soon as they arrive, so their whereabouts will be known should they need to be contacted.

Weather and Transportation

Inclement Weather

On rare occasions, the school may have to close after classes have begun because of inclement weather, severe weather warning, snowfall, pending ice storms, etc. At other times, it may be necessary to delay the start of school. In such cases, parents will be notified by text and on radio stations WBAT, WCJC, and WBCL or television Channel 8, Channel 13 that school is closing and they will be asked to arrange for transportation to get their students home safely. **STUDENTS WILL NOT BE RELEASED TO ANYONE OTHER THAN A PARENT OR GUARDIAN UNLESS FORMAL NOTICE HAS BEEN GIVEN.** It must originate from the parents or guardian.

Parents are responsible to receive texts or listen to the appropriate radio stations when inclement weather occur.

Transportation Policy

1. Parents of LCS students provide transportation for their student(s) to and from school.
2. All parents and staff must adhere to designated traffic patterns.
3. Occasionally, the school shall furnish transportation to events off campus. Students must have written parent consent to ride in school vehicles.

Academic Standards

Each student is expected to use all available school and home resources and to perform at his highest level in order to take full advantage of the educational program. His or her originality and creativity are encouraged within the organized framework of the classroom.

Christian Training

Lakeview Christian School teaches those truths that are central in the Christian tradition. We evangelically present that man is sinful in nature and needs restoration to a right relationship with the Lord Jesus Christ if he is to know peace here on earth or in the glory of God hereafter. It is our purpose to provide a basic academic educational program that has as its integrating center the triune God.

Spiritual Disciplines

Chapel

Students will meet for corporate worship and expression in chapel service weekly during the school year. It shall be an extension of their Christian training, but not the extent of it.

Prayer

Prayer is a vital ingredient in our program of Christian training. Students at Lakeview Christian School are trained in the importance of establishing a consistent daily prayer life. Teachers lead the students to understand how God is central to all of life and that continual communication with Him is essential to consistent Christian living.

Students are trained in the habit of prayer throughout the school day, before beginning the responsibilities of each day, before eating lunch, for special needs, and to give Him praise for all things. Students are encouraged to make their requests known before God and are given opportunities to pray and to share needs with others as they share their requests with Him.

Bible Version for Classroom Use

LCS recognizes the **New International Version** (NIV) as the translation normally used in the classroom for study, quotation, and memorization.

Bible Memorization

Each student will be involved in Bible memorization each year. It is desired that each student memorizes at least one verse per week. These verses will be in accordance with Bible guide for each grade.

Curriculum and Textbooks

Students are responsible for purchasing textbooks at the beginning of the school year or semester.

All curricula will closely follow the philosophy of Lakeview Christian School.

School Calendar

The administration shall establish an annual school calendar, which shall meet or exceed the requirement of the State of Indiana for a school year of 180 school days.

Elementary Class Schedules: (K-5) 8:00-3:00 Daily

Each elementary teacher is responsible for establishing a daily instructional schedule under the direction of the administrator. The administration will develop a special schedule for music, band and physical education.

Middle School Class Schedules: (6-8) 8:00-3:00 Daily

The administrator shall design a class schedule, which will best meet the needs of all students.

Homework Policy/Make Up Work/Extra Work Requests

The assignment of homework should be regular and reasonable, and is encouraged when it contributes to the student's education through individual work, responsibility, completion of projects, and the establishment of good study habits.

Homework is defined as out-of-class preparation in a given subject area which is assigned by a student's teacher.

1. Teachers plan meaningful homework assignments in conjunction with their daily lesson plans. Students should know exactly what is expected of them and receive all necessary clarification pertinent to the assignment.
2. Students are responsible to complete all assigned homework. Students must learn to plan and budget the necessary study time. It is the student's responsibility to seek additional clarification and assistance from the teacher any time they need clarification or are unable to proceed.
3. Parents should provide a suitable place and environment in the home for the completion of homework assignments. Parents should help their student(s) plan and budget the appropriate amount of study time for the completion of the homework assignment.
4. Parents should feel free to consult with the teacher about any question relating to the homework assignment.

Teachers will assist students in making up work. However, it is the student's responsibility to determine what work has been missed and see that it is made up.

Students who are absent should take full responsibility for making up work. Students will be given a day for each day missed to make up their work

Extra Credit Work Requests

Extra work is not permitted for the purpose of improving grades. Teachers may, at their discretion, allow a student to repeat an assignment, do an assignment in a different format, or otherwise individualize a previous assignment in order to replace a low grade.

Achievement Testing

Various assessments will be given to determine the achievement, performance and growth of students. Such tests include ILEARN, IREADY, and IREAD.

Parent Teacher Conferences: Grades K-8

Lakeview Christian School believes it is very important for school and home to work together. In order to promote effective communication and understanding, parents are asked to cooperate with the following guidelines:

1. Parents will have the privilege of meeting with their student's teacher(s) in a personal conference once each year.
2. Teachers will also use letters, phone calls, text messages and regular progress reports as needed to communicate with parents.
3. It is important that parents schedule a conference with a teacher when a need or concern is arises.

Grading Standards

The following chart lists the grading standard to be used in the school program:

<i>Numerical Value</i>	<i>Letter Grade</i>	<i>Grade Point Equivalent</i>
4.0	A +	97-100
4.0	A	93-96
3.7	A -	90-92
3.3	B +	87-89
3.0	B	83-86
2.7	B -	80-82
2.3	C +	77-79
2.0	C	73-76
1.7	C -	70-72
1.3	D +	67-69
1.0	D	63-66
0.7	D -	60-62
0.0	F	50-59
Incomplete	I	0
Not Submitted	F	0

Incomplete Grade

At the end of a grading period if a student has some incomplete assignments as a result of an absence, an "I" will be recorded as work not completed. The student will be allowed 5 Calendar days to complete the make-up work unless arrangements are made with the teacher and approved by the administrator. At the end of that time, if the work has not been completed, the grade for that assignment will be recorded as an "F" by the programmed grading system.

Promotions

Students will be promoted to the next grade at the end of each year if they have made satisfactory progress.

Graduation Planning

Graduation planning can start as early as 6th grade. This planning incorporates career considerations, interests, educational success, and post high school interests.

Grading/Reporting Periods

Grades K-6

Students in grades K-8 will follow the nine weeks reporting program, in which report cards will be issued two times each semester, and four times annually. In computing the final grade in a nine-week period, grades will be determined in the following manner:

Kindergarten students will continue to receive a report card designed specifically for their curriculum. They will use the following grading system:

- E = Excellent
- G = Good
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

Conduct Marks

Parents will be informed of their student's conduct by the nine-week report, which will have an evaluation of conduct for each course. The following marks are used in grades K-2.

- E = Excellent
- G = Good
- S = Satisfactory
- I = Improving
- N = Needs Improvement
- U = Unsatisfactory

Grades 6-8

Each semester will be divided into two (2) nine weeks grading reporting periods. In computing the final grade for the course, all grades will be determined in the following manner:

- | | |
|----------------------|----------------------|
| 1st Nine Weeks - 1/4 | 3rd Nine Weeks - 1/4 |
| 2nd Nine Weeks - 1/4 | 4th Nine Weeks - 1/4 |

Academic Probation

Academic probation is invoked when a student has a serious academic problem. It is intended to give notice to the parent and student so a mutual effort on the part of both school and home may be made to correct the academic deficiency. Hopefully the deficiency will be improved to a satisfactory or passing level. If not, the administrator will decide if the student will be able to continue at Lakeview Christian School.

Academic probation will be invoked in the following manner:

1. Probation means that a student is in danger of failing for the year, and may have to consider another academic setting (i.e., another school) if the grades are not brought up within the next grading period.
2. A letter of notification will be sent to the parents.
3. A conference will be held with the parents, the student, the teacher(s), and the administrator to give an explanation of the probation and suggestions for remediation. If a face-to-face conference is not possible, a telephone conversation is a minimum requirement.

The administrator will review the academic status of the student at the end of the next grading period. After being placed on probation a student who receives no F's the next grading period will be removed from probation.

1. After being placed on probation, if a student receives one F the following grading period, the administrator will decide if the student will be allowed to continue attending LCS.
2. Following removal or withdrawal from the school for academic reasons, a student may apply to be reenrolled on academic probation if the following conditions are fulfilled:
 - The student has attended another school for one full semester.
 - The student has completed a full academic load for the semester.
 - The student received no grade lower than a "C" in any subject.

Honor Roll Recognition

Students who achieve academic success are recognized each year. The "All A Honor Roll" recognizes student who receive all A grades for the year. The "A-B Honor roll recognizes student that have all B grades or higher.

Honors Chapel Awards Program

At the end of the academic year there is a special program to acknowledge students who have excelled in academic endeavors. Elementary and Middle School students have separate programs.

Library Guidelines

1. Books available in the library are selected following certain guidelines and criteria in areas such as language and theme.
2. Please be aware that the books selected for the library may not all be Christian or seen as "acceptable" to every family. Because it is the school's desire to teach students critically evaluate what they read, some non-Christian materials are included. It is important for parents to know that they should be actively involved in helping their student evaluate what they read and further censor where they feel it is necessary.

Teaching of Literature

LCS helps students develop a Biblical worldview, which will equip them with a consistent value system, and strongly believes that the Biblical worldview is the correct and only one valid for faith and life! An individual with a framework for Biblical thinking is equipped to make the proper judgments in all areas of life.

Using good literature (American, English as well as other cultural and traditional) can help develop this process. Literature must be taught with analysis and evaluation. Selected and approved literature that is not in total agreement with Christian values may be taught to encourage the students to evaluate and analyze the written word on the basis of Scriptural truth!

STEAM Education

STEAM (Science, Technology, Engineering, Art, and Music) education is important to the development of the students. Every student grades K-8 is required to participate in STEAM classes scheduled each week.

Physical Education

Physical education is important to the development of good physical and mental health. Curriculum has been developed for each grade level and is implemented by the P.E. and classroom teacher. All activities are planned in the best interests of student's safety.

Special Education

The school shall provide routine screening procedures under the direction of our Legal Educational Advisor (LEA) designed to identify students who need special education programs and services will be provided to satisfy the requirements of each student's IEP (CSEP). LCS collaborates with Marion Community Schools and the Grant County Co-Op to provide special education services. Marion Community Schools serves as our LEA.

Homeroom

Homeroom is intended to help students with organizational and study skills. They will also use it for study purposes (library research or completion of homework or long-range assignments). Students should bring the books, materials, their planners, and work needed to their homeroom. A study atmosphere of quiet and learning is essential.

School and Community Relations

The school-community relations program shall be such that the community is fully informed about the educational program, the strengths and needs of the school, and the services which are available to the school community. An informed citizenry is essential for complete cooperation and support.

Lakeview Christian School believes that:

1. Students are gifts of the Lord and belong to their parents; not to the State or to Lakeview Christian School
2. Parents are responsible for the conduct of their students, while the school derives its educational authority from the parents and stands in "loco parentis" during the school day.
3. Lakeview Christian School encourages parental participation in as many programs and activities as possible by serving as volunteer aides in day-to-day activities and attending or participating in the special programs and activities of the school.
4. Lakeview Christian School shall undertake special ministry opportunities of prayer and assistance in the areas of bereavement, class letters to ill students, hospital visitation, and flowers and other areas as deemed appropriate by LCS.