

# LAKE CENTER CHRISTIAN SCHOOL

## **ELEMENTARY** **Parent/Student Handbook** **2016-17**



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*Dear Parents and Students,*

We are looking forward to a blessed year together. This handbook has been prepared to acquaint you with the general operation and policies of Lake Center Christian Elementary School. Please read its contents carefully and review information with your student(s). Students and parents should sign and return the statement page, which means that both students and parents have reviewed this handbook. It is important to us that parents and students know our expectations. If you would like a hard copy of the handbook, please check with the Elementary Office.

It is a big step for a child, as well as for the parents, when a child enters school. We want this experience to be as friendly and rewarding as possible. We desire to do all we can to provide a nurturing environment where the principles and teachings of Jesus are guiding beacons and the Word of God is highly respected.

The training of children is the responsibility of the home. The choice of a church and school are among the most important decisions to Christian parents who have promised God to rear their children for Him. Our goal at Lake Center is to provide a program that is compatible with the home and the church so that positive Christian character is developed.

We ask that you pray each day for your student(s), the school, and the teachers. Our prayer is that through a Christian education these young people will find rich fellowship and deep devotion to the Lord, who alone is capable of directing their lives.

Today's world is full of opportunities for those who are willing to prepare themselves spiritually, physically, emotionally, and academically. Our administration, faculty, and staff work constantly to provide the type of school program that will prepare the students. We sincerely desire that each student will take full advantage of the opportunities presented at LCCS.

We desire that each parent will become involved in the total life of Lake Center Christian School. Each parent is considered a member of our Parent Teacher Fellowship (PTF). We encourage you to become an active member this school year! Because there are so many different ways in which to serve with the PTF, we are certain there will be an opportunity for each family to share their time and talents in some way. Through your interest and involvement, each student will see that his/her education is important to you.

*Dr. Joseph Beeson*  
Superintendent

*Mrs. Sheryl Roberts*  
Elementary Principal

## **FOUNDATIONS**

**Mission Statement:** Lake Center Christian School assists Christian families and their churches in equipping students for lifelong learning and service to Christ. Lake Center Christian School offers an accredited Preschool – 12 education which is centered in Jesus Christ.

### **Core Values:**

- We believe in a **Biblical Worldview**
- We Value **Diversity**
- We nurture **Christian Character**
- We commit to **Academic Excellence**
- We are passionate about **Service to Christ**

**Vision Statement:** Many alternative schools dot the American landscape. Lake Center Christian School is an alternative school because it is a privately owned and operated school. However, Lake Center is more than merely an alternative to the public school. Lake Center is a Christian school. The Christian emphasis and focus must always remain paramount. In a Christian school, academic achievement is highly valued, but it is not the highest value. Academics alone include only the horizontal dimension, meaning person to person and the person to his/her planetary environment. However, the addition of the vertical dimension means that the studies relate to God. This completely changes the purposes and goals of the school. Instead of preparing only for the fleeting here and now, Lake Center seeks to prepare young people to relate to God in union with Jesus Christ, and then let this experience spill over into everyday life. Lake Center maintains that Adam and Eve were special creations which God molded in His own image and endowed with eternal spirits. Factual knowledge alone stands bankrupt before God in respect to redemption and worship. It is when the human spirit responds to the Spirit of God, that the real purposes and goals of life can be discerned and appreciated. The Lake Center Christian School family must constantly and vigorously reaffirm its belief in the Bible as the Word of God. Our allegiance is to the all-sufficiency of Jesus Christ and the call of discipleship as given by Jesus. If this is not done, then Lake Center is on the path of becoming a mere alternative school rather than remaining a Christian school. Those participating in Lake Center are invited to maintain it as a Christian school.

### **School History:**

Leaders of five Amish and Mennonite churches participated in 1947 to construct the first set of buildings and organize the program of Lake Center Christian School, which opened its doors in September 1947. During the first year sixty patron families enrolled 181 students in Grades 1 through 10. Grades 9 and 10 were discontinued in 1959. The school was located on three acres of land on what is now Woodmont Street. The Amish built two one-room schoolhouses in 1949 and in 1952. The formation of Hartville Christian School in 1956 reduced the LCCS student body to 1/2 its size. The original structures were two cinder block classroom buildings, which were listed as temporary buildings on the permit obtained from Columbus. In 1965 the cinder block buildings were razed and a new building erected.

With a new building and a new administration committed to growth, LCCS began a gradual increase in size throughout the 1960s. Kindergarten was introduced. One attempt was made in 1983-84 to revive the high school, but it was discontinued after the one year. The composition of the student body included more and more “other than Mennonite” students after 1965. In 1947 the student body was composed entirely of students from Amish and Mennonite families. Currently about 13% of the student population is from Mennonite Churches. Over 100 other congregations are represented in the LCCS student population.

The year 1977 witnessed the structural change from an association to that of a corporation as it now exists. The present constitution was adopted in that year, but has been revised several times.

Another change which occurred was that of financing construction costs. Bank loans were obtained for construction of both the 1947 buildings and the one constructed in 1965. The loan repayments from the tuition income placed a heavy burden on the operating budget. All the buildings on Kaufman campus have been constructed under a pay-as-you-go policy. August 22, 2005 the new high school addition was dedicated.

One characteristic of the school has been volunteerism. Most of the masonry and carpentry labor needed on the buildings was donated. Parents and others have given sacrificially to the school in the operation of the program and in providing the support.

Lake Center was granted a charter by the State of Ohio in 1972. Its academic and spiritual programs have been strengthened since that time. The school is a chartered member of the Association of Christian Schools International (ACSI).

**GOD.** We believe there is one God, infinitely perfect, eternally existing in three persons: Father, Son and Holy Spirit. God reveals Himself through the Bible and through His creation.

(Genesis 1:1, 26; Deuteronomy 6:4; Mark 12:29; 1 Corinthians 8:6; 2 Corinthians 13:14)

**God the Father.** We believe in the Father as revealed in Scripture, a person of the triune Godhead. In His wisdom and compassion He sent His Son for the salvation of the world. His Son Jesus Christ claimed and addressed Him as His Father. He is a Father in a personal relationship to all who confess and follow Jesus Christ as Savior and Lord.

(Genesis 1:1, 26; Psalm 104; 148; Matthew 28:19; Mark 12:29; John 1:1-4, 14, 18; 2 Corinthians 13:14; 1 Timothy 2:2-4)

**God the Son, Jesus Christ.** We believe that Jesus Christ was God in human flesh, at once fully divine and fully human. We believe in His virgin birth, His sinless life, His miracles, His vicarious (substitutionary) and atoning death on the cross, His bodily resurrection, His ascension to the right hand of the Father, His present ministry of intercession and His personal return in power and glory.

(Colossians 1:15; Isaiah 7:14; Matthew 1:18-25; Luke 1:26-35; John 1:14-18; 5:16-29; Philippians 2:6-11; 1 Peter 2:24-25; 1 Timothy 2:5-6; Hebrews 1:1-14; 1 Thessalonians 4:16-18)

**God the Holy Spirit.** We believe the Holy Spirit is God present and active in the world. He convicts of sin and ministers comfort, assurance, guidance and victory. He enables the Christian to pursue a life of faithful discipleship in obedience to Jesus Christ.

(Psalm 139:7-12; John 14:16-17; 16:7-8, 13-14; Romans 8:9; 1 Corinthians 6:19; Ephesians 4:30; 1 Thessalonians 5:19; Ephesians 5:18; Galatians 5:16; Galatians 5:22-23)

**THE BIBLE.** We believe the Bible, both Old and New Testaments, to be the Word of the living God, divinely inspired, inerrant and infallible. The Scriptures are the complete revelation of God's will for the salvation of humanity, and the Divine and final authority for Christian faith and life.

(Luke 24:27; John 5:39; Acts 28:23; Romans 15:4; 1 Corinthians 2:10-14; 2 Timothy 3:16-17; 2 Peter 1:19-21; Hebrews 4:12; Matthew 4:10; 5:17-18; John 17:17; 10:34-35)

**CREATION.** We believe that God created the universe and that He sustains it by His power.

(Genesis 1:1-17; 2:7-25; 3:1-24; Hebrews 1:1-3; Colossians 1:16-17; Psalm 104:30; Psalm 19:1; 33:5-6; 104:24; Isaiah 40:26, 28)

**HUMANITY.** We believe that human beings were created in the image of God but rebelled against God, and are therefore fallen, lost, and estranged from their Creator, under the sentence of death, and in need of salvation. We believe in the resurrection of all people: those who are saved to everlasting blessedness with the Lord, and those who are lost to eternal separation from God.

(Genesis 1:26-27; Romans 3:10, 23; John 3:3; John 3:16; 2 Corinthians 5:1; Matthew 25:46; 2 Thessalonians 1:7-10)

**SALVATION.** We believe that regeneration by the Holy Spirit through the redeeming blood of Jesus Christ is absolutely essential for the salvation of lost and sinful people. Only those who repent and believe in Jesus Christ, are born again of the Holy Spirit, receive the gift of eternal life and become the children of God. This salvation is by God's grace and not a result of human effort.

(John 1:12; 3:16-18, 36; John 5:24; Acts 13:38-39, 4:12; 16:31; Romans 3:23; 6:23; 4:1-5; 10:9-10; Ephesians 2:8-9)

**THE CHURCH.** We believe that the church, the "body of Jesus Christ," is composed of all those of every nation who through saving faith have entered into a vital relationship with Jesus Christ as Savior and Lord. God has committed to the church the task of making Jesus Christ known throughout the world. We believe that local congregations of baptized believers exist to equip the body of Christ by worship, prayer, teaching, fellowship and service.

(Matthew 18:15-17; 28:18-20; 1 Corinthians 1:2; 12:12-28; 7:17; Ephesians 1:22-23; 4:11-16)

**MARRIAGE and FAMILY.** We believe Lake Center Christian School is a religious institution providing an education in a distinct Christian environment, and believe that our biblical role is to work in conjunction with the home to mold students to be Christlike. We believe that the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union as delineated in Scripture<sup>1</sup>. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality<sup>2</sup>; practicing homosexual lifestyle or alternative gender identity<sup>3</sup>; promoting such practices; or otherwise having the inability to support the moral principles of the school. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture, nor the doctrines of this religious Christian institution<sup>4</sup>.

1 – Genesis 1:27; Genesis 2:24; Ephesians 5:31-32.

2 – Genesis 1:27; 2:24; Ephesians 5:31-32; Malachi 2:15; 1 Corinthians 7:3-4; Hebrews 13:4; Exodus 20:14; Matthew 5:27-38; 1 Corinthians 6:9-10, 18; Ephesians 5:3; 1 Thessalonians 4:3-4.

3 – Leviticus 20:13a; Romans 1:26-27; Matthew 19:4-6).

4 – 2 Chronicles 19:6-7; Romans 12:10; Philippians 2:3; 1 Pet 2:17

## **ADMISSIONS**

**Admissions Philosophy:** Lake Center Christian School is open to anyone interested in securing a Christian education, from preschool through twelfth grade whom the school finds qualified for admission and who agrees to abide by Lake Center Christian School rules. It must always be understood that attendance at Lake Center Christian School is a privilege and not a right. This privilege may be forfeited by any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment. All students must be convinced they want to attend Lake Center Christian School and agree to honestly and wholeheartedly apply themselves to "study to show [themselves] approved unto God" (2 Timothy 2:15, KJV). They also must agree to be courteous and respectful to their peers, staff, faculty, and other daily associates. Lake Center Christian School admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in admissions policies, scholarship and loan programs, athletics, and other school-administered programs. Lake Center Christian School reserves the right to enroll students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with the Lake Center Christian School administration and to abide by its policies.

**Application Process:** A prospective student is not considered admitted until after the full registration process has been completed. Registration consists of five parts; (1) Completion of admissions application and submission of application fee (2) the screening/testing of the student (3) provision of the necessary medical and immunization forms (4) records and reference from previous school(s) attended if applicable (5) A church reference (6) An official and positive meeting with the new family and administration.

**The New Family Meeting:** The board and administration place a high value on the meeting with parents who apply to enroll students. Lake Center believes that in order to carry out its mission statement, it is imperative that a partnership be formed between the school and parents. Part of the registration process acknowledges the willingness of students and parents to abide by the school's regulations in matters of personal conduct and respect of authority.

**Special Conditions:** Applicants who have severe learning problems, severe physical handicaps, emotional problems, or behavior problems will be considered for acceptance on a conditional basis, after an in-depth interview, evaluation by the administrator, and counsel from appropriate specialist(s). However, LCCS is not prepared to obligate itself to handle some special needs for which it is not equipped. Students who cannot function in an inclusion environment, cannot maintain regular attendance or which would unduly tax school resources. There will be additional fees for students with special needs above the tuition in order to provide the services necessary to accommodate some students.

**Age of Entry:** A child should be four years old on or before August 1 to enroll in Preschool at LCCS, five years old on or before August 1 to enroll in kindergarten, and six years old by the same date to enter first grade. Successfully passing an early entrance examination and assessment from an outside source may constitute an exception to the age requirement. When registering a student a birth certificate or copy of the hospital record is required to establish evidence of birth date.

**Screening/testing:** All kindergarten and first grade students are required to complete developmental screening tests before admission. This screening focuses more on developmental readiness than academic readiness. All students in grades two through twelve are required to complete a battery of basic tests in order to establish proper grade placement. LCCS has faculty members trained to administer the screenings and the testing.

**Placement:** All students enrolled at LCCS will be assigned to grades from which they can best profit educationally in conformity with the resources of the school. Previous performance of students, the results of testing, and special conditions will be taken into consideration. The school has the final say in placement and necessary accommodations of the student in a particular classroom.

## **ACADEMICS/CLASSROOM**

**Curriculum:** The curriculum guides the academic program. The term curriculum includes a planned course of study, textbooks, and teachers. Courses of study for each subject are revised by the faculty every five years to ensure that the academic program reflects current teaching practices and educational research. The curriculum has been built to meet the State mandated requirements as well as the objectives emerging from the purpose and philosophy of the school. The curriculum is designed for the average student with enrichment and remedial services provided to meet individual needs. Competency based programs in reading, composition, and mathematics enable the students to become proficient in the basic fundamentals of education. From the school's beginning, it has been the goal to teach all subject matter from a biblical point of view. This view is partially defined and explained in the philosophy of education and objectives of the school, with greater expansion in the written courses of study prepared for the whole range of subject areas. The universe is taught to be the result of God's creative act and power, not an accidental or a random occurrence. The human history is viewed in the light of man's selfishness and sinfulness, as well as spiritual redemption through Jesus Christ. The record of man's stewardship of the earth and its resources is viewed in light of the original command to Adam and Eve to "rule and subdue" it. The human body and personality is believed to be given by God. Good stewardship calls for careful use of the body through proper diet, hygiene, and observance of health principles given in the Bible. Throughout the grade levels a systematic form of Bible study is standard. This is in addition to the State mandated academic requirements. The Bible curriculum includes Bible stories, memory work, scriptural concepts, and practical applications of the Christian faith. Chapel services are held weekly for K-3, 4-6, 7-8, and 9-12.

**Curricular Materials:** LCCS uses textbooks from a variety of publishers, both Christian and secular. Periodically textbooks are updated after a thorough search for the best texts available that meet planned educational objectives. Each teacher is supplied with a course of study and curricular guides.

**Standard Bible:** The New International Version (NIV) of the Bible was adopted as the standard for Bible memory and the Bible curriculum at LCCS. This was implemented beginning with the 1988-89 school year.

**Evaluation:** The Terra Nova test will be administered each year to the students and the results are reviewed to discover both strengths and weaknesses in the program. Teachers devise their own testing instruments to keep current with evaluation of units of instruction.

**Faculty:** LCCS employs qualified and dedicated Christian teachers who are called of God to the special ministry of Christian teaching. The teachers are certified by the State of Ohio. Self-discipline, high moral standards and professional excellence are expected of the staff on and off the campus. The teachers are responsible to integrate all educational material with Christian philosophy and to assist the children in learning to think critically from a Christian viewpoint.

**Conferences:** Parent/Teacher conferences are scheduled once in the fall and once in the spring. Conferences enable the teachers and parents to become better acquainted and communicate about the child's needs and progress. The parent or the teacher may arrange for additional conferences if a problem is developing.

**Communication:** Classroom newsletters (Preschool-6) will be distributed weekly. Parents are expected to be able to receive electronic communication as this will be the primary means of communication.

**Homework:** LCCS maintains that homework is a valuable aid in helping students make the most of their experience in school. Homework can accomplish the following:

1. Reinforce what has been learned in class
2. Prepare students for upcoming lessons
3. Teach students to work independently
4. Teach students to assume responsibility for their own work
5. Teach students organizational and time-management skills
6. Aid in evaluating student progress



**Frequency/Amount of Homework:** Regular homework assignments produce more learning than less consistently assigned homework and help students get into the habit of doing homework. Therefore, regular nights for homework will be established by each classroom teacher and communicated to parents. The amount of homework per night is based on research which has shown a workable time range geared toward the average student. The average student can expect to spend the approximate amount of time as follows:

Grades 1 and 2	10 - 20 minutes
Grade 3	20 - 30 minutes
Grades 4 and 5	30 - 45 minutes
Grade 6	45 - 75 minutes

*These are approximate times for the average student. Additional time will be required for these reasons:*

1. Preparation for unit tests
2. Completion of long-term projects
3. Poor use of class work time
4. Need for additional work in a difficult subject area
5. Advanced classes
6. Participation in an activity where students miss class time

*Students will be notified in advance of major tests, although quizzes may or may not be announced in advance.*

**Recording Homework Assignments:** Students in grades K-2 will take home a weekly list of assignments prepared by teachers. Students in grades 3-6 will be provided an assignment notebook by the school. Students are expected to use an assignment notebook to record assignments daily.

#### **Guidelines for Completing Homework**

1. The standards for written work must be followed.
2. All assignments must be completed and submitted on time for full credit. No credit will be given for missing or incomplete assignments. For students in grades 1-6 credit may be reduced by ten-percent for daily work turned in one day late; by twenty percent for two days late. Teachers may choose to give no credit for work turned in more than two days late.
3. Students should attempt to do homework on their own and to the best of their ability. Parents may check work for accuracy, but should **only** assist students after they have first made serious attempts on their own.
4. Students are responsible for making up homework assignments due to absence. For each day a student is absent, one additional day is permitted for making up work.

**Recording Complete Assignments:** The teacher will check all homework and keep a daily record of assignments completed or not completed. Homework assignments will be counted as an established percentage of each subject grade as determined by individual teachers.

**Reinforcing Good Homework Habits:** LCCS believes that positive support plays a valuable part in motivating children to develop good study habits. Students will be rewarded for completing homework through means such as praise, awards and notes or telephone calls to parents.

**Consequences for not Completing Homework:** When students choose not to do assigned homework the teacher will take actions such as the following:

1. Send note or make a telephone call to parents
2. Have parents sign completed homework every night
3. Have student complete homework in in-school or after-school detention
4. Lower the student's grade

The course of action to be taken will be determined by individual teachers and will be communicated to parents at the beginning of the school year. If there is a legitimate reason (such as a family emergency) for a student not to complete homework, the parent must send a signed note to the teacher on the day the homework is due stating the reason it was not completed. The teacher may then decide if an additional day will be allowed for completion.

**Parental Support:** Parents are a key factor in child(ren)'s achievement in school.

Therefore, parents must play an important role in the homework process. LCCS seeks the support of parents in the following ways:

1. Establish homework as a top priority for your child(ren)
2. Provide necessary supplies and a quiet homework environment
3. Establish a daily homework time and a homework drop spot
4. Provide positive support when homework is completed
5. Do not allow child(ren) to escape the responsibility of doing homework
6. Check on your child(ren)'s homework, **but do not do it for them**
7. Contact the teacher if child(ren) consistently have problems with homework
8. Take advantage of helps that the teachers and the school provide so you will know how you can best support your child(ren)'s work

**Academic Probation:** Students may be placed on academic probation when the student consistently fails to complete and turn in assignments on time or demonstrates insufficient academic progress in relation to native ability. The duration of academic probation may vary from 6-9 weeks to an entire school year. Parents will be requested to withdraw the student if the terms of the probation are not met.

**Grading Scale:**

The following keys and interpretations are used in grading for both the report cards and the permanent records:

**Primary Scale**

O = Outstanding/Excellent      S- = Below Average  
 S+ = Above Average              N = Needs Improvement  
 S = Average                        U = Unsatisfactory

**Elementary Symbol Scale** Correlation with Other Scales. This scale is primarily used to assess skills.

- + Student has met the requirements and goes beyond what is expected.  
+ = A = O
- √+ Student has met the minimum requirements and displays a positive attitude toward assigned tasks.  
√+ = B = S+
- √ Student has met the minimum expected requirements.  
√ = C = S or S -
- √- Student has met the minimum requirements but needs improvement in attitude or diligence toward assigned tasks.  
√- = D = N
- Student has not met the minimum expected requirements.  
- = F = U

**LCCS ELEMENTARY GRADING SCALE**

<u>Percentage</u>	<u>Cut-off</u>	<u>Letter Grade</u>
99-100	98.5	A+
95-98	94.5	A
93-94	92.5	A-
91-92	90.5	B+
87-90	86.5	B
85-86	84.5	B-
83-84	82.5	C+
77-82	76.5	C
75-76	74.5	C-
73-74	72.5	D+
70-72	69.5	D
68-69	67.5	D-
0-67	00.0	F

*Parents are responsible to check student progress weekly through RenWeb and consult with teachers if there are concerns.*

**RTI Process:** Lake Center is dedicated to helping all students succeed. One way that Lake Center is committed to supporting children who are struggling is through a process called Response to Intervention or RTI. RTI is a process that provides intervention and educational support to all students based on individual needs. Individual progress is monitored and results are used to make decisions about further instruction and intervention. RTI is commonly used to address difficulties with reading and math but it can be used in other areas of learning or with behavior.

### **ATTENDANCE:**

**School Day:** The school day is from 8:00 a.m. to 2:41 p.m. Regular attendance is essential to success in school as well as in one's vocation. Students should be in school every day that school is in session. The school calendar provides Christmas break and spring break. Vacations should be planned during those times rather than when school is in session.

**Arrival:** Students should arrive at school between 7:30 and 7:59 a.m. Students arriving between 7:30 and 7:45 must report to the cafeteria to wait until 7:45 a.m. Bus riders will be dropped off at the rear of the building (Door # 8). The Elementary Door (#4) will be unlocked from 7:30 – 8:00 a.m. At 8:00 a.m. all entrances except the Main Entrance will be locked. After 8:00 a.m. all students must enter the Main Entrance.

**Dismissal:** Bus riders are to report to their bus immediately following the last bell (2:41). All buses have connecting schedules to keep; therefore, if a student is not at the bus in time, the bus will leave without them and they will have to call for other transportation arrangements. All car riders are to report to the Door #4 (elementary only) or Doors 1/2 (elementary and secondary) to wait for their ride. Directions for student line-up will be given and updated as needed. Behavior while waiting will be monitored by a faculty or staff member.

- Elementary students are to wait in their class lines until the monitor dismisses them when the line of cars stops moving. They should only enter/exit car from sidewalk side and never walk between running cars.
- Cars must follow the traffic monitor's directions and move forward as far as possible.
- Parents who park to pick up students **must use crosswalk to the sidewalk area to get all elementary students and escort students to their car** when directed to cross by the traffic monitor.
- Students not picked up by 3:00 will be expected to sit in the Central Lobby or an administrative office. Parents will need to park and come into the school to pick up these students. If late pick-up becomes a problem, a meeting will be required by Administration.

**\*PLEASE NOTE: Door #6 is not a student or parent entrance or exit. Only doors 1 and 4 will be used for car riders – arrival and dismissal.**

### **Absence/Tardy Procedure**

- a. Parents must call the office by 8:00 a.m. on the morning of any unplanned absences.  
**Absence Hotline: 330-587-0200**
- b. Appointments requiring absence from school will be excused for the time necessary. Please provide appointment verification from doctor/dentist when student returns to school.
- c. Planned absences include family trips, and vacations.
  - i. Planned Absence Forms are available in the school office or online. Submit to the office at least two days prior to the absence. For a family trip or family vacation to be excused, a parent, grandparent, guardian must accompany the student on the trip. Any exceptions require Administrative review.
  - ii. Missed work: The Planned Absence Form must be completed and turned in on time for credit to be given for missed student work. Teachers will attempt to give students assignments and reading materials prior to the planned absence, but are not required to do so. In such cases the work will need to be made up after the absence. Lessons taught while the student is on a trip, vacation will *not* be re-taught.
  - iii. Planned absences will not be approved during Terra Nova testing week without Administrative review.
  - iv. Planned absences are not to exceed 5 consecutive days or 10 total days during the year.
  - v. Planned absences for students who have already been absent more than 6 days during the semester or who are not making good academic progress will require Administrative approval.

**Excused Absences:** Absences are excused for the following reasons provided the parent or legal guardian contacts the office on the day of unplanned absences or submits the reason in writing in advance of the planned absences.

- a. personal illness
- b. death or serious illness in the family
- c. medical appointments – only for the time necessary (please provide appt. verification)
- d. court appearance – only if subpoenaed
- e. marriage in the family
- a. vacation with parents – provided planned absence procedure is followed

**Unexcused Absences:** A student absence is considered unexcused when student is absent for reasons other than specified or without Administrative approval. A student may receive a 2% reduction in the final grade for the quarter each day that is unexcused. The State of Ohio Law requires student attendance at school. “Habitual or chronic” unexcused absences may be reported to the Local Truancy Office.

**Tardiness:** Definition: Arriving to school between 8:00-8:50 a.m.

- Excused Tardy: Students tardy to school due to a medical appointment or illness will be excused provided a parent notifies the office either in person or on the Absence Hotline. *Sleeping in or Heavy Traffic are not considered excused.* Weather-related tardies may be excused per administrative approval.

**Excessive Absence/Tardiness to School and Consequences:** Administration along with the Guidance Counselor will receive a weekly Absence/Tardy Report. Disciplinary action may be taken for chronic absence/tardiness. This will be enforced on a case by case basis.

**Calculating Absences/Tardies:**

- a. Arrival between 8:00 - 8:50 = Tardy
- b. Arrival between 8:51 - 11:15 = 1/2 day absence
- c. Dismissal between 11:16 - 1:55 = 1/2 day absence
- d. Off campus more than 3 hours and 15 minutes 1/2 day absence.

**Maximum Number of Student Absences:** Students are not to exceed 10 absences per semester or 20 absences for the year, including both excused and unexcused absences. Truancy may become an issue and administration will report to officials if more than 20 days are missed. Students jeopardize their chances of promotion if they miss more than 20 days of school during the year. Students missing more than 20 days may be required to attend summer school/tutoring at the parents’ expense for a specific length of time in order to be promoted to the next grade.

**School Closings:** School closing announcements can be heard on all Cleveland local TV stations and many radio stations including 1480 WHBC and 103.3 WCRF. **LAKE CENTER ALSO EMPLOYS AN AUTO CALL SYSTEM TO ALERT FAMILIES OF SCHOOL CLOSINGS.** When bad weather occurs, LCCS follows the decision of Lake Local Schools whether to open or close. LCCS will work with families living in outlying areas and who experience worse road conditions than in the Hartville area. Students must note that assignments and tests due on a day when school is canceled will be due the next day school is in session.

**TRANSPORTATION**

**Changes:** It is very important to keep the transportation information for your student(s) updated. Any daily transportation changes should be sent to school with your student(s) in writing. If you have a last minute change, please call to notify us of your plans. If there will be a regular change, please contact the office so that we may update your form.

**STUDENT CONDUCT**

**Statement:** Lake Center Christian School strives to maintain a Christian atmosphere for learning, working, and living together. The school seeks to have the attitudes, conduct and appearance of the students reinforcing these goals by upholding Biblical moral principles. It is assumed that every pupil will strive to maintain a high standard of personal discipline, and that only a minimum of disciplinary action will be necessary. The purpose of LCCS is instructional rather than correctional.

**Student Conduct Expectations:**

Students are expected to demonstrate the following:

1. Courtesy, good manners and honorable behavior at all times

2. Respect for all - obedience and proper forms of address when speaking to teachers, staff, administrative personnel, and other adults. Refrain from racial slurs, scoffing, ridicule and mocking.
3. Reverence for the Word of God
4. Care of school property and personal belongings – keeping hallways and classrooms clean.
5. Cleanliness in work, action and dress
6. Standing for the right and opposing the wrong
7. Cheerful cooperation in school activities
8. Honor personal space and keep hands to self
9. Move quietly and promptly from one place to another
10. Keep the classrooms, hallways and school clean
11. Listen quietly during assemblies and chapels
12. Avoid laziness and wasting of time
13. Obey playground rules and play games by the rules
14. Show proper respect of civil authorities and of The United States of America

**Violations of acceptable conduct expectations:** The approach to discipline at LCCS is from the positive restorative standpoint and includes all of the principles which are mentioned under Christian atmosphere. For the sake of clarity some violations will be named. Any of these will result in disciplinary measures.

1. Use of violence, force, coercion, threat, harassment, or insubordination.
2. Fighting, assault and/or threat.
3. Possession of dangerous weapons, instruments, objects, or pocket knives.
4. Possession of alcoholic beverages, drugs and/or tobacco
5. Profanity and/or obscenity, whether written, verbal or gestural, possession of pornographic print or photos, or music with obscene lyrics.
6. Insubordination to authorized personnel.
7. Theft, extortion, forgery, false identification, cheating and lying.
8. Breaking and entering or such attempts.

**Discipline:** The teachers of LCCS will establish discipline plans for their classrooms consistent with school-wide policies. Assertive discipline includes a basic list of rules and a systematic plan of rewards and consequences related to compliance of those rules.

**Lunchroom Expectations:**

- Use indoor voices
- When lights go out – NO talking please
- Please sit facing your table – feet on the floor
- When finished with your lunch, please throw away your trash and return to your seat
- NO playing with food
- NO fast food or soft drinks
- As always, please show respect for all students and adults

**Bus Behavior:** Students must follow bus rules and regulations along with the LCCS Student Conduct Expectations or the privilege to ride the bus may be denied. The bus driver is in charge and is responsible for issuing discipline reports to the principal when necessary. The laws of the State of Ohio are very specific about the rules for riding school buses. In order for our transportation to be safe and successful, it is important that all bus safety rules are obeyed.

**Bullying:** Bullying will not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teachings of Jesus Christ. This behavior is against the fundamental tenet of “love your neighbor as yourself,” and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment. If you would like a copy of the LCCS Bullying Policy, please contact the Elementary Office.

**Disciplinary Actions**

- **Detention:** Detentions are one of the penalties for the infraction of rules. There may be lunch detentions, recess detentions, and after-school detentions.
- **Suspension:** The administration may suspend a student with or without warning for a period of ten days for a serious breach of conduct, whether within the school building, on the school grounds, or when involved in a school-sponsored activity (both on and off of school grounds). A parent-student-administrator conference is required before the student may return to school.
- **Probation:** Probation, which may either precede or follow suspension, is intended to give the student a period of six weeks to change behavior. During probation the student may not participate in extracurricular activities, and will forfeit any privileges the school may decide to withdraw. Probation may be given for any of the following types of misconduct:
  - Continued disobedience after repeated warnings
  - A rebellious spirit which is unchanged after counseling
  - A continuing negative attitude and negative influence in the school
  - Insufficient academic progress in relation to native ability
  - A serious breach of conduct which adversely affects the testimony of the school

A student is placed on probation by a unanimous decision of the student's teacher(s), and administration. A parent-student-administrator conference shall be held to give the parents and the student notification and explanation of the probation. If the student fails to make satisfactory progress during the probationary period, the administration may recommend to the superintendent that the student be withdrawn from the school. Participation in non-mandatory extracurricular activities is not a right and may be denied to any student who has demonstrated disregard for the rules of the school or who is under suspension, probation, or expulsion.

**Expulsion:** The principal, with the concurrence of superintendent and the teachers working directly with the student, may expel a student with board approval. The principal shall notify the student and his parent(s), guardian or other person having control or charge of that student in writing of the following:

- The proposed action and the reasons for the action
- The right of the student and his parent(s) or guardian to a hearing on two levels: a.) the administration b.) the Board of Trustees. A written request for a hearing must be filed with the administration within seven calendar days after the expulsion. Failure to file a written request within the specified time will constitute a waiver of the right to a hearing.

**TECHNOLOGY**

**Student Use of Social Media:** First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the LCCS community and beyond. Students must recognize that information posted on the internet is public and permanent, and can have a long-term impact on an individual's life and career. Even those posts made in a private forum or on a private account can end up being publicly shared. Expectations for student behavior online are no different than face-to-face interactions. Students who participate in online interactions must remember that their online behavior reflects on the entire Lake Center Christian School community, and as such, is subject to the same behavioral standards set forth in the Student Code of Conduct.

**Biblical Principles** to guide online interactions and postings:

- Let your speech always be gracious, seasoned with salt, so that you may know how you ought to answer each person (Col. 4:6)
- Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear (Eph. 4:29). A gentle tongue is a tree of life, but perverseness in it breaks the spirit (Prov. 15:4). Have nothing to do with foolish, ignorant controversies; you know that they breed quarrels (2 Tim. 2:23). So whether you eat or drink or whatever you do, do it all for the glory of God. (1 Cor. 10:31)
- Let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven. (Matt 5:16)
- Failure to abide by this Policy, as with other policies at LCCS, may result in disciplinary action as described in the Student Handbook, or as determined by administration

**Personal Electronic Devices – Elementary:** In order to minimize distractions, academic dishonesty, and theft, the electronic device policy requires that students keep all electronic devices (cell phones, iPods, tablets, smart watches, laptops, etc.), except those issued by the school, in his or her backpack and powered off between 7:30am and 3:00pm. Use of electronic devices is strictly prohibited during school hours. "Use" is interpreted as using any device function or feature (i.e. taking photos or video, texting, etc), not just the sending or receiving of calls, emails, or texts. This includes the use in hallways, restrooms, offices or any other place on campus; students may not leave class to use their devices/phones. Parents are asked to call the school office if they need to speak to their son or daughter. Students who need to contact their parents may do so by using the phone in the Elementary Office. Students who choose to use or have a personal electronic device in sight will have the device confiscated and turned over to the Principal. Parents will be notified and must make arrangements to come to the school to pick up the device. In the event that a Lake Center Christian School administrator or member of faculty/staff has a reasonable, well-founded belief that a student has used a personal electronic device to violate the student code of conduct and that the device may contain e-mails, texts, photos, etc that would substantiate the belief, the device will be confiscated and searched in accordance with the suspected conduct violation, no further. Parents will be notified of such a search if it is deemed necessary. Disciplinary action for confirmed violations will be on a case-by-case basis.

*Please keep in mind that students bring electronic devices to school at their own risk. Lake Center Christian School faculty and staff are not responsible for any damaged, missing, or stolen electronic devices.*

### **STUDENT ACTIVITIES**

**ACSI Events:** Speech Meet, Math Olympics, Spelling Bee, Creative Writing, Art Festival

**Chapels:** Students attend and participate in weekly chapel services. Friday Chapels are a special time for our students and staff.

**Chess Club:** Elementary students may join this club to learn the game of chess and have an opportunity to compete with students from other schools.

**Band:** Students in grades five and six have the opportunity to participate in band. Students learn to play their instruments through small group instruction and then participate in band rehearsals twice each week during a study hall period. The band performs at school concerts and on other occasions.

**Choir:** Participation in choir is available to students in grades five and six. Choir practices are held twice each week during a study hall period in order to prepare for school concerts, chapel services, and other performances.

**String Program:** Available for grades 1 – 6. The Elementary Orchestras rehearse per assigned schedules.

**TRIBE:** Students in elementary grades have the opportunity to participate in an optional elementary choir experience after school. The structure and participation in this program may vary from year to year.

**Private Music Lessons:** Lessons are available during the day and after school at LCCS. Please contact the school office for more information.

**Field Trips:** Teachers are encouraged to enrich and broaden their educational programs by providing the students with firsthand experiences. Some of these experiences can only be gained by taking a trip to a location where students can get the firsthand experience. These trips are designed with an educational purpose. Classroom activities guided by the teacher will provide a lead-up experience for the students prior to the field trip. To participate in field trips, a student must have a signed parental permission slip on file at school. These field trips are called regular field trips, meaning that they take place within an area so that the trip can be accomplished in one day. The one extended field trip is the 6<sup>th</sup> grade annual trip to Nature's Classroom at Beulah Beach for three days.

**Robotics:** By application for students 9-14 – A First Lego League program.

**Special Assemblies:** Experts in a variety of fields and walks of life are brought in occasionally to enrich the educational program through professional presentations.

**Sports:** Lake Center operates youth basketball and volleyball programs for grades 5-6. Parents will be informed of these opportunities throughout the school year.

**DRESS CODE K-6**

***Expectations:*** Students attending LCCS are expected to be neatly and appropriately dressed. A student's attire should reflect Christian values of modesty, cleanliness, neatness and should enhance the educational atmosphere of the school. Students are reminded that they represent LCCS and their appearance makes a statement to our community regarding our values; therefore, students should follow dress code guidelines at **all school related and/or sponsored events**. The major responsibility for complying with our school's dress code lies with the parents and students. Student attitudes are formed significantly by their parents. Teachers should not have to point out violations. Given the wide range of opinions regarding what is appropriate or inappropriate dress, we ask for your cooperation in supporting this dress code even when your personal preference would differ.

It should be noted that the school administration reserves the right to rule on final interpretation and meaning of the following terms: *Neat, appropriate, modest, and extreme.*

<b>Category</b>	<b>Appropriate</b>	<b>Inappropriate</b>
Tops	T-shirts, sweatshirts, hoodies, polo shirts, button down dress shirts, numbered jerseys; designs and pictures in good taste that do not conflict with Christian principles; neckline of shirts must be within a hand width of the bottom of neck/collarbone	Sleeveless shirts and blouses; tanktops; shirts promoting secular rock groups; camouflage (including blue, pink, etc.); military shirts; tight fitting shirts; low cut shirts and blouses; exposed midriffs; sheer fabrics; any skin showing around waist or underwear/boxers, including when raising hand above head, sitting or bending over
Bottoms	Jeans, Docker style/khaki/cotton twill pants, dress slacks; capris for girls (length of capris are to be well below the knee); must fit and be worn properly	<b>Leggings/jeggings (unless worn under skirt within dress code rules);</b> yoga/athletic/knit pants; shorts except when in season; underwear/boxers exposed; pants with holes, tears, frays or patches; camouflage
Dresses & Skirts	Dresses and skirts worn by girls, length must be no shorter than 5" above knee <b>when kneeling*</b> / emphasis on modesty – should be long enough to not raise questions <b>even with leggings</b> ), gauchos; <b>shorts should be worn under dresses/skirts for modesty at recess (*pop/soda can test)</b>	Dresses without sleeves; low cut dresses; miniskirts; leather, vinyl, spandex; sheer fabrics; camouflage
Shorts	Jeans and Docker style/khaki/cotton twill shorts only, permitted between April 1 and October 31(weather permitting); length must be no shorter than mid-thigh	Athletic shorts; cutoffs; boxer style shorts; short shorts; swim trunks; shorts with holes, tears, frays or patches; camouflage
Shoes	Dress or athletic shoes; sandals and crocs <b>must have strap around heel; all shoes must have a back;</b> <i>All students grades K-6 should have an extra pair of clean athletic shoes that they keep in the classroom for indoor recess and PE</i>	Shoes with torn soles or holes; slippers; heelies
Coats, Jackets, Hats, Boots	Outside coats, jackets, hats and boots for coming and going to school & kept in locker/back of room during the day	Wearing coats, outside jackets and/or hats during the school day in the classrooms.
Jewelry, makeup, Accessories	Boys – 1 or 2 small necklaces; 1 or 2 small bracelets; watch Girls – light to moderate amounts of makeup; small necklaces and bracelets; rings; <b>1 pair of earrings worn in the lobes only;</b> nail polish	Boys – earrings; 3 or more chains or necklaces; sweatbands Girls – black or any extremes in eye shadow, lipstick, nail polish; earrings not in lobes; K-6 fake and acrylic nails; any jewelry with spikes, skulls, or evil symbols; chains hanging from clothes or pockets; body piercings; visible tattoos; safety pins
Hair	Boys – neat, clean, combed, length above the <b>earlobe, above the eyebrows,</b> and the <b>top</b> of the collar of a dress shirt; clean shaven face Girls – neat; clean; well-groomed	Boys – hair <b>below</b> earlobe or longer than <b>top</b> of collar; facial hair; sideburns lower than ear lobe All – unnatural colors or dyes; extreme or unusual cuts, dyes, sculpting; hair that obstructs vision
P.E. Class (Grade 6 only)	Athletic shorts (no shorter than mid-thigh), t-shirts; sweatshirts and sweatpants; athletic shoes and socks	Sleeveless shirts; tank tops; boxer style shorts; short shorts; cutoffs; sandals; dress shoes
Miscellaneous	Boys – ties; sport/suit coats; belts Girls – traditional hair accessories; purses; belts	Using pen, marker, etc. to write on hands, arms, clothing, shoes, etc.; tattoos; body piercings



### Grades K-6 Out of Dresscode Policy

**1<sup>st</sup> offense within a category** – Teacher will send home an *Out of Dress Code* form explaining the dress code issue

**2<sup>nd</sup> offense within a category** – Student will call home and wait in the office for a change of clothing\* *Out of Dress Code* form sent home

**3<sup>rd</sup> offense within a category** – Student will call home and wait in the office for a change of clothing\*; student will be assigned a lunch detention; *Out of Dress Code* form sent home

**4<sup>th</sup> offense within a category** – Student will call home and wait in the office for a change of clothing\*; student will be assigned an after school detention; *Out of Dress Code* form sent home

**5<sup>th</sup> offense within a category** – Student will call home and wait in the office for a change of clothing\*; student will be assigned an in-school suspension; parent conference required; *Out of Dress Code* form sent home

\*for haircut violations, student will be given one week to meet the Lake Center requirements; student will serve lunch detention for each day past the deadline that he is in violation.

### PARENT INFORMATION/INVOLVEMENT

**Parent-Teacher Fellowship (PTF)** All parents of students at LCCS are members of the Parent Teacher Fellowship (PTF). Opportunities to serve through this organization are communicated weekly in the Monday Parent Memo and on the LCCS Website. Everyone is encouraged to become an active member!

**Volunteering:** One of the prominent strengths of LCCS has been the many hours of time and service given by our volunteers. Volunteerism is one of the outstanding strengths of the school and grows out of its underlying philosophy of service to others. This formidable strength cannot be accurately shown on a graph or entered in some form on the asset balance sheet of the corporation. No one has kept tally of the extent of volunteer help. Evaluating the school must take into account the extraordinary voluntary services rendered in the Name of Christ. We are so thankful to our volunteers who can be found each day assisting in the classroom or offices, giving their time in fund-raising activities, reading with a child and giving their time in many other ways. The board members and the appointed committees serve voluntarily. This mutual aid in the Spirit of Christ is an invaluable legacy of the school. One of the best endowments a school can possess is such a committed group of persons.

### HEALTH AND SAFETY

**Emergency Medical Forms** New forms must be completed **each year** for all students. Please list all medical concerns as this form is used by Health Aides when the children are sent to the clinic. The current year's form will replace the previous year's form. These forms must be completed for **each individual child**. There is a section on the back of this form to allow parents to sign and give permission for the Health Aides to administer Ibuprofen, Acetaminophen (generic for Tylenol) as needed per parental instruction. These medications will be on hand and will **not** need to be brought in by parents. Health Aides will not be able to administer medications that are provided in the office without this section on the Emergency Medical Form being completed.

**Immunizations:** All students must have current immunization records on file in order to attend school.

**Student Medications** The Health Room will have on hand Ibuprofen 200 mg. tabs, Acetaminophen 500 mg. tabs, and Junior Strength Acetaminophen 160 mg. chewable tabs, and chewable antacids for your convenience. If a parent chooses not to sign permission to use these medications, the non-prescription medicine that is sent in can only be administered after receipt of the medication in the original container, and a completed "Request for Medication Administration" form. If medication is sent to school at the beginning of the year, please do not discard these forms. Forms may be needed at some other time during the school year. All medications from the previous school year that are not picked up are discarded. Any **prescription medications** taken by students on school property must be turned in at the office with a form completed by the student's physician. The parents also need to fill out a "Request for Medication Administration" form. Any change in dosage or medication during the year will only be done upon receipt of new forms. Medications must be brought to the school in the original container with the original labeling. An empty prescription bottle is also needed in order to send even one pill along on field trips when necessary. State law prohibits sending prescription medications unless in a prescription bottle. Please bring the prescription medicines to school **before** the first day of school (including inhalers).

**GENERAL INFORMATION**

**Campus Hours:** The Central Office is open from 7:30 a.m. to 3:30 p.m. during the school year.

**Campus Visitors:** All visitors to Lake Center Christian School or school grounds should enter through door #1, sign in and to receive a visitor badge. Arrangements for a student visitor to visit on campus, students must get approval from administration.

**Change of Address:** When families move during the course of a school year, it is very important that they notify the school Central Office of this change so the school can maintain necessary and appropriate contact with the family. Families should also keep their phone numbers and email addresses current.

**Lost and Found:** Items are placed on a table in the Elementary gym hallway. Items not claimed at the end of each quarter will be donated to charity.

**Lunch Program/Policy:** We ask parents to maintain a positive balance in your student's lunch account if purchasing school lunches. You can log on to RenWeb to check the balance of the account. Reminders will be e-mailed when a student's balance is low.

**Messages for students during the school day:** Parents may call and leave a message for their student(s) during the school day regarding transportation changes, etc. Notes are distributed to students at the end of the school day.

**Pets/Animals on Campus:** No Animals (except service animals) will be allowed on campus except in circumstances approved by the principal. If approved, the animals must be on a leash or in a carrier.

**Private Lessons after school:** Students taking private lessons are to be no later than 5:00 p.m. Students who are not Lake Center students must sign a Waiver of Liability form.

**Tuition and fees:** The tuition schedule is established annually by the Board of Trustees and is available in the school office. LCCS offers multi-student discounts, which are incorporated in the tuition schedule. LCCS takes mutual aid and family assistance seriously. Since tuition fees are needed to pay current operating costs, prompt payment of the tuition is greatly appreciated. Tuition may be paid by the year, by the semester or in ten equal monthly payments due the 15th of each month, August through May. There is, however, no discount for prepayment of tuition. Payment booklets are provided for your convenience. Arrangements may be made for automatic withdrawal of tuition through the business office. There is a late charge of 1.5% for all delinquent tuition payments, unless other arrangements have been made with the schools' business manager in advance. Payments may be sent to the school by mail or paid in person. All checks should be made payable to LAKE CENTER CHRISTIAN SCHOOL or LCCS. Children whose accounts are 90 days delinquent may be suspended from school until the account is paid or specific arrangements are made with the Finance Committee. *Any student withdrawing during a quarter will owe the full tuition for that quarter. LCCS must be notified if your child is not returning the next school year by the withdrawal deadline. The deadline date is set yearly. First quarter tuition will be owed by those informing the office of withdrawal after this date.*

- **Application/Re-enrollment fee:** The Application/Re-enrollment fees include the cost for many activities, and school insurance. There are, however, areas of school life and activities which have separate fees.

**Accident Insurance:** Each student is covered by school accident insurance. School insurance covers ONLY claims which are not covered by other insurance carried by the family. In case of an accident, the student is to report at once to their teacher the Health Aide, or the Elementary Office.



## Lake Center Christian School 2016-2017 Calendar of Events

<b>August</b>	16-17	Tues.-Wed.	Morning New Teacher In-Service
	18	Thurs.	Teacher In-Service – 8 a.m. to 3:00 p.m.
	19	Fri.	Family Fun – Meet the Teacher
	22	Mon	FIRST DAY OF SCHOOL FOR GRADES 1-12
	23	Tues.	Kindergarten Orientation 10:00 a.m.
	24	Wed.	FIRST DAY OF SCHOOL FOR KINDERGARTEN
<b>September</b>	5	Mon.	NO SCHOOL – Labor Day
	6	Tues.	FIRST DAY OF SCHOOL FOR PRESCHOOL
	30	Fri.	NO SCHOOL – Professional Development Day
<b>October</b>	27-28	Thurs.-Fri.	NO SCHOOL – ACSI Professional Development Forum
<b>November</b>	23-25	Wed.-Fri.	NO SCHOOL – Thanksgiving Break
<b>December</b>	22-23	Thurs-Fri.	NO SCHOOL – Christmas Break
	26-30	Mon.-Fri.	NO SCHOOL – Christmas Break
<b>January</b>	2	Mon.	NO SCHOOL – Christmas Break
	3	Tues.	Classes Resume
	16	Mon.	NO SCHOOL – Martin Luther King Day
<b>February</b>	20	Mon.	NO SCHOOL – Presidents' Day
	24	Fri.	<b>11:30 Early Dismissal /ACSI Regional Elementary Speech Meet</b>
<b>March</b>	13	Mon.	NO SCHOOL – Professional Development Day
	27-31	Mon-Fri.	NO SCHOOL – Spring Break
<b>April</b>	14	Fri.	NO SCHOOL – Good Friday
	28	Fri.	Grandparents Day Grades K-6 – <b>12:00 Early Dismissal</b>
<b>May</b>	19	Fri.	LAST DAY OF SCHOOL FOR PRESCHOOL
	25	Thurs.	LAST DAY OF SCHOOL FOR KINDERGARTEN
	29	Mon.	NO SCHOOL – Memorial Day
	31	Wed.	LAST DAY OF SCHOOL <b>11:30 a.m. Early Dismissal</b>
<b>June</b>	1	Thurs.	Teacher Work Day

## **STATEMENT PAGE**

*Dear Students and Parents,*

Please sign the bottom of this page and return to your **HOMEROOM** teacher. *A statement page needs to be signed for each student.*

Thank you,

*Mrs. Roberts*, Elementary Principal

I have read and understand the policies and procedures outlined in this Elementary Student/Parent Handbook. I will follow them to the best of my ability.

Name of Student \_\_\_\_\_ Homeroom \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

### **Supportive Parent Policy**

Lake Center Christian School is built upon the assumption that educating your child is a team effort with teachers and parents working together in support of each other. This supportive relationship must be in place for education at LCCS to work. As a parent of a LCCS student, I made a commitment to support the faculty and staff of LCCS and trust in their ability to provide the best education for my student(s). This support includes the school's administering of consequences for poor choices made at school, willingness to meet with the teachers personally to mutually work out any issues or differences of opinions that may result in the education of my child, and the willingness to practice Matthew 18 throughout the communication process, which means talking with teachers and administrators about concerns I have, rather than with other parents and community members.

Signature of Parent(s)/Guardian(s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_