

# PARENT-STUDENT MANUAL

## Lake Shore Christian Academy

### 2010-2011

### Revised 11/3/2016

Lake Shore Christian Academy,

A private education ministry operated by the Bible Church of Lake Shore, a nonprofit corporation, is managed by its School Board and its appointed School Principal. This Parent-Student Manual is based upon the policies specified in the *Policy Manual* of the Lake Shore Christian Academy.

As a Christian school, we have endeavored to achieve a properly balanced and Biblical approach when establishing policies. We believe that these guidelines are necessary for a smooth and efficient operation, and will enable us to effectively fulfill our stated Mission.

We reserve the right to alter or change the guidelines specified in this Manual, at the discretion of the school administration.

#### **Mission Statement:**

*Lake Shore Christian Academy is a ministry of the Bible Church of Lake Shore that exists to glorify God by partnering with parents in the training of their children by providing a Christ-centered, Biblically-based education that will equip them to know and serve the Lord Jesus Christ.*

#### School Administration:

Lake Shore Christian Academy

Anthony Hall, Principal

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# 1. Foundational Principles and Policies

All policies and procedures flow from the foundational principles and policies specified in this section.

Statement of Faith  
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## **1.1 Statement of Faith** *(as written in the Constitution and By-laws of the Bible Church of Lake Shore)*

The Bible Church of Lake Shore and the Lake Shore Christian Academy have been founded upon and pledge to preach and teach the following doctrinal truths, believing them to be the expression of truth as found in the Word of God.

### A. The Holy Scriptures

We believe the Holy Bible is the inspired Word of God consisting of sixty-six books of the Old and New Testaments. This verbally inspired Word of God is inerrant in the original manuscripts, infallible. It is the supreme authority and final rule in life and faith. (II Timothy 3:16-17, II Peter 1:20-21, Isaiah 8:20, John 16:12-13)

### B. The Godhead

We believe there is one only living and true God, eternally existing in three persons, Father, Son, and Holy Spirit, the same in substance, equal in power and glory. (Genesis 1:1, John 10:30, Deuteronomy 6:4, II Corinthians 13:14)

We reject, however, the modernist and liberal teaching that God is Father of all, and that all are brothers. We believe that He is the spiritual Father only of those who are born again and brought into His household. Only those who have been redeemed through His blood, having forgiveness of sins, are our brothers. (John 3:3; Ephesians 4:18; John 1:12, 8:44)

### C. The Person and Work of Christ

We believe that the Lord Jesus Christ, the Eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful man. (John 1:1-2, 14; Luke 1:35)

We believe that the Lord Jesus Christ ascended to heaven and is now exalted at the right hand of God where, as our High Priest, He fulfills the ministry of Representative, Intercessor and Advocate. (Acts 1:9; Hebrews 9:24, 7:25 Romans 8:34; I John 2:1-2)

### D. The Person and Work of the Holy Spirit

We believe that the Holy Spirit is a Person who convicts the world of sin, of righteousness and of judgment, and He is the Supernatural Agent in regeneration, baptizing all believers into the Body of Christ, indwelling and sealing them unto the day of redemption. (John 16:8-11, I Corinthians 12:13)

We believe that He is the divine teacher who guides believers into all truth and all saved ones are exhorted to be filled with the Spirit. (John 2:20, 16:18; Ephesians 5:18)

#### E. Total Depravity of Man

We believe that man was created in the image and after the likeness of God, that he sinned and thereby incurred not only physical death but spiritual death which is separation from God; and that all human beings are born with a sinful nature which is enmity against God, and in the case of those who reach moral responsibility, become sinners in thought, word and deed. (Genesis 1:26-27; Romans 3:22, 5:12; Ephesians 2:1-3)

#### F. Salvation

We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a representative and substitutionary sacrifice; that all who believe *in* Him are justified on the grounds of His shed blood and righteousness. (Ephesians 2:8-10, John 1:12-13, Ephesians 1:7, I Peter 1:18-19)

We believe in the resurrection of the crucified body of our Lord, His ascension into heaven, and His present life there for us as a High Priest, Advocate and the only Mediator between God and man. (Acts 1:21-22, 24, 33; I Corinthians 15:15)

#### G. The Eternal Security and Assurance of Believers

We believe that all the redeemed are kept by God's power and are secure in Christ forever. (John 6:37-40, 10:27-30; Romans 8:1, 38; I Corinthians 1:4-8; I Peter 1:5; I John 2:19)

We believe the saved should rejoice in a personal confidence of a present salvation which rests in the manifestation of the indwelling Christ and veracity of the Word of God. (John 5:11-13)

#### H. The Second Advent of Christ

We believe in the "blessed hope", the personal, imminent, pre-tribulation and pre-millennial coming of the Lord Jesus Christ for His redeemed ones; and in His subsequent return to earth, with His saints, to establish His Millennial Kingdom. (I Thessalonians 4:13-18; Zechariah 14:4-11; Revelation 19:11-16, 20:1-6; I Thessalonians 1:10, 5:9; Revelation 3:10)

#### I. The Natures of the Believer

We believe that every saved person possesses two natures, with provision made for victory of the new nature over the old through the power of the indwelling Holy Spirit, and that in this life all claims to the eradication of the old nature are unscriptural. (Romans 6:13, 8:12-13; Galatians 5:16-18; Ephesians 4:22-24; Colossians 3:10; I Peter 1:14-16; I John 3:6-9)

#### J. Separation

We believe that all the saved should live in such a manner as to not bring reproach upon their Savior and Lord, and that all separation from all religious apostasy, all worldly and sinful pleasures, practices and associations is commanded by God. (II Timothy 3:1-5; Romans 12:1, 14:13; I John 2:15-17; II John 9-11; II Corinthians 6:14, 7:1)

#### K. Missions

We believe it is the obligation of the saved to witness by life and by word the truths of Holy Scripture and to seek to proclaim the Gospel to all mankind. (Mark 16:15, Acts 1:8, II Corinthians 5:19-20)

#### L. The Personality of Satan

We believe that Satan is a person, the author of sin and the cause of the fall; that he is the open and declared enemy of God and man; and that he shall be eternally punished in the lake of fire. (Job 1:6; Isaiah 14:12-17; Matthew 4:2-11, 25:41; Revelation 20:10)

#### M. Sanctification

We believe in sanctification in two aspects. First, God sanctifies us in that He sets us apart at the time of our personal acceptance of Christ as Lord and Savior. Second, we experience sanctification by the degree we yield to God, separate from sin, and grow in wisdom, knowledge, experience, and grace. (I Corinthians 6:11, John 1:12, Colossians 3:26, Romans 12:1, Psalm 119:11, II Corinthians 3:18)

#### N. The Eternal State

We believe in the bodily resurrection of men: the saved to eternal life, and the unsaved to judgment and everlasting punishment. (Matthew 25:46; John 5:28, 11:25-26)

We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord where, in conscious bliss, they await the first resurrection when spirit, soul and body are reunited to be glorified forever with the Lord. (Luke 23:45; Revelation 20:4-6; II Corinthians 5:8; Philippians 1:23, 3:21; I Thessalonians 4:16-17)

We believe that the souls of unbelievers remain after in conscious misery until the second resurrection when, with soul and body reunited, they shall appear at the Great White Throne of Judgment and shall be cast into the lake of fire, not to be annihilated, but to suffer everlasting conscious punishment. (Luke 16:19-26, Matthew 25:41-46, II Thessalonians 1:7-9, Jude 6-7, Mark 9: 43-48, Revelation 20:11-15)

#### O. The Church

We believe that the Church, which is the Body and the espoused Bride of Christ, is a spiritual organism made up of all born-again persons of this present age. (Ephesians 1:22-23, 5:26-27; I Corinthians 12:12-14; II Corinthians 11:2)

#### P. The Ordinances

We believe that Baptism and the Lord's Supper are both divinely enjoined upon all Christians. Without merit in themselves, they provide an expression of faith regarding the believer's identification and fellowship with Christ.

#### Q. Evolution

With the prevalent teaching of evolution, either theistic or atheistic, there is a definite denial of the record of creation as given literally in Genesis 1 and 2. We therefore reject godless evolution and all that evolution declares.

We believe that the flood, recorded in Genesis 7 and 8, was a world-wide flood and not localized. As a result, all human life, with the exception of Noah, his wife, their three sons and their wives, was destroyed. All land animals, except those preserved on the ark, were destroyed. Therefore, all human and animal life on earth today descended from those on the ark.

We acknowledge that there can be change within a species by selective breeding, as observed in Gregory J. Mendel's law regarding genes.

We believe God created the material universe and the earth and all that is in them in six literal 24-hour days, including the angelic hosts and the first humans, Adam and Eve. (Genesis 1-2, Exodus 20:8-11, Isaiah 45:18, Ephesians 3:9, Colossians 1:16, Revelation 4:11, 10:6)

#### R. Israel

God's call to Abraham, recorded in Genesis 12:1-3, is the beginning of the Hebrew people and the history of the nation of Israel. It is through Israel that all the nations are to be blessed. That is

because, through Israel, the Redeemer, the Lord Jesus Christ, was to come. Throughout the Old Testament, God promised and re-confirmed His promises of blessing and a plan for national Israel. Many of those promises and blessings have been literally fulfilled (cf. Genesis 15:13-16, 18-21, 17:5, 15-19, and 21:1-3). Many are yet to be fulfilled (cf. Daniel 7:13-14) and will find literal fulfillment especially during the tribulation period and the millennium when Christ will return and will sit upon His throne in literal Jerusalem.

A teaching has arisen which denies the literal fulfillment of those promises to Israel and transfers them to be fulfilled *spiritually* by the Church. We reject such teaching and believe every promise not yet literally fulfilled will be literally fulfilled by God. Though Israel is at present blinded and set aside as the gospel goes to Gentiles and God fulfills His purpose for the Church, that nation will have that blindness removed and will realize God's purpose for them. Basically, we maintain that Israel is Israel and the Church is the Church.

## 1.2 Core Values

The following core values are the convictions that support and empower the purpose of LSCA, providing certainty, stability, and a strong foundation for achieving it. They provide the school with security and ultimately shape its environment and every aspect of its ministry.

### A. The Lordship of Jesus Christ

Because Jesus Christ is supreme over all creation and history, we will give Him first place in everything, in every classroom, in every activity, and in the life of every person. (Colossians 1:15-17)

### B. The Authority of God's Word

Because the Bible is God's guide for our faith and life, we will follow the direction of God's Word for the spiritual, intellectual, social and physical development of each person. The inspired Word of God is the source of truth and is applicable to all areas of life. (II Timothy 3:15-17)

### C. A complete education is Christ-centered, based on Biblical truth, and produces students who have a sound Biblical worldview (Proverbs 22:6, I Peter 1:3)

Everyone has a worldview. Whether or not we realize it, we all have certain presuppositions and biases that affect the way we view all of life and reality. A worldview is like a set of lenses which taint our vision or alter the way we perceive the world around us. Our worldview is formed by our education, our upbringing, the culture we live in, the books we read, the media and movies we absorb. For many people their worldview is simply something they have assimilated from their surrounding cultural influences. But, since Scripture is the revealed Word of God, it should be integrated into learning experiences throughout the school so that students can view everything from God's point of view as revealed in the Word of God.

### D. Partnership with Families

We believe in the Biblical authority and responsibility of parents for the academic and spiritual growth of their children and seek to assist them in that process. Parents have the primary responsibility for the education of their children. LSCA exists to partner with parents who raise their children in the nurture and admonition of the Lord. (Deuteronomy 6:4-9, Ephesians 6: 1-4)

### E. Modeling Christ

The Bible states that when children mature, they will be like their teachers. The teacher is the living curriculum in the classroom and must model a Christian life consistently. Therefore, it is crucial to have teachers who have trusted in Christ as Lord and Savior, and model that relationship. (Luke 6:40, Colossians 1:28.29)

F. Academic Excellence

The Christian mind should be the best mind, enlightened by the mind of Christ and one that integrates God's principles with academic pursuits. We believe in high academic achievement and critical thinking skills. (I Corinthians 10:31, Ecclesiastes 9:10, I Peter 3:15-17)

G. A Healthy, Balanced Student Life

We believe students should be offered appropriate opportunities to grow in spirit, mind, and body. (Luke 2:52, I Corinthians 15:58, Colossians 4:5)

H. Compassion for Others

Students should be taught to love God with all their heart, soul, mind, and strength, and to love their neighbors as themselves. As students grow in their relationship to God, they will glorify Him through their interactions with others. In addition, a student's relationships with fellow students, parents, and teachers will be Christ-centered and edifying.

I. Evangelism

Every student should be taught to develop a servant's heart. Students should learn ways to serve others through evangelistic outreach, missionary projects, and community service. Students should be trained and equipped to clearly present the gospel of our Lord and Savior Jesus Christ to lost people.

J. The uniqueness of each individual student's God-given ability (Jeremiah 29:11, Psalm 139:13)

K. A school environment that is disciplined, respectful, productive, and safe (Hebrews 12:5-6, Romans 13:7, I Peter 2:17)

### 1.3 Our Mission

Lake Shore Christian Academy is a ministry of the Bible Church of Lake Shore that exists to glorify God by partnering with parents in the training of their children by providing a Christ-centered, Biblically-based education that will equip them to know and serve the Lord Jesus Christ.

### 1.4 Our Philosophy of Christian Education

Education is the process of discovering and applying God's truth to one's life. We must understand that because of sin we have no relationship with our Creator God. But God provided the way to restore a right relationship with Him through faith in His Son, Jesus Christ. Without this relationship man may attain vast quantities of knowledge, but he will never be wise.

True education recognizes God as the source of all truth. The educational philosophy of LSCA is based on a God-centered view that all truth is God's truth (John 17:17, II Corinthians 13:8), and that the Bible is the inspired and only infallible, authoritative Word of God which contains this truth (II Peter 2:20-21). It is further based on the belief that God is the Creator and Sustainer of all things and that mankind's greatest need is to be in a right relationship with Him. We acknowledge that man is a sinner by nature and choice and, possessing a fallen intellect, cannot, of himself, know God or please Him. This is only possible by choosing to trust Christ alone for the free gift of salvation through His death and resurrection. (Ephesians 2:8, 9).

## A. Biblical Foundation

We must be committed to an educational philosophy which is not after the traditions of men, or the principles of this world, but after Christ, in whom are hidden all the treasures of wisdom and knowledge (Colossians 2:8). Christian education means that Christ is central to education.

Consequently, our educational theory, methods, and practice must be built upon Christ as their cornerstone. But how can we know Christ apart from His Word which is the truth? The sacred Scriptures are the Word of Christ written. In them God has revealed Himself and His saving purpose in Christ.

Because there is only one God and one Christ, there is only one truth. This truth is the center and criterion of Christian education. While the Bible is not used as the textbook in every subject, it is the foundational handbook for every course and the standard for teaching. As the foundational book, Scripture is the only infallible rule for faith and practice, for grammar and literature, for mathematics and science, for health and physical education, for geography and history, and for social studies and the arts. The beginning of wisdom is the fear of God.

## B. Teaching Method: Making Disciples of Christ

A Christian education is part of Christ's Great Commission to disciple the nations. The Bible tells parents that they have a moral responsibility before God to bring up their children in the discipline and instruction of the Lord (Ephesians 6:4). The word "discipline" means to train, and the word "instruct" means to teach. Education includes both. As teachers labor to nurture, instruct, and discipline students, their central task is to make disciples of Christ.

For a biblical curriculum to be profitable, it is necessary for the teacher to practice a biblical method of teaching. Both the mind and the will of the student need to be trained and brought into subjection to God's authority. The teacher should pray and work to the end that the student's reasoning will submit to God's authority. The mind needs to be trained to submit to Scripture and to resist the temptation of leaning on one's own understanding. False ways of thinking need to be rebuked and the mind brought to humility before God.

Not only should the student be taught to reason in a consistent, biblical, organized manner, but to exercise proper biblical discipline to reach the goal. By warning against unbelief, rebellion, and the spirit of this age, the teacher seeks to train the student to become a disciple of Christ. Parents should train their children morning, noon, and night to help students stay on the right path and learn godly habits. Christian training should be the same at home, at school, at church, and at play. In this way, the student learns that God's Word is to be believed and obeyed consistently, everywhere, and at all times. Otherwise, he will learn to be inconsistent in his behavior before God and man. In short, he will grow to be a hypocrite.

## C. The Goal of Christian Education

### 1. To Glorify and Enjoy God

The purpose of Christian education is not primarily to meet human needs or develop human potential, but preeminently to labor to the greater glory of God, the honor of the name of Christ, and promote the development of His kingdom. In a word, the ultimate goal of Christian education is to glorify God and enjoy Him forever. It means that we are to serve Him in every area of life and calling. This takes place when the student learns to fear God and trust Christ so that he will think and act biblically. For this reason, true Christian education must be God-centered.

God created man for the joy of communion with Himself. Therefore, the student's joy and fulfillment in life is not to be found in himself or in the world in which he lives, but in loving communion with his Creator. As students learn to glorify God and live for Christ, they will have true enjoyment in life. Without holiness there is no happiness. As the student grows in the knowledge of creation, and discovers the wonders that God has made,

he should be taught to enjoy and praise the One who made it. Each new discovery should lead him to acknowledge that God has made us and all things. If education is to train the child for life, then the chief end of man must be constantly kept in view.

## 2. To Fear God and Trust in Christ

The fear of the Lord is the beginning of wisdom. To fear the Lord means to take what He says seriously. When education begins with the fear of God, it promotes respect for God's authority as expressed in His Word and Law as the foundation for learning. With reverential awe, the student will approach schoolwork seriously, attempting to do his best. This is absolutely necessary for the student's proper attitude in education.

Since the fear of the Lord is necessary to glorify Him, and without faith it is impossible to please Him, the student needs to come to a saving faith in Christ before he can think and act biblically. The first American college, Harvard, established this standard: "Let every Student be plainly instructed, and earnestly pressed to consider well, the main end of his life and studies is, to know God and Jesus Christ which is eternal life (John 17:3) and therefore to lay Christ in the bottom, as the only foundation of all sound knowledge and Learning. And seeing the Lord only gives wisdom, Let everyone seriously set himself by prayer in secret to seek it of him (Proverbs 2:3)." Christian teachers should, by their instruction, discipline, and godly example, pray that the Lord might be pleased to use their teaching as a means to effectually call students unto Christ.

## 3. To Reason According to a Biblical Worldview

In every area of study, LSCA wants to help parents train their children to understand God's perspective and think His thoughts after Him. To do this, they must grow in their knowledge of the Word of God and learn the mind of Christ. They must learn to reason in terms of biblical truth, and develop a truly consistent biblical worldview. By godly instruction and precept, through the inculcation of scriptural wisdom, students are to develop their God-created minds unto Christian maturity. They must be taught how to rightly discern and judge all things in the light of Scripture. Christian education fails if it does not instill the pattern of thinking after God's words and logic. If a student learns to think in terms of himself or the creature, his decisions regarding right and wrong, truth and error, reality and fantasy, will be humanistic or naturalistic. Without realizing it, he will be acting as his own god, determining for himself good and evil (Genesis 3:5).

## 4. To Love and Serve God and Our Neighbor

Knowledge for the sake of knowledge is useless and leads to intellectual arrogance and self-glorification. True knowledge must be used practically to advance the Kingdom of God for His glory. Christian education promotes using knowledge to glorify God and to minister to others. Students should learn to obey and serve God more fully so that they may minister to others more effectively. Students must learn to walk in the truth and through faith manifest the fruit of the Spirit in good works. Thus, after coming to faith in Christ and developing a biblical worldview, the development of strong godly character and a lifestyle of service is most necessary. In fact, godliness is necessary for a proper understanding of the truth.

Christian education aims to train men and women who love God in both word and deed, and express this love in ministering to others. One's vocation must be seen as part of this moral responsibility. It is not merely the obtaining of a paycheck, but to serve God and our neighbor.



#### D. Doctrinal Policy

The Bible Church of Lake Shore Statement of Faith defines the beliefs on which the school is based. It expresses the key elements of Christianity that we are not ashamed to teach in various ways through all grade levels. Their substance is that which will be considered primary doctrine at LSCA. Secondary or divisive doctrines and issues will not be presented as primary doctrine. When these types of doctrine or issues arise, they will be referred back to the family and local churches for final authority.

When secondary doctrine enters classroom discussion, therefore, the teacher shall direct it as informational and nonpartisan. Teachers must be careful not to speak to the students in a manner that would cause offense to the parents. The presentation of all sides of an issue is encouraged (at the child's level of understanding). The teacher should encourage the students to follow up any questions they have with their parents and pastor.

### 1.6 Objectives

The objectives below specify ways that we intend to carry out our mission statement based on our core values. They do not say "how", only "what" we intend to do, as opposed to goals and strategies which specify how we intend to carry out our objectives.

- A. Teach the Bible as a core subject, essential to the academic curriculum
- B. Teach that faith in Jesus Christ alone is the only way to have fellowship with God (John 6:40)
- C. Place a high priority on each student's personal relationship with God – salvation and growth in Christian character
- D. Help students learn how to process information in the context of a biblical Christian worldview
- E. Maintain high academic standards with internal and external evaluation welcomed.
- F. Foster an environment that is loving, supportive and nurturing for children, families and staff
- G. Train students in heart-motivated discipline and responsibility
- H. Encourage students to develop godly character traits (Matthew 12:35)
- I. Teach students to develop self-discipline and responsibility from God's perspective (Galatians 6:9, Proverbs 24:10)
- J. Teach students to articulate and defend their faith, and to identify and analyze contrasting worldviews (Colossians 2:8; I Timothy 6:20)
- K. Teach students to cooperate with their peers and develop good relationships (Romans 14:19, Romans 12:17-18)
- L. Focus on individualized and group instruction that respects the value and uniqueness of each student
- M. Support and encourage a spiritually vibrant staff who embraces their function as role models
- N. Support and encourage on-going professional development for teachers
- O. Promote academic proficiency with emphasis on reading, writing and mathematics
- P. Strengthen families and school readiness through encouragement, information, resources and fellowship
- Q. Maintain a safe, attractive, well-maintained campus
- R. Encourage physical development by providing opportunities for athletic and recreational activities (I Corinthians 3:16-17)
- S. Prepare students for higher learning and the pursuit of wisdom and knowledge by teaching them the basic building blocks of learning (Proverbs 4:1-9)
- T. Develop an appreciation for the arts

- U. Instill in students a heart for the lost and for service (John 15:12; Galatians 5:14)
- V. We seek children of parents who profess Christ in accordance with the Statement of Faith; and in the case of the high school, to students who profess faith in Christ and/or attend church of a regular basis. (Ephesians 4:11-14)

## 1.7 Parent Responsibilities and Involvement

LSCA is committed to partnering with parents in the training of their children. Thus, for this partnership to be successful, parents are asked to take up certain responsibilities as well. These include attending meetings and conferences, responding to communications slips, reading weekly newsletters, volunteering, and much more.

### A. Parent-Teacher Conferences and Other Communication

In order to promote effective communication and understanding, parents are asked to cooperate with the following guidelines:

1. Parents are required attend a formally scheduled meeting at the beginning of the school year.
2. Parents can request a conference with their child's teacher(s) at any time. Parents interested in arranging a conference with a teacher should call the school office and leave a request for the teacher to return the call. Conferences should be scheduled at a time convenient for both the parents and the teacher. The parents should communicate with the teacher before contacting the Principal or any member of the Board. Generally, the Principal will be available for a conference following the initial parent-teacher contact.
3. Teachers will also use letters, phone calls, and regular progress reports as needed to communicate with the parents.
  - a. Please sign and return any communication slips that are sent home.
  - b. Watch for Congratulation Slips. These are a record of your child's progress.
  - c. Look for the Monday Newsletters which contain many important announcements and vital information.

### B. Volunteering

Parent volunteers make an important contribution to the school program at LSCA. In order to make good use of that contribution it will be important to follow certain guidelines.

1. Prospective volunteers must be approved in advance. They should be willing to work cooperatively with staff and under a specific teacher's supervision. Teachers will provide these individuals with clear information regarding the classroom management program, curriculum and teaching style. Teachers may need to schedule some uninterrupted time to plan with the parent volunteer.
2. A parent volunteer is a parent who is willing to assist a teacher on a regular basis. Under the direction and supervision of the teacher he/she may:
  - a. Correct workbook pages or copies. (Teachers will provide necessary written and/or oral feedback to students after reviewing for errors.)
  - b. Run off copies or construct learning materials, games or reinforcement materials.
  - c. Drill students in math, phonics, etc., as modeled by the teacher.
  - d. Read to students.
  - e. Type materials for teachers.

### C. Teacher Aides

Teacher aides are individuals, who, under the direction and supervision of the teacher, may perform all of the duties listed for volunteers and helpers. Additionally, they may:

1. Provide some instruction which is planned by the teacher.
2. Answer students' questions or help students complete seat work assignments.
3. Monitor independent activities to keep students on task.
4. Supplement direct teacher's instructions with additional controlled practice.
5. Direct learning centers; for example, teach and play assigned games.

Aides and volunteers should not be given regularly assigned teacher duties (i.e. classroom supervision).

#### D. Resource People

Each teacher may utilize resource people to aid in classroom experiences. Parents and/or community people are able to provide additional dimensions to many classroom experiences. All such resource people should be selected with care and approved by the Principal.

Such resource people should, at a minimum, meet the following requirements:

1. The recommendation of a recognized Christian source should be obtained prior to asking the resource person into the classroom.
2. The person should be sympathetic with the Christian faith.
3. The background of the classroom material being covered should be presented to the resource person so that his presentation is relevant.

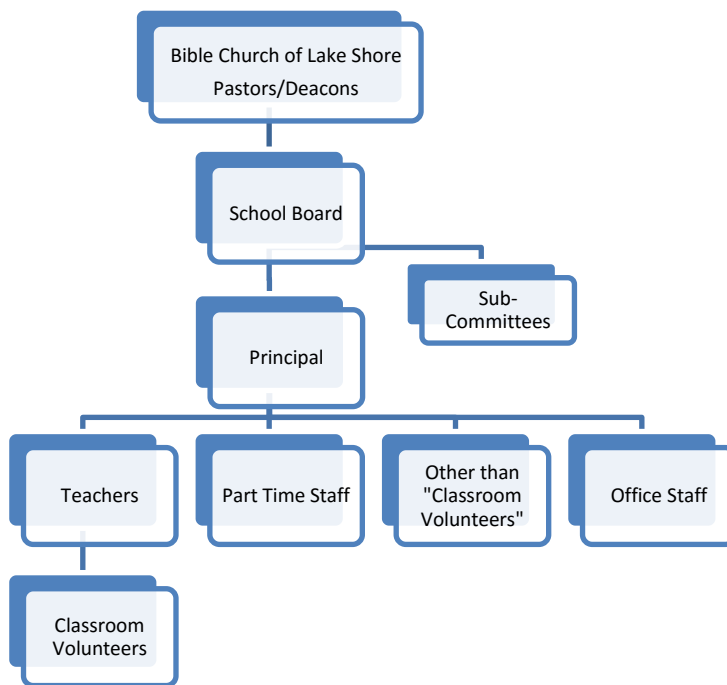
## 2. Organization and Structure

Administrative Entities  
Christian School Organizational Chart  
Procedures for Communication of Concerns  
Communications Systems

### 2.1 Administrative Entities

The School operates, both in the realm of education and in its own governmental structure, with delegated authority from the Bible Church of Lake Shore. The School Board is not autonomous in setting policy and directing the affairs of the School, but is in submission to the Church Bylaws and all Articles contained therein. The Bible Church of Lake Shore Bylaws is the document to which the School Board and School (parents, staff, and students) are to submit. Ultimate authority rests in God alone, through the Lord Jesus Christ, as revealed to us in the Bible. See Section 3 for more specific information about the School Board.

### 2.2 Christian School Organizational Chart



### 2.3 Procedures for Communication of Concerns

#### A. Philosophy

The goal of this policy is that open and honest communications will be used to find answers and resolutions on any matters that arise. This procedure should be used in the event that a parent has an issue or concern that should be addressed.

There are several key Biblical concepts necessary for successful use of this policy and the maintaining of unity.

1. First, pray about the situation. "Pray without ceasing." (I Thessalonians 5:17)
2. Don't wait to seek an answer or resolution. If there is a matter that is bothering you, don't wait to address it.

3. Keep the circle small. Going directly to the other person involved often will be the only step needed in resolving the matter. Even in situations that don't involve sin, resolution can most quickly and easily be achieved by going directly to the other person involved. (Matthew 18:15)
4. Be straightforward. Sometimes it is difficult to cut to the heart of the matter but resolution can only come when the issues are lovingly and clearly presented. (Proverbs 12:18)
5. Be willing to listen. Remember that communication is a two-way process focused on resolution. (James 1:19)
6. Be forgiving. Our communications process is founded on love and unity. Because of this love and desire for unity, once the matter is resolved, wholehearted forgiveness and restoration of the relationship should result. (John 13:34-35)
7. Don't gossip. As the book of Proverbs repeatedly warns against gossiping and the significant and negative consequences of such conduct, please refrain from discussing confidential matter beyond those necessary. Whether you are directly or indirectly involved, gossiping about the matter is clearly inappropriate. (Proverbs 16:28)

#### B. Overview

Concerns are handled and resolved as close to their origin as possible. Although no person will be denied the right to petition the Board for redress of grievance, all concerns will be referred through the proper administrative channels for solution before investigation or action by the Board will take place. Any concern about school personnel will be investigated by the Administration before consideration and action by the Board.

The Board advises that the proper channeling of all concerns is as follows:

1. Teacher
2. Principal
3. Board Chair
4. Sr. Pastor
5. Board

If the Principal, Sr. Pastor or Board members are approached with a concern first, they should direct the complainant back through the proper channel.

#### C. Procedure

When a student or parent has a concern regarding the operation and administration of the school, school personnel, learning materials or a related program, the procedure will be as follows:

1. The Teacher will hold a meeting with the complainant after receiving a written explanation and shall try to resolve the problem as quickly as possible.
2. If satisfaction is not reached, the issue will immediately be referred to the Principal. The Principal will hold a meeting with the complainant and the teacher and will render a decision at the end of the meeting, if possible.
3. If the issue has not been resolved, the Principal, teacher, and complainant will meet with the Board Chair.
4. If the problem still has not been resolved, the matter will be placed on the next Board agenda for review. The Board will listen to both sides of the issue and will render a decision.

## 2.4 Communications Systems

### A. Definition

Communication Systems include telephone, Internet, email, web sites, homework folders, family files operated by the schools, and any other on-site method by which the school communicates information to the staff, students, and families of LSCA.

### B. Guidelines

1. The communications systems will only be used for purposes that are in agreement with the mission and values of LSCA.
2. Use of the telephone for personal reasons should be minimized in order to leave the lines open for school business. Permission from the Principal must be obtained prior to performing personal work on school computers.
3. The use of the LSCA school directories (including phone numbers, addresses and e-mail list) cannot be for purposes of solicitation, fundraising, or other activities that are outside the mission of LSCA. This includes partial or complete blanket e-mails to families without properly routing them through the LSCA office.
4. Public web pages shall be used to provide information concerning the school and its mission. Private web pages may be used to provide information to current families of the school. The private pages shall be password protected, the password being changed at least once per year.
  - a. Names of students will not be used in conjunction with a photograph on the public website. When a parent or legal guardian of a child requests the removal of specific photographs depicting the child, the photographs shall be removed in a timely manner.
  - b. All links to other sites shall be investigated to the best of our ability to avoid recommending inappropriate information.
  - c. Non-LSCA e-mail addresses and phone numbers shall not be published on the public website.
  - d. The Board is responsible for all web content. This authority may be delegated to the Principal and/or a Board approved webmaster.
5. The communications systems will not be used for any illegal purposes, personal expressions of negativity, or non-school business development.

## **3. Role and Responsibilities of the School Board**

Role of the Board  
Responsibilities of the Board

### **3.1 Role of the Board**

The School Board sets the vision for the Christian School, determines policies, and directs the administrative team to carry out those policies. The School Board is not an administrative or day-to-day operations body, but instead governs by establishing policy to guide the Principal in the administration and operation of the school.

### **3.2 Responsibilities of the Board**

In overseeing the operation of the School, the Board shall carry out duties including, but not restricted to, the following:

- A. Serve under the Church Board of the Bible Church of Lake Shore
- B. Provide direction for the spiritual life, curriculum, programs, and academic standards of the School
- C. Focus on policy making, planning, monitoring, and evaluation to further the School's mission, core values and strategic objectives, rather than on day-to-day operations
- D. Work with the Principal to choose, direct, evaluate, and set clear goals for the school
- E. Strive sincerely to build relationships and work as a team with the Principal, faculty and staff
- F. Maintain a quality faculty and staff performance review system
- G. Maintain fiscal stability:
  - 1. Develop and approve the annual budget
  - 2. Establish a system of expenditure controls
  - 3. Establish tuition and fee policies
  - 4. Receive and act on reports of the financial conditions of the School
  - 5. Authorize promotional activities designed to increase donated support
- H. Provide adequate facilities
- I. Oversee public relations to promote the school
- J. Maintain open communications via defining channels of communications and responsibilities

## **4. Student Policies**

### Admissions

- Academic Guidelines
- Minimum Entrance Requirements
- Procedure
- Initial Academic Probation
- Restrictions
- Non-Discriminatory Admittance

### Early Admission

### Immunization

### Communicable Childhood Diseases

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### Accidents, Injuries and Safety

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### Financial Objectives

### Source of Income

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### Academic Requirements

### Tutorial Help

### Grade Level Acceleration

### Student Records

### National Standardized Testing

### Late and Make-Up Assignments

### Evaluation of Student Work

### Resources Materials for Classroom Use

### Movies, Films and Video Clips

### Philosophy for Christian Athletics

### Physical Education

### Sex Education

### Philosophy for Discipline

### Responsibilities Regarding Discipline

### Discipline Policy

### Tobacco Use

### Substance Abuse

### Offensive Conduct or Sexual Harassment

### Physical Signs of Affection

### Fund Development Philosophy

### Fund Raising

### Field Trips

### Extended Field Trips

### Visitors



## 4.1 Admissions

LSCA seeks students who will enjoy and benefit from an environment where spiritual growth is encouraged and that focuses on a high academic standard. LSCA seeks students whose behavior is consistent with the values and goals of the school as stated in our Mission and Vision Statements (see Sections 1.3 and 1.4).

### A. Academic Guidelines

1. All prospective students applying to LSCA must meet the minimum entrance requirements of the academic grade they are planning to enter.
2. Students will be admitted and placed in the appropriate grade level.
3. Students who test one or more grades behind the grade to which they are applying may be admitted to LSCA only if the student is willing to take additional class work (e.g. tutoring) to bring academic levels in line with grade level work. More information on this topic is listed below in Section 4.22 Tutorial Help.
4. Tutoring expenses are the responsibility of the parents, not LSCA.

### B. Minimum Entrance Requirements

It is our desire to help students achieve their greatest potential, first and foremost in godly character and spiritual development, and secondly, in academic excellence and knowledge. With these goals in mind, we have established the following admission standards:

1. K3 students will only be accepted on a case-by-case basis. They must turn 3 by September 1 and must be potty trained. Parents may choose one of the following schedule and tuition options for children in the K3 program:
  - 5 full days (Monday-Friday, 8:30-2:30 for \$3950/year)
  - 5 half days (Monday-Friday, 8:30-12:30 for \$3650/year)
  - 3 half days (Tues., Wed., Thurs. 8:30-12:30 for \$3000/year).
2. Students must meet the Maryland State minimum age standards for K4 and K5 (K4: age 4 by September 1; K5: age 5 by September 1) and Grade 1 (age 6 by September 1) unless an exception is granted under the Early Admission Policy (see Section 4.2).
3. **Grades 3<sup>rd</sup> - 8<sup>th</sup>:** A student must test within one year of grade level or above in math and verbal skills.
4. **Grades 7<sup>th</sup> – 12<sup>th</sup>:** A student must test within one year of grade level in math and verbal skills and must have a minimum overall GPA of 2.0.  
Any exceptions must be approved by the Admissions Committee.

LSCA does not have the staff to address the concerns of high-needs students. These would be students with serious emotional, social, or academic needs requiring the services of specially trained staff.

### C. Procedure

1. Parents visit LSCA to pick up a complete **Comprehensive Application Packet and Handbook**.
2. Read, as a family, the Handbook *thoroughly*. **Sign and return Signature Page with completed Application Packet.**
3. Set up an appointment to meet at LSCA with the Admissions Committee.
4. Both **parent and student** meet at LSCA with Acceptance Committee. We reserve the right to deny admission during initial application process.

5. **If** the student is accepted, parents submit registration and test fee. **All** new students are admitted on probation for a nine (9) week period to observe if the student is suited for this school and this curriculum. We want the best for the student and for the school.

#### D. Initial Academic Probation

Students are on academic probation for a nine (9) week period upon acceptance to LSCA.

1. **Grades K -2<sup>nd</sup>**: Students must demonstrate acceptable social and developmental progress as measured by the standards on quarterly report cards. The teacher may recommend withdrawal from Kindergarten if the student is not ready in these areas.
2. **Grades 3<sup>rd</sup> -6<sup>th</sup>**: Students must achieve a passing grade at their identified grade level in reading/language arts and math. If a student is not able to meet this standard after one quarter, the student may be required to obtain tutoring in the subject in which he or she is below the standard.
3. **Grades 7<sup>th</sup> -12<sup>th</sup>**: Students are expected to achieve an overall GPA of 2.0 and complete at least 10 PACEs for the first quarter. If at the quarter the student has not met these requirements, he or she will be given until the semester end to bring up his or her grades and complete the appropriate number of PACEs. If at the semester end the minimum requirements are not met, the student will not be allowed to return to LSCA. This may be waived in extenuating circumstances upon review by the Admission Committee.

#### E. Restrictions

1. Admission to LSCA is a privilege and will not be granted to students who have been expelled from their current school for:
  1. Possession of alcohol or an illegal substance
  2. Use of an illegal substance
  3. Being under the influence of alcohol
  4. Possession of a firearm
  5. Brandishing a knife
  6. Repeated disruption in the classroom

Students who have been expelled for any of the above reasons but have demonstrated acceptable behavior for a minimum of one semester prior to applying to LSCA may be considered for admission. Students who have been on probation for any reason will be considered on a case by case basis.

2. In relying on the teachings of Scripture, LSCA believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this manual. [Genesis 2:24; Exodus 20:14; Leviticus 18:22; Matthew 5:27-28; Romans 1:25-28; 1Corinthians 6:9-11, 18; 1Cor. 7:2; Hebrews 13:4]

#### F. Non-Discriminatory Admittance

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

## 4.2 Early Admission

According to Maryland law, children must be 5 years old by September 1 to enter Kindergarten and 6 years old by September 1 to enter First grade. LSCA follows the same guideline for Pre-kindergarten (i.e. children must be 4 years old by September 1). Though not mandated by the Maryland legislature or the State Department of Education, requests for early entry to Pre-kindergarten, Kindergarten, or First grade may be considered under some circumstances.

It is the philosophy of LSCA that most students are best served in an environment with their same-age peers while developing plans to address their individual needs. However, the school recognizes that grade advancement may be appropriate for some developmentally advanced children. Procedures have been adopted to ensure that the individual needs of all children are appropriately addressed.

Decisions to advance a child are made very cautiously. Professionals well-versed in child development and education can use observations and assessment information to predict readiness for Pre-Kindergarten, Kindergarten, or First grade. However, predicting future outcomes are, at best, extremely difficult, and accelerating a child may jeopardize the child's future opportunities for academic and/or social success.

Early entry candidates must demonstrate academic achievement and emotional/social maturity beyond the age expectancy. A child's skills and abilities will be compared to those children who will naturally be entering Pre- Kindergarten, Kindergarten or First grade. It is expected that the early entry candidate would perform in the top fourth of that group.

Requests for special exemptions for early entry into Kindergarten may be made for a student whose fifth birthday occurs after September 1; likewise, for 1<sup>st</sup> grade, for a student whose sixth birthday occurs after September 1.

## 4.3 Immunization

LSCA will comply with State of Maryland immunization policies. A parent's refusal or failure to present the required documentation will be grounds for the student's dismissal from school until such time as immunization evidence is presented or the medical or religious exemptions are completed and/or signed on the state immunization form.

## 4.4 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 approved staff consent for re-admittance:

- A. Chicken Pox
- B. Measles
- C. Mumps

- D. Pneumonia
- E. Whooping Cough
- F. Pinworms
- G. Scabies
- H. Ringworm
- I. Impetigo
- J. Pink Eye
- K. Head Lice

Your child *must* be fever and vomiting free for 24 hours following an illness *before they can return to school*. Please be sensitive to this policy. Returning too soon after an illness can spread sickness throughout the school. Also, please regularly check your child's head to protect from lice.

#### 4.5 Medication

- A. No medications of any kind (including ibuprofen) will be dispersed by LSCA staff without notification to the parents. School personnel may only dispense medication when:
  1. Medication is contained in/with the original prescription bottle, sample packaging or otherwise clearly labeled with information to identify the medication.
  2. Medication is accompanied by a written order from a physician detailing the name of the drug, dosage, and time interval medications are to be taken.
  3. Medication is accompanied by written permission from the parent or guardian of the student requesting that the school comply with the physician's order.
- B. All medications must be kept and administered at the office.
- C. Medications are not to be sent in a student's lunch or back pack.

#### 4.6 Medical Treatment

- A. Medical Emergency Procedure
 

At the beginning of each school year all students are required to fill in the information on the "Medical Release Form" which includes the name and phone number of the doctor to be notified, as well as the name, address, and phone number of the parents and an alternate person to be notified if the need should arise. It is the responsibility of the parents to see that this information is on file. In case of emergency, such as serious illness or injury, this information may have to be used before consultation with the family. At the office's discretion, the family will be contacted by phone, and the parents will be requested to come to the school to pick up the ill child. Transportation will not be provided by LSCA.
- B. First Aid Procedures
  1. Appropriate first aid will be administered until emergency response personnel can take over. 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 child should be taken. This information will be on file on the "Medical Release Form" for each student in case the parents cannot be reached.
  3. A representative of the school faculty or staff should stay with the child until the parent assumes responsibility.
  4. Internal medication will be given only by or on the order of a physician.

#### **4.7 Financial Philosophy**

- A. LSCA is, financially, an integral part of the Bible Church of Lake Shore.
- B. The financial support of the School is the responsibility of the parents with whom the School is in partnership.
- C. The financial philosophy is to manage the fiscal matters of the school with integrity, operational success, good stewardship, and to remain fiscally accessible.

#### **4.8 Financial Objectives**

- A. LSCA will seek to maintain a facility that is professional, neat, and clean—which is necessary to accomplish the educational goals—within the financial constraints.
- B. The school will take pro-active steps to maintain the efficiency of the programs and employees.
- C. The school will give first priority to educational programs and direct student services.
- D. The school may pursue alternative revenue sources, ensuring that they are consistent with Church policy, and do not compromise the ethics or principles of the school.

#### **4.9 Source of Income**

We trust God to supply our needs according to the principles found in His Word and believe that LSCA should be funded by five major means:

- A. Tuition income
- B. Fee income
- C. Gifts and donations
- D. Church expenditures on behalf of the school

#### **4.10 Tuition**

- A. It is the Board's desire to make the school available to the largest number possible by holding the tuition at the lowest levels possible consistent with the desire for quality Christian education.
- B. Payment of tuition by the parents is not the complete discharge of their responsibility to the School. Other ways of participation are specified in Section 1.7, Parent Responsibilities and Involvement.

#### **4.11 Payment of Tuition**

- A. Tuition, the major source of school revenue, is the income paid per student on an annual basis either in full at the beginning of the current school year or in ten (10) equal payments. This does not include fees. For description of fees, see section 4.15, Fees.
- B. Tuition can be paid in full at the beginning of the school year with a 5% discount applied at time of payment. Generally, tuition is not refundable, but in the case of a pre-payment for the year, circumstances may be considered and a refund may be offered.
- C. If tuition is not paid in full, it will be paid starting August 1<sup>st</sup> of each year and divided into 10 equal payments. The last payment is due May 1<sup>st</sup> of the school year.

D. Tuition is late after the 10<sup>th</sup> day of the month. A late fee of \$10.00 is applied to that tuition payment on the 11<sup>th</sup> day of the month. A phone call will be made to attempt collections of late tuition. Every attempt will be made during that month to correct the problem of the late payment and the future conditions. Every contact or attempt to contact the parent or guardian, or a financially responsible party, will be recorded by the school office as to date, time and conversation, if any.

E. If tuition payment is not received by the 1<sup>st</sup> day of the following month, the student will not be permitted to attend school until funds have been restored.

F. The Board will be notified, in writing, of the condition of the late payment and actions taken.

G. The Board reserves the right to file for a money judgment in District Court.

#### **4.12 Tuition Assistance**

A. LSCA has a Tuition Assistance Program for the following:

1. Tuition assistance is limited to LSCA teachers under the following:

1<sup>st</sup> Child Free

2<sup>nd</sup> Child 10%

3<sup>rd</sup> Child 20%

4<sup>th</sup> Child 30%

2. Multi-student families

3. Members of the Bible Church of Lake Shore

4. Those who pay tuition in full at beginning of school year

B. Preference will be given to families with students currently enrolled and who are members of the Bible Church of Lake Shore. Academic and disciplinary standards must be maintained.

C. An *Application for Tuition Assistance/Discounts* can be obtained in the school office. Completed applications will be considered after the student has been accepted for admission and approved by the Principal.

D. Tuition Assistance is approved by the School Board.

E. Please contact the school office for specific information relative to Tuition Assistance and discount amounts.

#### **4.13 Fees**

A. Fees are assessed throughout the school year for administrative items which are not covered by the tuition. Fees are assessed for such items as association, curriculum, class outings, testing, application, and re-enrollment.

B. Fees are not refundable.

#### **4.14 Fund Development Philosophy**

A. Fund development is defined as aligning the school with activities to provide supplemental resources that are planned and approved. Fund development, such as receiving benevolent gifts or raising support, is critical to the success of LSCA. Good counsel and fervent prayer are required before any fund development is proposed or approved. All fund development must be approved by the School Board.

B. Fund raising is a part of fund development and should be limited to school trips, missionary support, and/or class parties. For more information on fund raising, see Section 4.41, Fund Raising.

#### 4.15 Fund Raising Guidelines

All fund raising efforts must be:

- A. Consistent with biblical principles of stewardship and with the core values of LSCA.
  - 1. Begin with prayer and thanksgiving.
  - 2. Be ethical, above reproach, and without pride.
  - 3. Prefaced with a positive challenge and obvious purpose and culminated with an overabundance of giving, with joy.
  - 4. Presented in a manner encouraging a spirit of cheerful giving, not one of guilt of obligation.
- B. Specified in writing, including the purpose, scope, duration, and beginning and ending dates, when submitted for approval.
- C. Approved, prior to announcement, by the School Board in counsel with the Deacons, Senior Pastor, School Principal, and Alumni Club, if applicable.
- D. Planned and have completed the approval process, as determined by the Board, so as not to cause conflict or confusion within the school body.
- E. Closely monitored by the Principal.
- F. Efficiently and professionally managed.
  - 1. Consider the people who are being asked to participate and be sensitive to proper timing, method and approach.
  - 2. Communicate to all involved so that they understand when, why, how, and what the fund raiser involves.
  - 3. Effectively communicate the need.
- G. Donations that result from fund raising efforts:
  - 1. Will be accepted only for purposes that are consistent with the goals of the school.
  - 2. Become assets under the control of the LSCA to be used for the purpose intended.

#### 4.16 Dress Code & Uniform Requirements

The following dress code policy serves to help the school focus on learning and teaching while demonstrating a high standard of excellence to the community.

LSCA recognizes that it is a parent's responsibility to train their children to respect authority and the rules of the school community. Parents are asked to see that their children are dressed according to the dress code policy. With the parents' cooperation, the school hopes to eliminate the need for teachers to spend valuable learning time reminding students of this policy.

The dress code policy applies to K-12 students, during all school days, events, and activities. Any exceptions or changes to this dress code are at the discretion of the Administration.

As noted in **bold** below, some of the uniform articles **MUST** be purchased at Dennis Uniform in Millersville. The remainder of the uniform articles may be purchased elsewhere as long as they clearly match the stated requirements.

The normal school uniform must be worn when the student arrives on school grounds and while school is in session. Students working after-school jobs may change out of their school uniforms at the end of the school day.

## BOYS' NORMAL DRESS CODE AND UNIFORM:

- Hair:
  - Grades K-12: Hair must be cut so that it is above the eyes, behind the ears, and not touching the collar of the shirt. It should also be neatly groomed at all times.
    - Unnatural hair coloring is NOT permitted.
- Pants:
  - Grades K-12: Navy blue or khaki dress slacks
    - **Khaki dress slacks must be purchased from Dennis Uniform.**
  - Grades K-5: Permitted to wear navy blue or khaki uniform shorts in warm weather
    - A belt should be worn at all times.
- Shirts:
  - Grades K-12, non-chapel days: Light blue, white, or burgundy collared polo shirt
  - Grades K-12, chapel day: Light blue dress shirt and tie
    - Shirt must be tucked in on chapel day.
- Shoes:
  - Plain black or brown dress shoes. This includes, but is not limited to, loafers, docksiders, and shoes that match the style and color in the picture below.
    - Bedroom slippers are NOT permitted.
    - Boots are NOT permitted.
- Outer Garments:
  - **Only sweaters and/or jackets purchased from Dennis Uniform will be permitted to be worn in the building.**
- Accessories:
  - Piercings are NOT permitted for boys.
  - Tattoos are NOT permitted.



## GIRLS' NORMAL DRESS CODE AND UNIFORM:

- Hair:
  - Grades K-12: Hair must not cover the eyes and must be neatly groomed at all times
    - Unnatural hair coloring is NOT permitted.
- Jumpers:
  - Grades K-2: Burgundy plaid uniform jumpers and white blouse
    - Jumpers should touch the floor when in a kneeling position and should reach the top of the knee when standing.
    - Shorts must be worn under the jumpers. These shorts should not be visible.
    - In colder weather, girls are permitted to wear burgundy, gray, or navy blue tights or knee-high socks.
    - Sweat pants are NOT permitted to be worn under the jumpers.
- Bottoms:
  - Grades 3-12: Burgundy plaid uniform skirts or khaki dress slacks



- **Khaki dress slacks must be purchased from Dennis Uniform.**
  - Skirts should touch the floor when in a kneeling position and should reach the top of the knee when standing.
  - Shorts must be worn under skirts. These shorts should not be visible.
  - In colder weather, girls are permitted to wear burgundy, gray, or navy blue tights, leggings, or knee-high socks.
  - Sweat pants are NOT permitted to be worn under skirts.
- Shirts:
  - Grades 3-12: Light blue, white, or burgundy collared polo shirt
- Shoes:
  - Plain black or brown dress shoes. This includes, but is not limited to, docksidiers, slip-on dress shoes, and shoes that match the style and color in the picture below.
    - Bedroom slippers are NOT permitted.
    - Boots are NOT permitted.
    - Open toed and open heel shoes are NOT permitted.
    - Heel must be less than 2 inches.
- Outer Garments:
  - **Only sweaters and/or jackets purchased from Dennis Uniform will be permitted to be worn in the building.**
- Accessories:
  - One piercing in each ear is permitted for girls.
  - Body piercings, including tongue rings, are NOT permitted.
  - Tattoos are NOT permitted.



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### PHYSICAL EDUCATION UNIFORM:

If a student does not have the proper P.E. uniform, their grade will be negatively affected. Kindergarten students may come to school dressed in their P.E. uniforms. All other students must bring their P.E. uniforms and change before P.E. class.

- Tops:
  - Grades K-12: Yellow plain t-shirts
    - **These shirts must be purchased from Dennis Uniform.**
- Bottoms:
  - Grades K-12: Navy blue soccer-type shorts or sweat pants
    - **These shorts and/or pants must be purchased from Dennis Uniform.**
    - The shorts must reach to the top of the knee
    - The sweat pants must be loose fitting
- Shoes:
  - Grades K-12: Tennis shoes

## 4.17 School Supplies

*Please be aware that supplies will need* to be replaced throughout the year. Each student should keep a roll of paper towels and a box of tissues for their own use.

K-3, 4 & 5	Teachers will purchase supplies which will cost each student \$7.50. Parents are responsible for reimbursing teachers. Each child must bring a roll of paper towels and a box of Kleenex.	
1 <sup>st</sup> Grade	Crayons (24 pack limit) 2 large pink erasers Ruled notebook paper Storage box or zipper case Ruler (metric & Standard) PLAIN YELLOW No. 2 Pencils only White ELMER'S GLUE (Not washable or "school" glue)	Ruler (metric & Standard) Fiskar brand scissors <b>KING JAMES or ESV BIBLE</b> 1 roll paper towels 1 box tissues
2 <sup>nd</sup> Grade	Same as 1 <sup>st</sup> Grade but ADD:	Bookmark Wide ruled notebook paper 2 pocket folder with prongs <b>NO ADDITIONAL NOTEBOOKS</b>
3,4,5,6 Grade	Crayons, Markers or colored pencils PLAIN YELLOW No. 2 Pencils only Fiskar scissors Ruler (Metric and Standard) 1 box tissues Storage box or zipper case	2 large pink erasers <b>KING JAMES or ESV BIBLE</b> Glue Stick Wide ruled notebook paper 1 roll paper towels
7 - 12 Grade	Same as 4-6 plus: Compass for math **Calculator for Math <b>AFTER</b> completing Math PACE 1075	Devotional folder w/ rings, pockets

## 4.18 Emergency Announcements

LSCA follows the schedule of Anne Arundel Country Schools for closings and late openings due to inclement weather. Please listen to WJZ-TV (channel 13) for closing announcements if weather is a question. The School will seek to contact parents by phone if other emergencies arise.

## 4.19 Fire Drills

From time to time, fire drills will be held. It is the responsibility of each student, for his or her own safety, to follow these procedures:

- A. Each student is to follow their teachers' direction for leaving the room.
- B. There is to be no talking.
- C. Each student should move rapidly, but not run!

## 4.20 Attendance

Consistent, on-time attendance at school is a great benefit to students. Regular school attendance is a necessary part of an effective academic program that provides consistent learning. Maryland state law also requires it. Recent research shows that the main thing employers look at in prospective employees who are high school students or recent graduates is the attendance record. Being at school and on time

every day will pay off.

A. Attendance Rules and Procedures

1. A written excuse noting why the child was absent, signed by a parent or guardian, **must** be presented to the teacher or school secretary whenever a student returns to school following an absence.

To be classified as an excused absence: Excused absences include illness, emergency family matters, driver's license (one-half day excused), inclement weather as determined by the school or as per AA County announcements, and dental and medical appointments. Examples of unexcused absences are vacations, haircuts, shopping, off-site lunches, or birthdays, etc.

2. It is compulsory for all grades that students miss no more than 20 days in a school year. If a student misses more than 20 days, the School may require the student to complete an acceptable summer school program if they have not completed the required 60 PACEs for the year, or less than 80% of completed assignments and/or test grades for ABeka students. A conference with parents and principal will be scheduled to review whether or not a passing grade may be given. Teachers will use Interim Reports to document academic information.

3. Any absence, including an absence for any portion of the day, for any reason other than those cited as excused, may be considered as "excessive." Excessively absent refers to a student who, regardless of the cause of absences, is absent six or more days a semester. Students who are excessively absent may not meet the requirements for earning credit. A conference with parents and principal will be scheduled to review whether or not a passing grade may be given. Teachers will use Interim Reports to document absence information.

4. For an excused absence, the student will have one day for every two days missed to complete and turn in late assignments.

5. For ABeka students, Test grades may result in a "0" which will affect report card grades.

6. To petition for a planned or an extended absence the family must turn in *Pre-arranged Absence Form* obtained from the office, no less than 10 days prior to the absence.

B. Required sign-out prior to the end of the day:

1. Should early dismissal become necessary, a note must be sent to the school office in the morning. Any student leaving before 1:00 pm will be counted as one-half day absent. Early dismissals should be restricted to necessary uses only, such as medical, dental appointments, death in family, etc. Students must be signed out through the school office. ***Do not go to the classroom to pick up a student.***

2. Students may not leave without parental approval. Students who become ill must sign out by at the office after receiving permission to leave.

3. All students must be signed out before leaving by Parent or Guardian.

C. Tardy for 8:30 AM arrival

1. A student is considered tardy if not at their desk or student office by 8:30AM. This means a student must arrive with enough time to report to their classroom, store their

belongings, and be ready to begin class by that time.

2. When arriving past 8:30, parents should escort student to the office to sign their student in.

3. Every third unexcused tardy will result in a detention through the ninth unexcused tardy. After the ninth unexcused tardy, every third unexcused tardy will result in a one day suspension through the eighteenth unexcused tardy. Any unexcused tardy beyond this point will result in a review of the student's enrollment and possible dismissal.

4. Tardies may be excused at the discretion of the administration for reasons such as doctors' appointments (with an official note), vehicle troubles, traffic due to unexpected accidents, etc.

5. Teachers will use Interim Reports to document tardy information. A conference with parents and principal will be scheduled to review whether or not a passing grade may be given for any one subject or grade level.

#### **4.21 Academic Requirements**

##### **A. Satisfactory Academic Progress**

At LSCA, we strive for educational excellence. In keeping with this goal, students in grades 7-12 are required to maintain a 2.0 minimum quarterly GPA.

1. Teachers will document any concerns for currently enrolled students by using the Student Evaluation for Retention or Dismissal form. Concerns are those that teacher feels are above and beyond issues encountered in daily routine. A conference with parent may be scheduled at discretion of teacher and/or as scheduled in School Calendar. Conference may include Principal and or School Board Members.

##### **B. Academic Probation**

1. Academic probation serves both to encourage academic improvement and to provide a warning to students in danger of dismissal on academic grounds. Students on academic probation will have their performance closely monitored in all classes and reported weekly to parents or guardians.

2. Returning students who fail to make satisfactory academic progress will be placed on academic probation the following quarter.

3. All incoming students will be placed on academic probation for their first quarter.

4. Teacher is required to complete a student evaluation using the 9-Week Questionnaire for all new students (or returning students placed on academic probation) to document daily history of students' progress at the end of the first 9-week period student is enrolled. A conference with parent, Principal, and teacher will be held to review information documented. If student is progressing satisfactory, a decision will be made regarding continuing enrollment.

##### **C. Dismissal**

Students on academic probation for one quarter who fail to make satisfactory academic progress will be recommended for dismissal from LSCA.

#### **4.22 Grading Scale**

90-100 = A

80-89 = B

70-79 = C

65-69 = D

Below 65 = F

- A. A Honor Roll – To be placed on A Honor Roll, each subject will be averaged by adding all grades for one subject and dividing by the number of grades to get a grade point average. The grade point average must be at least a 90%. Not any one subject can fall below a 90%.
- B. B Honor roll – To be placed on B Honor Roll, each subject will be averaged by adding all grades for one subject and dividing by the number of grades to get a grade point average. The grade point average must be at least an 80%. Not any one subject can fall below an 80%.
- C. Perfect Attendance – There should be “0” absences recorded.

#### **4.23 Tutorial Help**

For students with more severe learning problems, an outside tutor or other third-party assistance may be required. The school faculty and Principal will be able to provide names of qualified tutors. In such instances, the Principal may require the parents to provide appropriate testing to determine whether their child has a learning impairment or disability. Any outside tutor or other third-party assistance should confer with the teacher of the class in order to coordinate objectives and methods. The Principal shall be aware of all students receiving outside tutorial or other third-party assistance. Fees for third-party assistance will be the responsibility of the parents.

#### **4.24 Grade Level Acceleration**

- A. A sincere and conscientious effort is made at the time of admission to place students at the proper grade/age level. On occasion, because of a student’s good academic performance, parents will request that a student be advanced a grade level beyond the normal promotion. Skipping a grade is not considered to be a beneficial practice and will rarely be considered or allowed by the School. The nature of the curriculum is such that a student will usually miss critical concepts and skills by missing a grade. The school Principal must also consider other factors such as those that relate to maturity, social development and student success in comparison to other very bright and intelligent students. It is the view of LSCA that students should move through the planned curriculum in a step-by-step fashion in a way that allows for a steady academic development as well as a steady social development. There is no feeling of urgency on the part of the school administration to accelerate a student through the grades.
- B. Once a student is placed in a Learning Center, student may advance in PACES but remain in current Learning Center.

#### **4.25 Student Records**

LSCA will keep records which provide the registration and attendance information of students, and will maintain an up-to-date permanent cumulative record of individual students showing personal data and progress through school, including academic achievement, health information, and test results. Parents and eligible students (age 18 or older) have the right to inspect and review the student’s education records maintained by the School. The School is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the original records. A fee may be charged for copies.

In cases where parents are separated or divorced and one parent has legal custody, the school must have proof in the form of a copy of the court order that spells out both custody and visitation rights. Schools must have on file appropriate legal documentation in order to assure compliance with any limiting court order. State and federal data privacy laws recognize the right of a natural parent, regardless of child

custody determination, to have access to the school records of their child. A non-custodial, natural parent may arrange to review the school record of his or her child in accordance with school policy.

#### **4.26 Late and Make-Up Assignments**

Students should complete and turn in assignments as instructed. Late homework will be accepted with a penalty until the unit test on that material is given. Generally, homework and tests missed due to an excused absence must be made up within two days of the absence. It is the responsibility of the student to check with each teacher and arrange for making up missed assignments.

If pre-assigned work is due the day of the absence or the day following the absence, the work should be turned in the day the student returns to school. If a test is planned for the day of the absence or the day following the absence, the student should plan to take the test the day the student returns to school. Exceptions to this will be considered with a note from the parent stating the student was unable to study during the absence. Tests may be delayed at the discretion of the teacher.

#### **4.27 Evaluation of Student Work**

Teachers use grades as one of the means to evaluate the effectiveness of their teaching as well as the effectiveness of their students' learning. See Section 4.22 for both ABeka and ACE Grading Scales and Honor roll or Perfect Attendance Guidelines.

Teachers will communicate student progress to parents when the student is working below his ability or is doing poorly in a particular subject(s). Teachers will notify students of grades in a private manner so that students will not be embarrassed in front of their classmates. At the time of mid-quarter reports, teachers will notify the parents of student status via progress reports.

#### **4.28 Philosophy for Christian Athletics**

A Christian philosophy of athletics must stem directly from the LSCA philosophy of education. The ultimate goal must be “to be conformed to the image of Jesus Christ” (Romans 8:29) and to “develop the spiritual part of the athlete so that the Holy Spirit is in control and directing his mind and body” (I Thessalonians 5:23). There should also be a commitment to excellence in each particular sport, for the student should “...work at it with all your heart, as working for the Lord” (Colossians 3:23).

Athletics represents another aspect of the LSCA educational program. It is a goal that the student becomes a well-rounded individual, striving toward his God-given potential. It is the goal of LSCA that the athletes develop positive Christ-like character qualities and express them through the medium of athletics. The athletes are confronted with all types of life situations, perfect learning situations for teaching Biblical principles.

Athletics should help foster vital relationships among team members coming from the team concept and direct leadership of the Christian coach. It is a coach's job to properly direct them in these situations so as to build Christian character qualities.

#### **4.29 Physical Education**

Physical Education is important to the development of good physical and mental health. P.E. curriculum has been developed for each grade level and is implemented by the P.E. and classroom teachers. Physical Education activities are planned to maximize the student's safety.

A. Every student is required to participate during P.E. unless there is a note from a physician indicating that a student is not able to participate. If such a note is received, the student will be excused from P.E. class until another note from the physician indicates an ability to resume participation in P.E.

B. As an exception to the general policy, a student may be excused for up to three days at a time with a note from a parent in cases of minor injury and/or sickness from which the student is recovering.

#### **4.30 Sex Education**

LSCA believes it is primarily the families' responsibility to provide both health and biblical values related to sex education. In a society where sex is often misused, LSCA provides both health-based information within an age and gender appropriate setting and biblically-based information on the proper role of sex within marriage.

Health-related sex education curriculum is focused on how reproduction occurs and health issues related to reproduction. Each year, the Principal reviews the specific curriculum and determines when to present this health-based information. Parents are invited to simultaneously hear this program with their student, while attending in a separate classroom area. Any parent who does not wish to have their student receive such instruction must inform the school in writing.

Biblically-based sex education is devoted to presenting the appropriate behavior for students, including those who are dating, and why abstinence until marriage is the appropriate behavior. These sessions are based on biblical principles, as opposed to the "how to" courses offered in the public realm, and explicitly reinforce the patterns of the proper family relationships.

#### **4.31 Philosophy for Discipline**

The Scriptures command parents to train up children in the way they should go and raise them in the nurture and admonition of the Lord (Ephesians 6:4). Fundamental to this task is the development of positive character traits (honesty, self-control, loving kindness, generosity, diligence, etc.) and the elimination of negative character traits (lying, stealing, anger, selfishness, laziness, hatred, etc.). Because children are born with a sin nature, they inherit a tendency to sin and will do so if left to themselves. Parents have the responsibility to discipline their children using biblical methods of reward and punishment to encourage positive qualities and discourage negative ones.

A child's sin nature will often manifest itself at school just as in the home, resulting in behavior which is disruptive to the educational process for both the offender and others. Parents, by enrolling their children in LSCA, delegate some of the responsibility for training their children to school representatives. Along with this responsibility comes the authority to take appropriate disciplinary measures which will further the character training begun at home and maintain a positive educational setting.

#### **4.32 Responsibilities Regarding Discipline**

A. Parents are responsible to understand and support the goals and procedures of the Discipline Policy publicly and privately. They are expected to teach their children the importance of obedience to all legitimate authority. They are responsible to discuss any concerns regarding a specific disciplinary measure with the staff member involved.

B. Students are responsible to understand, support and obey all school rules and graciously submit to correction when it is given.

C. School personnel are responsible to understand, support and follow the goals and procedures of the Discipline Policy. They are responsible to enforce all school rules without partiality. They are responsible to take appropriate disciplinary action when rules are broken, taking into account the nature of the offense, the student's age and understanding and the student's past behavior. They are responsible to keep accurate records of serious or repeated offenses.

D. The Principal is responsible to ensure that parents, students and teachers are informed of the Discipline Policy each year. He is responsible for ensuring that both are followed consistently. He is to report to the Board regarding those incidents of behavior that in his opinion, merit suspension for more than five days or merit expulsion.

E. Aides and volunteers are responsible to understand, support and follow the goals and procedures of the Discipline Policy. They are responsible to enforce all school rules without partiality and inform school personnel regarding infractions.

### **4.33 Discipline Policy**

#### **A. Guidelines**

1. This Discipline Policy applies at school, at all official school functions and during transit to and from such functions. It further applies to any behavior outside of these settings that, in the opinion of the Board, is inconsistent with genuine Christian commitment or detrimental to the reputation of the school. In such cases, appropriate action will be taken by the Board.

3. Misbehavior off campus and outside of school hours is first and foremost a parental responsibility. While such behavior may be a concern to the school, as a rule this is only for very serious issues. In these cases, the school will contact the home and discuss the concerns with the parents. The school will work with the family to bring about any needed change in behavior. If the student fails to implement these changes then he or she will be subject to disciplinary action.

4. Methods of discipline will include those positive elements that encourage good behavior and reduce the occurrence of bad behavior. These include such things as awards, stickers, encouragement, praise, close supervision (hallways, playground, exams), use of eye contact, reminders of expected behavior, etc. Where misbehavior does occur, various consequences will be employed to discourage it from happening again.

5. All discipline will be administered fairly and consistently in an attitude of love, not vengeance. Whenever possible, punishment will be a logical consequence of the misbehavior and appropriate in severity. School personnel are responsible for determining whether a specific event constitutes a Minor Offense or a Major Offense (see Sections 4.35 B and C). They are expected to discuss it with the student, and employ appropriate disciplinary measures based upon the guidelines found in this Discipline Policy.

B. Minor Offenses such as horseplay, talking out of turn, disturbing others, homework not done, meddling with or accidentally damaging property, etc. warrant one or more of the following penalties:

1. Verbal reprimand
2. Writing assignments (essays, lines, spelling or vocabulary)
3. Isolation from the class (at the back of the class, out of class)
4. Detention will be administered by a staff member and is meant to be a



consequence for minor offenses and tardiness to class.

- a. Any detention will result in early Monday morning study hall at 7:00 a.m. in upstairs learning center.
5. Restitution (payment for or restoration of damaged property)
6. Community service (sweep walks, shovel snow, etc.)
7. A note and/or phone call to parents

C. Major Offenses are more serious violations of the Student Rules (found in Appendix 4E) including lying, cheating, stealing, swearing, gambling, willful defiance, disrespect to those in authority, possession of illegal drugs, tobacco, alcohol, firearms or pornographic materials, setting false fire alarms, cutting classes, listening to inappropriate music, fighting, mistreatment of others, derogatory comments, deliberate or serious damage to property, sexual immorality, scoffing at things of the Lord, and repeated minor offenses. Additionally, a major offense includes being charged with a criminal offense.

A major offense will result in the filing of a *Disciplinary Incident Form* in the student's record (also sent home for parent signature) AND any one or more of the following penalties: any of the penalties for minor offenses but with greater severity, a meeting with the Principal, parents and others as is appropriate, probation, suspension, and/or expulsion.

1. Probation is a period of time during which the student's enrollment is in doubt. Initial probationary status may be imposed by the Principal after consultation with the student, parents or legal guardian, and any other affected parties, as well as the duration of the probation and the specific changes expected of the student.
2. Suspension of a student occurs at the discretion of the Principal in the event of a major offense or if probation has not achieved the desired outcome in student conduct, after a second consultation with the student, parents or legal guardian, and any other affected parties. The duration of a suspension is determined by the specifics of the situation and, if longer than five (5) school days, with the advice and consent of the Board Chair.
3. Expulsion of a student occurs at the discretion of the Board after consultation with the Principal and parents or legal guardian. Parents who wish to re-enroll an expelled student may request such by letter to the Board. The letter should indicate the evidence of a changed attitude and behavior sustained over a period of time which would warrant consideration by the Board. The Board may choose to re-enroll the student with or without probationary conditions or may refuse to accept the re-enrollment. Expulsion of one child, in and of itself, shall not jeopardize the continued enrollment of any siblings, however, lack of parental support for the Discipline Policy may do so.
4. Discipline in the Case of Criminal Charges  
In the event a student is arrested for a criminal offense, a meeting with the parents or legal guardian of the student with the designated school officials is mandatory prior to the student returning to school. An initial determination will be made by the Principal as to whether a student's arrest warrants an immediate suspension or whether the student can return to school.

In the event that criminal charges are pending or have been filed against a student, the following will apply:

- a. In the event of criminal acts, other than those committed against persons, it is automatically deemed an action requiring suspension, pending an investigation of the student acts and the probable outcome in a judicial proceeding. The student and the family would waive any confidentiality rights, make their attorney and counselors available to the Board, who would then make a judgment as to whether to reinstate, based on the Board's investigation.

b. In the event of criminal acts against a person suspension is also automatic. Reinstatement would require not only the same investigation as described above in Paragraph (a), but also a final criminal determination, the expiration of any protective order restrictions, the completion of required probation, and a determination of how likely this behavior is to reoccur in the future, relying on the reports of counselors, pastors, probation workers and the Board's judgment.

#### 4.34 Student Rules

##### A. Scriptural Basis

The following passages provide the biblical basis for having the proper attitude of love, compassion, consideration and courteousness toward your fellow student.

1. "And you shall love the LORD your God with all your heart, with all your soul, with all your mind, and with all your strength.' This is the first commandment. And the second, like it, is this: 'You shall love your neighbor as yourself.' There is no other commandment greater than these." (Mark 12:30-31)
2. "Love does no harm to a neighbor; therefore love is the fulfillment of the law." (Romans 13:10)
3. "Finally, all of you be of one mind, having compassion for one another; love as brothers, be tenderhearted, be courteous." (1Peter 3:8)
4. "And be kind to one another, tenderhearted, forgiving one another, even as God in Christ forgave you." (Ephesians 4:32)

##### B. Rules for All Students

LSCA has a "no tolerance policy". Infractions of these rules have consequences.

1. Do not disturb other students.
2. Be respectful to teachers, staff and other students.
3. Do not complain. "Do all things without grumbling or disputing that you may prove yourselves to be blameless and innocent." (Philippians 2:14-15)
4. Do not mark, deface or break any property that does not belong to you. Such property must be replaced at the offending student's expense.
5. No profanity or vulgar language will be tolerated. The Scriptural basis for this rule is found in the following passages:
  - a. "You shall not take the name of the Lord your God in vain, for the Lord will not hold him guiltless who takes His name in vain." (Exodus 20:7)
  - b. "Put away from you a deceitful mouth, and put perverse lips far from you." (Proverbs 4:24)
  - c. "Let no corrupt communication proceed out of your mouth, but what is good for necessary edification, that it may impart grace to the hearers." (Ephesians 4:29)
6. Do not run in the buildings, fight or participate in horse play. If students keep the "six-inch rule" there should be no conflict; accidents are avoidable!
7. Physical displays of affection are inappropriate and are not permitted. If students keep the "six-inch rule" there will be few interpersonal problems.
8. To avoid any conflict, *deliberate* physical contact between students is not permitted; "**no touch rule**"!
9. Do not throw objects.
10. No gum chewing. Gum is not allowed on school property.

11. No tapes, magazines, or videos that promote the world's philosophy, such as Teen, or Cosmo, etc., are to be brought to school. These verses express the biblical principles behind this rule:
  - a. "I will set nothing wicked before my eyes." (Psalm 101:3a)
  - b. "Finally brethren, whatever things are true, whatever things are noble, whatever things are just, whatever things are pure, whatever things are lovely, whatever things are of good report, if there is any virtue and if there is anything praiseworthy – meditate on these things." (Philippians 4:8)
12. Do not bring into the classroom any kind of electronic device, including ipods, cell phones, game boys, etc. Their use is not permitted during school hours. All cell phones must be kept in the assigned location designated by teacher until the end of the school day.
13. Do not bring any kind of weapon to school. See Section 4.35 for more details.
14. The parking lot is off limits unless permission has been granted by school personnel.
15. There is a **5 mph speed limit** on school property. Any student driving carelessly on school property will forfeit the privilege of driving to school.
16. Students driving to school must remain on the property until school is dismissed at 2:30pm.
17. Students cannot transport other students without written permission, signed by both parents, being on file in the school office.
18. No student will be permitted to sit in their car during school hours.

C. Learning Center Rules (ACE Students 3<sup>rd</sup> – 12<sup>th</sup> Grades)

1. Student offices are assigned and changed only by the teacher and/or supervisor. They must be kept in a **clean, neat and orderly fashion**. Signs and symbols, photos and letters are not permitted to be displayed. **Only** a calendar and required goal and star charts will be displayed. Any other items must be approved by the administration. **No exceptions!** Any non-essential item will be removed by staff member.
2. The star chart is to be placed about 7 inches from the top of the left hand corner of the student office backboard. No marks are to be made on the star chart. There is a \$5.00 fee to replace it.
3. A US flag is supplied to each student that is to be raised for supervisor's guidance in any academic difficulties and monitor assistance in non-academic activity, i.e., scoring privilege, reference books, computer references. These flags are not to be disrespected or defaced in any manner.
4. A student is not permitted to communicate with another student or be out of his office without permission.
5. Sharpening of pencils, use of restrooms and getting a drink should be done **only with permission from teacher**. Adherence to this rule will help ensure a quiet and controlled learning environment.
6. Students are not permitted to be sitting sideways or turned around in their chairs, nor allowed to "tip back" in their chair.
7. **No sleeping** will be permitted in class!
8. No food is to be eaten during class time, and the only beverage allowed at an office or desk is water. No food is to be eaten while walking around the classroom.
9. Please pick up any trash found on the floor.

#### 4.35 Weapons

Students may not possess a weapon at any time in the school building, on the school grounds, in a vehicle on the school grounds, or during any Lake Shore Christian Academy sponsored activity. The definition of "weapon" includes, but is not limited to:

1. Any knife, cutting tool, club, firearm, shotgun, rifle, pellet gun, BB gun, or paintball gun, even if the weapon lacks ammunition or is otherwise inoperable.
2. Any item that resembles, in shape and size, any of the above listed weapons, even if it is considered a toy.
3. Any item intended to be used or being used to inflict bodily injury or property damage.

Students who violate any part of the above stated policy will be subject to discipline at the discretion of the school administration. This discipline may include, but is not limited to, suspension, expulsion, and reporting to law enforcement.

#### **4.36 Tobacco Use**

A. For the purpose of this rule "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form.

B. No student, staff member, or school visitor is permitted to possess, smoke, inhale, dip, chew, or sell tobacco at any time, including non-school hours:

1. In any building, facility, or vehicle, on LSCA property.
2. On school grounds, athletic grounds, or parking lots

#### **4.37 Substance Abuse**

It is the policy of LSCA to maintain a school community that is free of drugs and alcohol.

A. Board members, employees, students and volunteers are prohibited from the use, sale, distribution, possession or manufacture of illegal drugs, controlled substances, narcotics or alcoholic beverages on school premises. In addition, LSCA prohibits the off-premises illegal use or abuse of alcohol and controlled substances, as well as the possession, use or sale of illegal drugs, as these affect our reputation in the communities we serve. Everyone who comes on the premises is subject to search and surveillance at all times while on the premises or while conducting school business.

B. Board members, employees, students and volunteers in violation of this policy will be subjected to disciplinary action as provided elsewhere in this handbook.

#### **4.38 Offensive Conduct or Sexual Harassment**

No staff member, volunteer, or student of LSCA shall harass another employee or student in a sexual nature or participate in offensive conduct. Any harassment should be reported immediately to the administration or to the Board if the staff was involved. All reports will be immediately investigated and appropriate disciplinary action taken.

#### **4.39 Physical Signs of Affection**

LSCA supports its parents in expecting students to lead Christ-honoring lives, not only at school, but outside school hours as well. Our public conduct should be consistent with our basic philosophy of life – to love God above all and to love our neighbors as ourselves (Luke 10:27). That love should be reflected in all our actions and attitudes towards each other.

Although friendship with the opposite sex is acceptable, physical signs of affection between students are not allowed at school or during school-related activities. The following Scripture should be the guide for this policy: "Whatever is true, whatever is noble whatever is right, whatever is pure, whatever is lovely,

whatever is admirable, if anything is excellent or praiseworthy, think about such things" (Phil. 4:8).

#### **4.40 Field Trips**

Field trips are organized to provide experiences that are interesting and fun, but also contain spiritual and academic value.

##### Procedures

1. Teachers will obtain written parental consent for each student to go on the field trip.
2. Parent volunteers may be asked to accompany the class on their trip.
3. Teachers will prepare and distribute to students any materials that can be used profitably in the course of the trip.
4. Teachers will promote student interest in the trip by class discussion, photographs, bulletin boards, etc.
5. Teachers will make clear to the students the purpose(s) of the trip.
6. Students will be given specific points to observe during the trip.
7. Students will be given the standards for safety and behavior:
  - a. What to do in case of accident
  - b. Necessity for order and attention during transport
  - c. Necessity for strict attention to the instructions of the host, warning signs, etc. at the destination

#### **4.41 Extended Field Trips**

It is a goal of the Board of LSCA that extended fields trips become an integral part of the educational process for LSCA Students. Past examples of trips include the 6<sup>th</sup> grade Science Outdoor Laboratory trip, the 7<sup>th</sup> and 8<sup>th</sup> grade Washington D.C trip, and the annual Junior/Senior High September Retreat.

##### Policy Guidelines

1. Trips will be planned with a structure to include the maximum number of students from a particular class as possible.
2. Trips will include an appropriate number of adult chaperones.
3. The cost to participate in the field trip will be clearly announced in advance of the trip.
4. An alternative educational program will be available for those students who do not participate in the extended field trip.

#### **4.42 Visitors**

Students may bring friends to LSCA with the teacher's or Principal's prior approval. Visitors must meet all behavioral expectations of LSCA. They must come in by the side entrance and check in with the office as soon as they arrive, so that their whereabouts will be known should they need to be contacted.

#### **4.43 Respect for our Country and Governmental Authorities**

While we thank God for the wonderful privilege of being Americans, living in such a great country, we affirm that the only "blessed nation" is the Church, the body of Christ. The Church, comprised of all believers in the Lord Jesus Christ, is an entity not defined by geographical boundaries. It is the aggregate of believers who have been called out by the gospel from all nations who are now identified as a chosen

race, a royal priesthood, a holy nation, a people for God's own possession (1 Peter 2:9). These words, cited by Peter from Exodus 19, were originally addressed to Israel as a geographical nation, but in the gospel they now find their ultimate fulfillment in the spiritual house (1 Peter 2:5) made up of believers from all over the world. Since the death and resurrection of Christ, the only “nation” on earth whose God is the Lord is Christ's body, the church. And the only “people” entitled to God's blessings are those who by grace have been accepted in the Beloved (Ephesians 1:6).

As the Church lives in this world, we are called to be “salt and light” to the culture in which we live. We are commanded to humbly pray for kings and all those in authority, that we may live peaceful and quiet lives. . . (1 Timothy 2:2). Unless compliance with our government's laws would result in an action specifically identified in the New Testament as sin, we should be the very model of obedience and respect for governmental authorities. Without apology, LSCA give thanks to God for our country, and will encourage our students to respect and pray for our great land and its governmental authorities.

## **5. Properties and Facilities**

Stewardship of God's Properties  
School Grounds

### **5.1 Stewardship of God's Properties**

The Bible tells us that God created the earth and everything that is in it and on it (Psalm 24:1). It also clearly indicates that we have been created in the very image of God and are given the task of managing God's wonderful property – all of it.” (Genesis 1:28). We are grateful for the properties and facilities God has entrusted to us and we ask that every parent and student cooperate with us in this endeavor.

### **5.2 School Grounds**

- A. Each Wednesday morning from 8:30-9:45, the church auditorium is used for a full chapel service. All students are required to attend. Students are not permitted in the church auditorium at any other time, without specific permission from the staff.
- B. Once the student has entered the school, and until they are picked up, they are not permitted to leave the school grounds.

**PARENT SIGNATURE PAGE**

I/We have received and read the LSCA Parent-Student Handbook.  
I/We are aware of the policies and information contained therein.  
I/We understand that if circumstances arise during the course of the year,  
The handbook may be amended. If amended, I/We will be notified appropriately.

Signatures of Parents/Guardians

	(date)
	(date)

Child's/Children's Name/s and Grade/s

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**PLEASE RETURN THIS FORM  
TO THE SCHOOL OFFICE**



