

LAKEWAY



CHRISTIAN SCHOOLS

PARENT-STUDENT HANDBOOK

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STATEMENTS/EXPECTATIONS

MISSION STATEMENT

Partnering with families to provide a Christ-centered and academically challenging education, equipping students with a biblical worldview and a heart for Christ, that they may grow in wisdom, stature and in favor with God and man.

EDUCATIONAL PHILOSOPHY AND PURPOSE

The heart of our philosophy at Lakeway Christian Schools is well reflected by 15th century Christian scholar Desiderius Erasmus, who stated that all studies, philosophy and rhetoric, and the end of all knowledge and eloquence are for this purpose: "that we would know Christ and honor Him".

At Lakeway Christian Schools (also referred to as LCS), we believe that this goal and our mission are accomplished best when parents, pastors, and teachers are speaking with one voice. Therefore, we have chosen a discipleship model in which LCS is working alongside Christian families who are in agreement with our stated core doctrines, philosophies, and principles. Our intent is to communicate the truth, train the mind, and cultivate the heart in a Christ-honoring atmosphere.

We recognize that God has ordained parents as the agents responsible for the academic and spiritual nurturing of their children (Deuteronomy 6:4-7). At LCS, we endeavor to assist parents with this goal by presenting a Christ-centered and biblical worldview which teaches children to love God with all their heart, mind, soul, and strength.

We believe in fostering an attitude among our faculty and staff and students that all they do should be done "heartily, as unto the Lord." Therefore, we require high quality standards of academics and conduct. This includes biblical discipline principles. Further, it applies to the academic, spiritual, physical, and social growth of each child.

We believe that God's character is revealed not only in His Word but also in every facet of the creation (Romans 1:19-20). Therefore, we teach that all knowledge is interrelated (integrated) and can instruct us about God himself. With this understanding, we ascribe to a methodology and philosophy of education that brings about the highest results of educational excellence.

STATEMENT OF FAITH

The statement of faith adopted by Lakeway Christian Schools and described below is limited to primary Christian doctrine which is considered to be central to all Christian denominations and which sets Christianity apart from all faiths. The following statement of faith is taken directly from the Lakeway Christian Schools bylaws:

We believe in God, the Father Almighty, Maker of heaven and earth; and in Jesus Christ His only Son, our Lord. Jesus Christ was conceived by the Holy Spirit, and was born of a virgin, Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. On the third day He rose again from the dead. He ascended into Heaven, where He sits at the right hand of God the Father Almighty. From Heaven He shall come to earth again to judge the living and the dead. We believe in the Holy Spirit, one holy Christian church, the communion of all true saints, the forgiveness of sins, the resurrection of the body, and the gift of everlasting life. ~ *The Apostles Creed*

On God

We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. He is omnipotent, omnipresent, and omniscient. He is the Creator, Sustainer, and Governor of everything that has been made. (Genesis 1:1; Exodus 20:2-3; Isaiah 43:1, 7, 21; Revelation 4:11, 5:9-10)

On Jesus Christ

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Luke 1:34-35; John 1:1,14; 3:16-18; 5:17-30, 36-47; Acts 1:9-11; 2:22-36)

On the Holy Spirit

We believe in the indwelling of the Holy Spirit in those who have received Jesus Christ as Lord and Savior. He bears witness with our Spirit that we are children of God and joint heirs with Christ. He helps our weaknesses and makes intercession for us. (Romans 8:9-11, 16-17, 26)

On the Holy Scriptures

We believe the Bible to be the inspired, the only infallible, authoritative Word of God, and as such it is the final authoritative rule for faith, life, and standards of education. (Psalm 119:160; John 16:13; 2 Timothy 3:14-17)

On Salvation

We believe that, because of Adam's sin all mankind is in rebellion against God. For the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary. Salvation is by grace through faith alone, and faith without works is dead. (Romans 5:8, 12-21; 8:1-11; 2 Corinthians 5:9-10; Ephesians 2:8-9; James 2:18-26)

On the Resurrection

We believe that Jesus Christ rose from the dead after three days. We believe in the resurrection of both the saved and the lost; those who are saved to the resurrection of life, and those who are lost to the resurrection of damnation. (Matthew 28:1-10; Mark 16:1-20; Luke 24:1-12; John 20:1-31; Revelation 20:11-15)

On the Church

We believe in the spiritual unity of all believers in our Lord Jesus Christ. (Acts 2:42-47)

On Man

We believe the chief end of man is to glorify God and enjoy Him forever. (1 Corinthians 6:20; Revelation 22:3-5)

CARE VALUES STATEMENT

Our school system's values can be described by the acronym CARE:

Christ-Centered – We will be Christ-centered in all that we are and in all that we do. We seek to build a Christian school where students can be introduced to the supremacy of Christ in all matters. We will seek to establish all aspects of life and learning on the Word of God, leading to a firm commitment to Christ and His Kingdom. Our faculty and staff will seek to integrate Christian faith in all learning and doing, based on the supposition that all truth is God's truth with no contradiction between Holy Scripture and that which is revealed through creation.

Accessible and Affordable – Being Christ-centered, we follow Jesus' example of making Himself available to all that would come to Him. He did not set Himself aside for the most privileged or most affluent but rather was welcoming to all that wanted to hear. Therefore, our goal is to provide an opportunity for Christian education for as many students and families as possible.

Relationally Focused on Christ, Faculty, Fellow Students, the World – Our desire is for each student to know Christ personally by faith. Additionally, hearing His command to love one another, we seek to create a culture focused on godly relationships where both our faculty and students visibly demonstrate their love and value for one another. Finally, we will commit to being a witness of Christ's love to the world in all our words and actions.

Equipping Students with Excellence – We believe that we are called to equip and develop students to possess a biblical worldview and a heart for Christ that they may grow in wisdom, stature, and favor with God and man. Therefore, we believe that a commitment to excellence must motivate all we do. This comes from a desire to do all things for God's glory. Thus, we dedicate ourselves to excellence in every area of our school. It is our desire that each student develop a lifelong love of learning impacting our world for the cause of Christ.

We hold to these values because we believe the following:

Supremacy of Jesus Christ

Jesus Christ is the beginning and end of all we think and do. We recognize Him as the Source, Center and Head of all. He has been given authority by God the Father to rule over all, and every knee will one day bow to His Lordship. Humanism places man at the center of all things and sees human nature as inherently good. Our view is that we exist for God's glory alone and that man is inherently sinful and in desperate need of the salvation offered by Jesus Christ through His atoning death. Each child is encouraged to enter by faith into a relationship with Jesus Christ and grow in his/her knowledge of and relationship with Him. This includes daily submission and surrender of the entire self to His authority and leadership, recognizing His sovereign right to rule pre-eminently over us. Students are taught to submit all areas of their lives to Jesus so they might experience the joy and fullness of a daily relationship with Him.

“He is the image of the invisible God, the firstborn over all creation. For by Him all things were created: things in heaven and on earth, visible and invisible, whether thrones or powers or rulers or authorities; all things were created by Him and for Him. He is before all things, and in Him all things hold together. And He is the head of the body, the church; He is the beginning and the firstborn from among the dead, so that in everything He might have the supremacy.” Colossians 1:15-18

Authority of the Bible

The foundation for all we teach and do is the only inerrant, infallible, authoritative Word of God. We seek to build within each student a biblical worldview, taking our definition and standard of truth from the Bible as opposed to the post-modern philosophy that truth is relative and subjective to the individual. The Bible itself is a central subject in the academic curriculum. Further, biblical truths are integrated into the learning experience of all subjects. Students learn how to process information and draw conclusions in the context of biblical truth, leading to a life that glorifies God.

*“All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that the man of God may be thoroughly equipped for every good work.”
2 Timothy 3:16-17*

Partnership with families

We believe that God has given parents the ultimate responsibility for the education of their children. We serve as an extension of the home, partnering with parents and serving families in the intellectual and spiritual discipleship of their children. We provide to families the highest quality of education known to us. We believe that God has created each child as unique and worthy of our utmost attention. Further to our partnership with families, we seek to bring God's light, grace, and truth to our broader community.

*“These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.”
Deuteronomy 6:6-7*

Academic excellence

We seek to prepare the student to retain knowledge, think logically and analytically, communicate effectively, and succeed in living out God's calling on his/her life. Within that context, every teacher is passionate about his/her subject and has exceptional qualification to perform his/her role with excellence. High academic standards are maintained for each student, with the expectation that each can succeed. Every child is encouraged to maximize his/her learning potential and develop a lifelong love for learning.

“Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.” 2 Timothy 2:15

Cultivation of Christ-like character

We believe that education is not just about training the mind with knowledge, but also training the heart. Students are 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. A student's relationships with fellow students, parents, and teachers will be Christ-centered and edifying. We recognize the role of the Holy Spirit in the development of Christ-like character in the student. Key virtues that are fostered include honesty, respect for authority and others, self-discipline, courage, compassion, service, responsible stewardship, perseverance, and good citizenship.

“For this very reason, make every effort to add to your faith goodness; and to goodness, knowledge; and to knowledge, self-control; and to self-control, perseverance; and to perseverance, godliness; and to godliness, brotherly kindness; and to brotherly kindness, love. For if you possess these qualities in increasing measure, they will keep you from being ineffective and unproductive in your knowledge of our Lord Jesus Christ.”

2 Peter 1:5-8

POSITION STATEMENTS

In addition to the statement of faith, Lakeway Christian Schools adheres and will teach some basic core values that are addressed in Scripture. They are:

- We interpret Scripture to teach Creation over evolution. Students are taught that God created the earth. We do not believe this contradicts scientific evidence; “In the beginning God created the heavens and the earth.” (Genesis 1:1) “For by Him all things were created, both in the heavens and on earth, visible and invisible, whether thrones or dominions or rules or authorities: all things have been created by Him and for Him.” (Colossians 1:16)
- We interpret Scripture to be Pro-Life. We teach a culture of life which would include the sanctity of life in the womb. “For Thou didst form my inward parts; Thou didst weave me in my mother’s womb. I will give thanks to Thee, for I am fearfully and wonderfully made; wonderful are Thy works.” (Psalms 139:13-14)
- We interpret Scripture to approve of sexual relationships only in a marriage between a male and a female. (Genesis 2:24, Leviticus 18:22; 1 Cor. 6:18-20; 7:2)
- We interpret Scripture to be in opposition of any teaching that instructs people to obtain special revelations, insights or knowledge through the use of spirits, séances, horoscopes, crystals, prisms or any metaphysical means. (Leviticus 19:26b, 31; Ephesians 5:11,12)

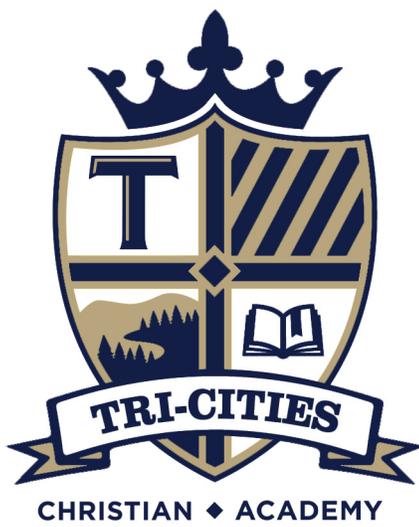
The great compassion and love of Christ calls to love and care every human being, no matter the background or experience. (John 3:16)

BIBLICAL TRANSLATION

Classes will utilize the NKJV, New American Standard (NASB), English Standard Version (ESV), or the King James Version (KJV) in the study, teaching, and memorization of scripture.

NON-DISCRIMINATION

Lakeway Christian Schools admits students of any race, color, national and ethnic origin to all 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 administration of its educational policies, admission policies, scholarship programs, financial assistance and loan programs, athletic programs, and other school administered programs and activities.



School Policies

POLICIES AND PROCEDURES

Admissions

Choosing the best school for a child is an important decision. It requires a great deal of prayer and consideration and it is something we take very seriously at Lakeway Christian Schools. All families interested in enrolling their student(s) at Cornerstone / Lakeway / Tri-cities go through the same admissions process. This process starts with an inquiry and potential tour of campus. Once an application is submitted, it is reviewed to see if the student is a good fit for LCS, a pastoral reference is called, and an appointment is set for admissions assessment and new family interview. Prior to the appointment, academic records are requested and reviewed. The Headmaster, Principals, School Counseling Department, EQUIP Program Director and Admissions team are all involved in making an informed admissions decision prior to enrollment. Once enrolled, administration is notified for planning purposes and the family begins receiving school-wide communication to prepare for the student's first day.

Student Records

Academic Records will be kept in the administrative offices and are the property of LCS. Requests and/or copies of records may be made at any time during regular school hours, but the administration has up to five (5) business days to respond.

Health and Medication Policies

1. All students must have on file with the school office all medical reporting forms required by Tennessee state law. Families seeking exemption from state immunization requirements must complete and submit a notarized copy of the exemption documents for the state of Tennessee. Both of these forms may be obtained from your family doctor.
2. Parents must provide the school with Emergency Medical Information to be able to care for each student. This information must be completed through an electronic form on Family Portal prior to enrollment. This documentation includes emergency contacts and phone numbers, permission to treat, medical conditions, allergies and medication.
3. LCS' medication policy requires a medication distribution form signed by a physician/nurse practitioner for ALL medications (this includes over the counter medications.) If your child has a medical condition such as asthma, allergies (requiring epi-pen), or diabetes, you will need to have your physician fill out an action plan. These are required for our staff to respond to emergencies. All forms can be picked up in the clinic or printed from the school website.
4. To avoid the spread of illness in our schools, students can NOT be at school if:
 - They have a temperature over 100.0 F. The student cannot return to school until he/she has gone a FULL 24 hours without a fever. (this is without the help of Tylenol or Ibuprofen).
 - They have vomited or had diarrhea any time in the last 24 hours.
 - They have started an antibiotic within the last 24 hours.
 - They have red eyes with thick or crusty drainage.

Emergency Procedures

Fire Drills - Monthly, the fire alarm will be sounded to signal a fire drill. Students are to proceed in a quiet, orderly manner to the places designated on the fire drill exit sheets posted in each room. Students are to remain quiet and follow instructions. All staff and students will stay in their designated areas until an office staff person instructs them to go to another location or return to the building. Fire extinguishers are located in specified areas around the school. State law requires that one fire drill be conducted per month with the execution of the evacuation timed.

Tornado Drills - An alarm will be sounded in the event of a possible tornado or severe storm conditions. Students will leave the room and proceed to the designated areas. They shall get down on their knees and face the wall with their heads in their hands. All staff and students will remain silent and await further instructions from administrative personnel.

Disaster Plan - A disaster is broadly defined, but can be described as, a “sudden and extraordinary misfortune, bringing destruction of life or property.” Many events could constitute a disaster. In the event of a disaster during normal school hours, implemented protocol will be adhered to.

Grievance Procedures

Principle of Love, Correction, and Good Communication:

The Scriptures have a definite pattern to follow in the area of solving interpersonal problems. If a problem arises between a parent and teacher, parent and administrator, or parent and parent, it needs to be dealt with quickly and prayerfully with love, patience, and forgiveness. Open communication and Christ-like relationships are two keys to developing a school that is positive, mature, and glorifying to God.

Appropriate Resolution Process:

1. Student (if mature enough) or Parent to Teacher/Staff member.
2. If unresolved, respective Principal.
3. If unresolved, Headmaster.
4. If unresolved, Executive Director then to LCS Board of Directors.

If a grievance remains with the LCS Board of Directors:

1. Submit in writing via email to Executive Director of LCS.
2. Based upon the merits of the grievance, the Board will determine meeting occurrence.
3. Parent/Patron is required to respond accordingly to the Board's decision.

Field Trips

Field trips pertinent to instructional objectives will be conducted during the year.

1. Each class plans periodic field trips to correspond with classroom instructional objectives.
2. Parents may participate in these field trips by assisting and/or supervising the activities. However, parents who are chaperoning may not bring siblings or others.
3. Parents are not to dress more casually than the students and are encouraged to dress in a way which is both professional and supports a Christian testimony.
4. All behavior on field trips will reflect the school Code of Conduct. In addition, the discipline policy will be enforced. (see Code of Conduct and Discipline policies below)

Tuition and Fees

LCS has pledged to pay salaries and other expenses in a timely manner and each student's parents or guardians agree to help facilitate this by paying all tuition and fees as described below:

1. The enrollment fee is due upon acceptance and completion of the enrollment process. This is an annual fee per student. This fee is non-refundable unless the applicant is denied.
2. Tuition payments must be made annually or in 11 monthly installments beginning July 1 or within 10 days of receipt of acceptance letter. Through the enrollment process, families have the opportunity to select the payment date that works best for their budget (5th, 15th or 25th).
3. All fees are to be paid on the same schedule as the tuition.
4. In the event that payment is not received within 10 days of your scheduled payment date and no written arrangements have been made with the school, a \$25.00 late fee will be assessed to the account. This late fee will be collected first from the next payment received.
5. If fees are still not paid or arrangements not made within thirty days, the family will be contacted. The essential elements or agreements made at that time will be recorded and filed.
6. If after all the efforts noted above have been exercised and a period of over 60 days has elapsed, the school administration will inform the family(ies) concerned that the student(s) are subject to immediate expulsion for financial reasons.

7. Dismissal by the school, absence of the student, or withdrawal by the parent of the student, shall NOT diminish the obligation to pay the total and full amount of ALL tuition and fees due the school for the entire school year as set forth by the LCS Board of Directors. Any “unused funds” (monies remaining as a result of a student discontinuing enrollment for any reason) will be calculated and acknowledged as a gift with a receipt to the donor.
8. In the event of crucial circumstances substantially affecting the ability of parents to meet payment obligation to the school or affecting the student’s ability to attend the school, as determined by the board in its discretion, the board may adjust, waive, or otherwise alter the payment obligations.
9. No student shall be enrolled for the following school year if payments for the previous school year are not satisfied.

Fundraising

Lakeway Christian Schools makes every effort for fundraising to fall within the Advancement department. LCS does not want to involve any added expenses/commitment to families through fundraising efforts. All fundraising will be approved by school administration. Anything additional to the suggested list should be approved by Principal/Headmaster. Fundraising plans should revolve around public, school-wide events. Purchase programs, car washes, and bake sales in the community will be avoided. Below are some viable options:

1. Supporting concession items at school sporting events.
2. Managing concessions at non-school events such as local colleges, concerts, or professional events.
3. Restaurant partnership nights (must work in conjunction with Advancement team).

Lunch Charge Procedures

These procedures are to be followed by all families with children enrolled at Lakeway Christian Schools and its employees.

1. Families have the opportunity to apply for free and reduced-priced meals. Applications are available in the front office or by contacting the Director of Nutrition Services. Details on free and reduced-price meal eligibility can be found at www.tn.gov/education/health-and-safety/school-nutrition/free-and-reduced-price-meals.
2. Lunches are pre-ordered through RenWeb monthly by a due date set by the Director of Nutrition Services. Payment for the pre-ordered balance is due upon the submission of the lunch orderform.
3. After lunch items are received by the student, charges are created by Nutrition Services and are deducted from the family lunch account. Any remaining funds at the end of the month after lunch charges have been entered are automatically applied to the next month. Payment for the lunch charge balance is due the first of each month and prior to pre-ordering for the upcoming month.
4. Delinquent Debt
 - a. In the event that the lunch charge balance is not paid within the first five working days of the month, an email will be sent by Nutrition Services to all applicable families reminding them of their unpaid balances.
 - b. In the event that payment is not received by the tenth day of the month and no written arrangements have been made with Nutrition Services, the Peanut Butter & Jelly Lunch will be provided instead of the featured lunch option. No à la carte charges will be allowed until the charge balance is paid.
 - c. If the lunch charge balance is still not paid, or arrangements have not been made within thirty days, pre-ordering lunch will be suspended. Someone will contact you about making arrangements for payment.
 - d. No student shall be reenrolled for the following school year if payments for the previous school year are not satisfied. This policy may be altered at the discretion of the school board.
5. In the event of withdrawal, transfer, or expulsion, the parents/guardians are responsible for payment of tuition and other fees. Lakeway Christian Schools reserves the right to withhold report cards, student records, and transcripts until lunch charge balances have been paid in full. Any unused lunch funds (monies remaining as a result of a student(s) discontinuing enrollment for any reason) will be calculated and acknowledged as a gift to Nutrition Services with a receipt to the donor.
6. In the event of unforeseen circumstances substantially affecting the ability of parents to meet payment obligations to the school, the board may adjust, waive or otherwise alter the payment obligations.
7. Parents/guardians are responsible for any and all charges applied to their student’s account. The

parent/guardian will authorize the school to enforce this policy by signing that they have read this handbook or other documentation approved by the school board.

*Adult visitor meals should be pre-ordered and paid through a student lunch account whenever possible. Cash or check can also be provided at the point of sale. No other adult charging is allowed.

*Some à la carte items may not be offered to lower school students (5th grade or below)

Information Technology Usage Policy

Note: Not all IT regulations apply to lower school students due to distribution plans

1. Information Technology Tools

The School provides students with access to various hardware, software, and other resources in order to retrieve and transmit information available from various databases and information networks for educational purposes. As used in this policy, “Information Technology Tools” (sometimes referred to as “Tools”) refers to School equipment, hardware, software, databases, information networks, e-mail systems, files, programs, documents, data, information, and e-mail messages. Information Technology Tools also include School hardware, software, documents, and databases stored on and accessed from personal devices.

2. Privacy and Limitations of Use

- a. All Information Technology Tools provided by the School will remain property of the School. All communications and information created by, transmitted by, received from, or stored using these Tools are also the property of the School. Any software, files, or data downloaded into the School’s network, School workstations, or School-issued devices become the property of the School and may be intercepted, accessed, or disclosed by the School. Additionally, any School software, files, or data downloaded into a student’s personal device remain property of the School and may be intercepted accessed or disclosed by the School. Any such software, files, or data may be used by students only in ways that are consistent with their licenses or copyrights.
- b. Students should have no expectation of personal privacy in any material stored, created, received, or transmitted using any of the School’s Tools. The School, in its discretion as owner (or licensee) and provider of the Information Technology Tools, reserves and will exercise its authority to monitor, intercept, access, retrieve, disclose and delete any material stored, created, transmitted, or received using these Tools, for any reason and without further notice to any student. This includes School material stored, created, transmitted, or received on personal devices.
- c. Students may encrypt e-mail, files, and programs only with the use of software approved by the LCS IT Department. This software must provide for retention by the School of any key necessary to access encrypted messages or may otherwise limit the degree of protection provided by such encryption. Use of passwords, encryption, or other security measures does not in any way diminish the School’s authority to access or disclose materials and will not create any privacy expectation for any student.

3. Code of Acceptable Use

- a. Each user of Information Technology Tools must comply with this Policy and the terms and conditions of use of any host providers or servers to which they are granted access, including, but not limited to, external databases and cloud computing resources. All computing facilities and Information Technology Tools, whether accessed through School-issued devices or personal devices, are to be used for educational purposes in accordance with applicable School Policies and Directives. Both law and School policy prohibit, in general, the misuse, theft, or other abuse of Information Technology Tools.
- b. The Information Technology Tools are to be used for business and education purposes. The School may monitor usage of its Tools to ensure appropriate use in accordance with the following rules:
- c. *Confidentiality*. No student shall transmit or post confidential information in any manner inconsistent with any applicable School Policies and Directives with respect to confidential information.
- d. *Harassment*. No student shall transmit or post any information which treats school employees, other students, or others in a manner that is abusive, insulting, obscene or otherwise inappropriate or unprofessional, including:
 - information that may be construed as harassment or disparagement of others based on race, ethnicity, color, national origin, religion, sex, sexual orientation, age, disability, or political beliefs;

- information that may be disruptive or harmful to morale;
 - information that may be defamatory toward any person; and
 - information which in any other way violates the School's standards of ethics and professional conduct.
- e. *Purposeful Disruptive Use.* No student shall use the School's Information Technology Tools or other facilities knowingly to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
 - f. *Viruses.* No student shall use the School's Information Technology Tools or facilities to deliberately propagate any virus, worm, Trojan horse, trap-door or other destructive program code.
 - g. *Sexually Explicit Materials.* No student shall use the School's Information Technology Tools or facilities to access, retrieve, store or transmit any sexually explicit, obscene or pornographic materials.
 - h. *Installing Software.* No student shall install software or add wireless access points to the CCA network unless they have received authorization from the CCA IT Management. Students may not knowingly use Tools to distribute pirated software or data. Under no circumstances will the School allow installation or development of any new software that may violate the license or terms of use of existing School software.
 - i. *Uploading and Downloading Files.* Confidential information of the School may never be posted on the Internet or forwarded to outside companies or individuals not authorized to receive such information. Students may not upload or download any software, data or other materials owned by or licensed to the School without explicit authorization from the manager responsible for the software, data or other materials. Any posting of any School-proprietary software, data or other materials must include appropriate copyright notices and legends to indicate the School's proprietary interest. Any materials uploaded or attached to electronic messages must comply with all applicable export laws.
 - j. *Author Identification and Disclaimers.* No students shall communicate under a false name or identity (e.g., to impersonate others). Every student using Information Technology Tools shall identify himself or herself accurately and completely (including one's School affiliation and function, where applicable). Students using Information Technology Tools shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the School or any subsidiary of the School unless explicitly authorized to do so by School Management.
 - k. *Lawful Use Only.* No student shall use Information Technology Tools to violate any applicable local, state, national, or international law or regulation.
 - l. The School reserves the right to limit or prohibit student internet access for specific students or groups of students. This may include blocking access to specific websites or downloads.
 - m. Any student who discovers misuse of Information Technology Tools should immediately contact their teacher, principal, or the LCS IT Department. If a student is unsure of what constitutes acceptable use, s/he should contact his/her teacher for further guidance and clarification.
4. Security and Confidentiality Issues
 - a. The School has installed a variety of security systems to assure the safety and security of the School's networks. It is a violation of this Policy for any student to attempt to disable, defeat, or circumvent any School security facility or system.
 - b. If a student loses any device, whether issued by the School or not, that contains School hardware, software, documents, or data, she/he must report the lost device to his/her teacher within 48 hours.
 5. Use of Personal Devices

Many students utilize their personal devices, such as mobile phones, tablets, and laptops for School business. The same policies and principles that apply to student conduct on School-issued devices also apply to student conduct while using personal devices for School business. Additionally, students who choose to use their personal devices should be aware of the following:

 - a. LCS has the ability to track the location of any personal device that syncs data with any LCS server.
 - b. LCS has the ability to view the applications installed on students' personal devices and may refuse access to School servers and databases on personal devices if such applications could compromise or adversely affect the Information Technology Tools.
 - c. Students are responsible for backing up their own personal data on their personal device.
 - d. A password will be required on all mobile devices.
 - e. All mobile devices must lock within 5 minutes of inactivity.

6. Violations

Violations of this Policy will result in appropriate disciplinary action in accordance with the School's general policies regarding student conduct, up to and including expulsion.

Visitor Policy

Parents are welcome on campus! For safety reasons and in compliance with TCA 49-2008, all parents and guests must report to the administrative office, sign in, and wear a tag identifying them as a guest while on the campus (closed campus regulations). All guests are subject to the same rules of conduct as students during their visit.

- Visitors (student-aged) are not permitted to attend classes with students, except when approved by administration for possible enrollment purposes.
- Non-students are not allowed to visit during school instruction/lunch hours. This includes former students, whether they are attending another school or being homeschooled.
- Special occasion deliveries, including sing-a-grams, are not allowed for students at any time during the year. There are no exceptions.
- Pastors and youth pastors are permitted to visit students during lunch.

To accommodate our families, the following exceptions are also recognized:

- Parents and grandparents are welcome to visit the school at any time during the school year and are more than welcome to have lunch with their children/grandchildren any day. The classroom teacher and principal should be given at least a one-day, advanced notice of a classroom visit. Classes may not be visited during semester exam and achievement test weeks, and preferably not during testing of any kind.
- Classrooms are not open to third party visitors. An administrative process is in place for observation requests conducted by education professionals, paraprofessionals, and teacher training candidates. Observation requests for these areas must be made directly to the program principal and processed administratively.
- *Older siblings who wish to visit elementary student siblings during lunch may do so if accompanied by a parent.*

Any exceptions to the policies stated above will rest solely at the discretion of the school administration. These exceptions must be pre-approved with administration at least 24 hours before the visit is to occur.

Volunteer Policy

Any person working directly with students will be required to have a background check completed. This also includes lunchroom and office volunteers.

Inclement Weather

1. The responsibility for getting students safely to and from school rests on parents and their designated representatives. Parents are therefore responsible for discerning if road conditions during inclement weather or other emergencies allow for safe travel.
2. In the event of inclement weather, even if school is officially open for classes, parents who do not believe road conditions in their area permit safe travel should not attempt to get their children to school. They should keep their children at home and notify the school that they are doing so. This will be counted as an excused absence.
3. During times of inclement weather (or other school-closing emergencies), the school will notify parents through ParentAlert via text message regarding school-starting delays, early dismissals, and cancellations. Parents may also monitor local radio and/or television stations for announcements about school-starting delays, early dismissals, and cancellations. All such announcements will also be posted on the website.

Holidays

1. The school will emphasize the scriptural and spiritual elements of holidays such as Easter (the cross and resurrection) and Christmas (the incarnation of Christ), rather than secular elements (the Easter bunny and Santa).

2. The school is not “against” secular images and symbols. These are matters of personal conscience and Christian freedom for each family. LCS chooses to de-emphasize secular elements in its recognition of holidays.
3. Halloween will not be celebrated. Other holidays (President’s Day, Valentine’s Day, Saint Patrick’s Day, Memorial Day, Columbus Day, etc.) shall be observed consistent with the spiritual and academic philosophy of LCS.
4. Interpretation and application of these holiday observance guidelines shall be the responsibility of the administration.

ACADEMIC POLICIES (CCA & TCA Lower School)

Grading System

1. Kindergarten will utilize the following grade scale:

E: Excellent
 S: Satisfactory
 N: Needs Improvement

2. In all grades, all subjects, except Art (Kindergarten through 2nd grade), Music (Kindergarten through 2nd grade), Science (Kindergarten through 2nd grade), History (Kindergarten through 2nd grade), Physical Education, and Handwriting receive letter grades as below:

A+: 97 – 100	A: 93 – 96	A-: 90 - 92
B+: 87 – 89	B: 83 – 86	B-: 80 - 82
C+: 77 – 79	C: 73 – 76	C-: 70 - 72
D: 65 - 69		
F: ≤ 64		

Art (Kindergarten through 2nd grade), Music (Kindergarten through 2nd grade), Science (Kindergarten through 2nd grade), History (Kindergarten through 2nd grade), Physical Education, and Handwriting will utilize the following scale:

E: Excellent
 S: Satisfactory
 N: Needs Improvement

Grade Reporting

There are two 18-week semesters. Each semester is divided into two 9-week periods. Report cards will be available on the RenWeb system at the end of each 9-week period. Progress reports will be made available every 4 ½ weeks.

Teachers shall communicate regularly with parents about each student’s academic performance and work habits in the classroom. Teachers are required to notify parents before the end of the grading period if a student is in danger of receiving a failing or unsatisfactory grade for the grading term. Failure of the teacher to notify parents of an unsatisfactory grade will not, however, result in the alteration of the grade. Parents are responsible to attend the parent/teacher conferences to become informed of their child’s progress.

Honors and Awards

At the end of each nine (9) weeks, students who achieve extraordinary success will be recognized in the following manner:

1. Top Scholars List – Students who achieve all A’s, E’s, or S’s in every subject
2. Honor Roll – Students who achieve all A’s, B’s, E’s, or S’s in every subject
3. Perfect Attendance - Students who have no absences and no more than two tardies per quarter

Curriculum and Classical Education (Classical applies to CCA)

Curriculum will be determined by the Administration along with a team of faculty considering age appropriateness, standards of instruction, and biblical integration. Determination will be made in the interest of learning for all students.

Language Instruction

Language instruction is an important element of education and it is our goal to offer introductions to romantic languages consisting of Spanish, Latin, and others when applicable.

Controversial Subjects and Secondary Doctrine

Classroom discussion of secondary doctrine (ex. future events, roles of women in the church, modes of baptism, etc.) must be on an informative, non-partisan level. Teachers must also be careful not to speak to the students in a manner that would cause offense. Presentation of all sides of an issue is encouraged, and the teacher should encourage students to follow up any questions they have with their parents and/or church leadership. The teacher is to remember that according to Scripture, he or she is serving as a role model of a mature Christian adult to the students. As such, teachers are never to enter into an adversarial debate with students on secondary doctrine within a classroom setting. Even though the teacher may hold strong personal convictions regarding the doctrine, in light of this policy, and sound teaching practices, they should encourage a gracious and scholarly attitude in the students.

If during the teaching of a class, a teacher sees that a controversial subject arises which will not help achieve the goals set for that class in the curriculum guide, then teacher will not use class time for the discussion of the topic. If a subject arises which the teacher has reason to believe is controversial and the discussion of that topic will help achieve the goals set out in the curriculum guide for that subject, then the teacher will do the following:

- Instruct the class of the responsibility of Christians to be charitable in debate.
- Instruct the class on their responsibility to honor the teaching they have received from their parents on the subject.
- As appropriate, direct the students' attention to informed sources on each side of the subject concerned.
- Refrain from pursuing tangents or other unplanned subject matter that will lead to a possible mishandling/poor teaching of controversial subjects.

Promotion

Students must meet the following criteria to be promoted to the next successive grade:

- a. Pass all subjects with at least 70% average.
- b. Have no more than two "F"s in any academic subject within an academic year. It is incumbent upon the appropriate teacher that all curriculum objectives, grading, guidelines, and teaching requirements be faithfully executed.
- c. Retention of a currently enrolled student occurs when a and b are not met. However, the teacher may wish to assign a grade of incomplete (I) to the subject(s)/classes for which retention is the end result. At this time the student, parent(s), and teacher(s) may construct a plan for the student to complete prior to the beginning of the next academic year. The plan should include, but is not limited to, testing that applies to the academic discipline in question. (See also section 3 below). *All appeals for diverging from or waiving the requirements of this policy will be submitted to the administration.*

Dismissal from School

1. If the administration, in its professional judgment, concludes that the needs of a student are not being met by the academic program at CCA (determined after reviewing test scores, report cards, absences, and the student's progress), a conference will be held with the parents, classroom teacher(s), and the principal. At that time, it will be decided if it is in the best interest of the student to repeat a grade level, be retained on probation with an action plan, or be withdrawn from the school.
2. A student whose parent(s) demonstrates an uncooperative attitude with the school and/or a history of disagreement with the philosophy and the mission statement of the school culminating in an inability of the school to meet the student's needs may be dismissed from the school at the Executive Director's discretion.

Testing

All students will be tested/assessed according to a nationally standardized academic achievement.

ACADEMIC POLICIES (LCA & TCA Upper School)

Grading System

In all grades, all subjects receive letter grades as below:

A+: 97 – 100	A: 93 – 96	A-: 90 - 92
B+: 87 – 89	B: 83 – 86	B-: 80 - 82
C+: 77 – 79	C: 73 – 76	C-: 70 - 72
D: 65 - 69		
F: ≤ 64		

Graduation and Community Service Requirements

Minimum Graduation Requirements – 27 Credits

Department	Credit	Required Courses
Bible	4	Old Testament New Testament Church History Christian Worldview
Electives	4	Students must take electives that include two (2) fine arts or two (2) technology courses
English	4	Literature and Composition I-IV
Finance	.5	Finance
Health and Physical Education	1.5	Health and Wellness Physical Education or Weightlifting and Conditioning
Mathematics	4	Students are required to take the following in addition to one higher-level course: Algebra I Geometry Algebra II
Science	3	Students are required to take the following: Biology Physical Science Chemistry
Social Science	4	World History I World History II US History US Government and Economics
World Languages	2	Two sequential credits in one of the following: French Latin Spanish

Students in 9-12th grades are required to complete a minimum of 15 hours of community service per high school year. These hours are to be composed of 5 hours of school service and 10 hours of church and/or community service - with no more than 5 of the hours served at a church. The school service hours are a requirement and are planned by the school. The student is required to plan the other service hours. Details and forms are located on the school's website and Family Portal. Questions may be directed to our Office of School Counseling.

Grade Reporting

There are two 18-week semesters. Each semester is divided into two 9-week periods. Report cards will be available on the RenWeb system at the end of each 9-week period. Grades are available at any time during the grading period via RenWeb.

Teachers are expected to notify parents before the end of the grading period if a student is in danger of receiving a failing or unsatisfactory grade for the grading term. Failure of the teacher to notify parents of a failing or unsatisfactory grade will not, however, result in the alteration of the grade.

Add/Drop Policy

Students may freely add and drop courses for the first 10 days of each semester if there is a seat available in the class and they meet course prerequisites. Students will need to complete the Add/Drop Form, which can be found within the Office of School Counseling. Students in need of academic advice regarding add/drops may be assisted through the Office of School Counseling as well.

Withdrawing from a Class

On occasion, high school students may be allowed to withdraw from a class at a time beyond the class drop/add policy limit (for example, in cases of serious illness or injury, class overload, etc.). If that situation should occur before the end of the first quarter, neither the transcript nor the GPA would reflect time spent in the course. If the withdrawal should occur between the start of the second quarter and the midpoint of that quarter, the transcript would note a withdraw passing or a withdraw failing; in either case, no grade would appear on the transcript. A grade of withdraw failing will affect a student's eligibility for membership in National Honor Society. Beyond the midpoint of the second quarter, students will not be allowed to drop a class except under the most unusual circumstances and thus must finish the semester in the course. At the end of the semester, with the approval of the parent, teacher, and principal, students may withdraw from a class. In such cases, the transcript and the GPA would reflect the course and grade, and students who withdrew passing would receive a half credit in the course. When considering withdrawing from a class, students and parents should remember that students must maintain a full course load at all times.

Exam Exemption Criteria

Students may be exempt from spring semester examinations in the following categories:

- Junior and Senior Exemptions
- AP Exemptions

Any student exempted from the spring semester exam in either of the two categories may elect to take the spring semester exam to improve his/her grade. With this choice, a student's semester average may only be increased by the examination grade and may not be reduced by the examination grade. Non-exempt students must attend every class for which an exemption is not earned.

Guidelines for Junior and Senior Semester Exam Exemptions

Junior and senior students are eligible for exemption from spring semester exams in any course with a spring semester course average of ninety (90) or above, with the following exceptions:

- A student with a disciplinary referral to school administration may lose exemption status.
- Courses taught through dual enrollment or online instruction are not eligible for semester exams exemption.

Academic Probation

Academic probation is intended to motivate our students toward doing their best academically. It also gives notice to the parents and student that a serious academic problem exists. This early notice will enable both school and home to work together toward improving the student's academic progress.

Academic probation will be implemented as follows:

1. If a student falls below a 2.0 GPA for any semester or earns an F in a subject in any grading period, he/she will be placed on academic probation.
2. A conference (phone or face to face) will be held with the parents, teacher(s), and student to give an explanation of the probation and to develop a plan of action for improvement.
3. Student Services and teacher(s) will monitor the academic progress of each student during the subsequent grading period.
4. A student who improves to above a 2.0 GPA in the subsequent grading period will be removed from academic probation.
5. A student who remains below a 2.0 GPA and/or receives F's in the subsequent grading period may be subject to expulsion, at the discretion of the school administration.
6. Following removal or withdrawal for academic reasons, a student may re-apply for enrollment at the beginning of the next school year.
7. If the principal determines that, because of various circumstances, academic probation would be counterproductive to the objective of improving the student's grades, an exception will be allowed.

Academic Honesty

As Christians we are called to reflect integrity in all aspects of our lives. It is critical that we hold students to a high standard of integrity in their work in the classroom. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. Students must conduct themselves according to the highest standards of personal integrity. Students shall follow rules prohibiting dishonest academic behavior and must resist peer pressure to violate Lakeway Christian Schools standards. Whenever students have a question about this procedure or any procedure, they should ask their teachers and/or advisors. Teachers will inform students of procedures and practices relating to homework and class work. Students should assume that all quizzes, tests, and exams should be done independently, unless they are specifically informed by their teacher.

Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures/expectations established by the teacher. Teachers will guide students in understanding when collaborative efforts are not appropriate. However, students should realize the distinction between collaboration and copying another student's work. These standards would also apply as they relate to sharing and collaborating with documents via technology.

At no time should students' hand in identical work unless it is a group project which lists all students' names who contributed to the assignment.

Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas and/or writings. This definition includes computer programs, drawings, artwork, digital images or media, and all other types of work which are not one's own. Types of plagiarism include word-for-word (which includes cutting and pasting material from other sources), mosaic (rearrangement or rewording without documentation) and indirect (paraphrasing of a passage without documentation).

The following consequences for academic dishonesty and/or plagiarism are to be implemented summarily across all classes for a school year:

- 1st instance, the teacher will report any incident of academic dishonesty to the student and parents. A zero will be given on the assignment in question, additional education on cheating and/or plagiarism will be provided to the student by the teacher. The teacher will record the incident in RenWeb.
- 2nd instance of cheating in any form will result in the teacher notifying the student and parent, as well as, assigning a zero on the assignment in question. The teacher will refer the student to school administration to be assigned in-school suspension. The teacher will record the incident in RenWeb.
- 3rd instance of cheating in any form will result in the teacher notifying the student and parent, as well as, assigning a zero to the assignment in question. The teacher will refer the student to school administration to be assigned a behavior contract and academic probation. Administration will record the incident in RenWeb.
- Any additional instances of cheating in any form could result in a student being recommended for expulsion. Records will be kept of students who are charged with academic dishonesty and/or plagiarism.

Honors and Awards

At the end of each nine (9) weeks, students who achieve extraordinary success will be recognized in the following manner:

1. Top Scholars List – Students who earn all A’s in every subject
2. Honor Roll – Students who earn all A’s or B’s in every subject

In addition, at the end of the school year the following awards will be presented:

1. Top Scholars - Students who earn all A’s in every subject
2. Honor Roll - Students who earn all A’s or B’s in every subject
3. Fine Arts Awards - Presented to students who have displayed excellence in the fine arts.
4. Department Awards - Presented to outstanding students in each academic discipline.
5. Lion PRIDE Awards - presented to one girl and one boy who are academically responsible, who go above and beyond when serving LCA and who embody Lakeway P.R.I.D.E in all aspects of our community.
6. Eagle SOAR Awards - presented to one girl and one boy who are academically responsible, who go above and beyond when serving TCA and who embody the Tri-cities ability to SOAR in all aspects of our community.

Valedictorian and Salutatorian

To be eligible for either Valedictorian or Salutatorian, a student must be a full-time student at the school for both junior and senior years. The primary means of selection will be based on the weighted GPA for courses listed on the transcript. Advanced courses taken outside of the school will not be weighted. In the event of a tie (calculated to four decimal places) the student with the most honors, AP, and Dual Enrollment classes will receive the award. If there is still a tie, the numerical average of courses listed on the transcript will be used as the second tie-breaker. The Valedictorian and Salutatorian will be recognized at the graduation ceremony.

National Honor Society

The school maintains a chapter of the National Honor Society, which was originally chartered in 1934. Induction into the Honor Society is open only to sophomores, juniors and seniors who meet the high standards of scholarship (minimum of 3.5 cumulative GPA), Christian character, leadership, and service. A faculty committee selects National Honor Society members after reviewing informational surveys completed by students who meet the scholarship standard. An induction ceremony is held at the Spring. In order to be eligible for National Honor Society at Lakeway Christian Academy, students must be attending full-time and have been enrolled for at least 1 year (2 semesters). Students must also complete the service requirements to remain a member of NHS from junior to senior year. Students who transfer late to the school year will be handled on a case by case basis.

Membership in the National Honor Society is a significant academic honor as well as a personal achievement. As a member, students are expected to attend Chapter meetings and participate in service projects throughout the school year, as well as uphold NHS pillars of character, leadership, scholarship, and service. Also, there will be dues of \$10 for each year of membership as outlined in NHS by-laws.

Controversial Subjects and Secondary Doctrine

1. If in the course of teaching a class, a teacher sees that a subject has arisen which he or she has good reason to believe is controversial and discussion of that subject will not help him or her achieve the goals set for that class in the curriculum guide, then the teacher will not allow class time for the discussion of the topic at all.
2. If a subject arises which the teacher has reason to believe is controversial and the discussion of that topic will help achieve the goals set out in the curriculum guide for that subject, then the teacher will do the following:
 - a. As necessary, instruct the class of the responsibility of Christians to be charitable in debate.
 - b. Instruct the class on their responsibility to honor the teaching they have received from their parents on the subject.
 - c. As appropriate (i.e. pertinent to the stated good of the class), direct the students' attention to informed sources on each side of the subject concerned. This may be done in variety of forms, such as research paper, guest speakers, reading differing authors, etc. Strongly encourage the students to become knowledgeable of the most widely held views on the subject.
 - d. Refrain from pursuing tangents or other unplanned subject matter that will lead to a possible mishandling/poor teaching of controversial subjects.
3. The teacher is to remember that according to Scripture and the stated goals of LCS, he or she is serving as a role model of a mature Christian adult to the students. As such, teachers are never to enter into an adversarial debate with students on controversial subjects within a classroom setting. Even though the teacher may hold strong personal convictions regarding the subject; in light of this policy and sound teaching practices, he or she is to encourage a gracious and scholarly attitude in the students.
4. Classroom discussion of secondary doctrine should be on an informative, non-partisan level. Teachers must be careful not to speak to the students in a manner that would cause offense to the parents.
 - a. Presentation of all sides of an issue is encouraged.
 - b. The teacher should encourage the students to follow up any questions they have with their parents and pastor.

Promotion

New students must meet the following criteria to be accepted into the next successive grade level.

- a. Have documentation showing successful completion of the previous grade by a demonstrated proficiency of at least 70% or higher in the core areas of reading, math, English, science, and social sciences (history and/or geography) within the previous grade.
- b. Students will take an assessment during the admission process.
- c. Excessive behavior problems or extremely poor academic performance may result recommendation to a lower grade level.

Current students must meet the following criteria to be promoted to the next successive grade:

- a. Pass all subjects with at least 65% average.
- b. Have no more than two "F's" in any academic subject within an academic year.
- c. Retention of a currently enrolled student occurs when steps (a) and (b) are not met. However, the teacher may wish to assign a grade of incomplete ("I") to the subject(s)/classes for which retention is the end result. At this time the student, parent(s), and teacher(s) may construct a plan for the student to complete prior to the beginning of the next academic year. The plan will include remedial or credit recovery work to be completed through a school-approved program.

All appeals for diverging from or waiving the requirements of this policy will be submitted to the principal. He or she may seek whatever course he deems necessary to render a proper judgment.

Dismissal from School

1. If the administration, in its professional judgment, concludes that the needs of a student are not being met by the academic program (determined after reviewing test scores, report cards, absences, and the student's progress), a conference will be held with the parents, classroom teacher(s), and the principal. At that time, it will be decided if it is in the best interest of the student to repeat a grade level, be retained on probation with an action plan, or be withdrawn from the school.
2. A student whose parent(s) demonstrates an uncooperative attitude with the school and/or a history of disagreement with the philosophy and the mission statement of the school culminating in an inability of the school to meet the student's needs may be dismissed from the school at the principal's discretion.

Testing

LCA/TCA shall administer a nationally standardized academic achievement test to all students in the grades determined by the principal.

STUDENT SUPPORT

LCS utilizes a variety of in-school support systems to assist students in the learning process. These services include the EQUIP program, School Counseling and Christian Life departments. Students who need further help after traditional classroom interventions have been utilized can enroll into the LCS EQUIP program. LCS can accommodate but will not modify our curriculum or standards. For additional questions contact your school's principal. (applicable to TCA as the programs are installed)

EQUIP Program

EQUIP works with a team to provide the best learning plan for the individual student. The desire of the school is to partner with the home to provide a place for encouragement in every individual. LCS wants to equip students to take responsibility for their learning. All students that have a diagnosed Learning Disability are encouraged to participate in the EQUIP program. Collaborative meetings between the parents, teachers, tutors, and EQUIP Director will be held every nine weeks to assure success of the student. We have learning centers on each campus and people who are well-trained in their areas and are deeply committed to seeing each student grow into his or her God-given potential. This will require work and commitment from the school and home. To these ends we desire to help students take academic steps forward and be encouraged in the process!

Admission to EQUIP

Students are eligible for accommodations after they have been properly evaluated and determined eligible for services. Students must have current documentation for service in the Equip program. The EQUIP team determines the student's needs and develops the plan. The team determines what accommodations are necessary and what LCA will provide for the student. The team documents all determinations regarding the need for accommodations using an IEP, 504, or educational psychologist's report to plan. Medical reports that impact learning may also be a part of this documentation. Documentation of dysgraphia, midline disorder, ADD/ADHD, and mild levels of dyslexia would be examples of students requiring accommodations. The EQUIP Center will be accessible as needed for students. Tutors may be encouraged if there are concerns in content areas. Technology support may be provided where it is deemed helpful for student achievement. IEPs, 504, and Educational Psychological reports must be updated every three years. Medical reports of ADHD or ADD must be updated every year in order to receive services. Evidence must show that the student has been found eligible for services through one of these.

The LCS EQUIP program provides academic support for students. The program provides on-campus tutoring in many subject areas for students who seek to improve their academic performance. Individual or small group instruction is provided during study hall and/or before/after school hours. Students are admitted to this program upon referral from the school principal, classroom teacher, or parent. Fees beyond the normal tuition are required to be paid for these services. For more information, contact the EQUIP Director at khees@lcstn.org. Teachers may use the link below to guide you with student accommodations and weekly paperwork for the students that are in the EQUIP program.

Teacher EQUIP Forms

School Counseling Department

The School Counseling Department provides a Biblically-based, comprehensive program to assist all students and their families in academic, spiritual, emotional/social, and career development. Using the American School Counseling Association (ASCA) guidelines as a framework, school counselors will partner with educators, families, and the community to assist students in maximizing their potential as productive citizens who glorify God in all they do.

As an extension of the School Counseling office, *Advisory* for students in 6th-12th grade is established to assist in their growth and development by constructing meaningful educational plans in congruence with their life-

calling. Each student is assigned a faculty member who will serve as a mentor for the duration of the student's middle and high school years. Faculty serve as mentors to provide support by guiding and monitoring each student's academic and social progress. The advisor role is integral to each student's success, as it gives an additional platform for faculty to partner with families by gaining insight and communicating each student's concerns, interests, and abilities. Through these groups, faculty seek to formulate lasting authentic relationships that lead to student success and foster a strong sense of community. Each advisory group is divided by grade level and consists of 7-10 students per group that meets for 40 minutes once a week.

Career and Technical Education (CTE)

Career Technical Education provides students of all ages with the academic and technical skills, knowledge and training necessary to succeed in future careers and to become lifelong learners. CTE courses are based on teaching students applicable, real-world skills, and showing how those skills are put to use in different careers through experiential learning.

CTE Activities:

Experiential Learning & Clubs

Soft Skills/Character Development College Prep in partnership with advisory

We believe God has limitless power to shape our future and place students exactly where He can have the most influence in their lives. Our role is to partner with students and their parents to approach the college and career with prayerfulness, enabling students to grow into responsible decision makers and discover God's potential for them. We believe God will pave a trustworthy path for their calling.

STUDENT LIFE (CCA & TCA Lower School) / (LCA & TCA Upper School)

Attendance

To provide the most effective instruction for your student, attendance in all classes is essential to the instruction process and absences of any kind will inhibit the teacher's ability to present the curriculum to all students in the most productive manner. Parents play a key role with attendance and are asked to schedule off campus appointments (doctors, dentists, etc.) with this in mind. Students who miss class for any reason must take the initiative to communicate clearly with teachers and work with them to make up work missed in a timely fashion.

Students with more than 5 unexcused absences are subject to retention at the discretion of the administration.

Excused absences may include family emergencies, sickness or medical appointments, extreme weather conditions, school sponsored activities, and absences that have been pre-approved by administration. A physician's statement is required for an absence to be excused due to medical reasons.

Tardy

School begins promptly at 8:00 a.m., except for Wednesday, and teachers begin teaching at that time. It is advantageous for students to arrive before 8:00 in order to go to their locker and have appropriate time to prepare for first period. Students that arrive late to school in the morning are considered tardy after the 8:00 bell and absent if more than 20 minutes of the class has passed. If a student arrives after 8:00, he or she should:

- Check in the main office to receive a note before going to class
- Submit excuse documentation to main office, receive slip
- Enter class as quietly as possible
- Make up any work the student has already missed

A student who arrives to any class after the bell rings without a pass will be marked tardy for that class. Once a student accumulates 3 tardies in a particular class they will be converted to an absence in that class. This conversion will take place at the end of each semester, and absences due to tardies will be considered along with any other absences toward the limit of 5 absences per semester.

Missed Work Policy

Missed work is defined as any classroom assignment missed due to sickness or any other excused absence. Students who miss instructional time due to an excused absence will be granted one day per day absent to complete missed assignments. The day(s) will begin once the student has returned to school. Students who miss an extended period of time will be handled on an individual basis between the instructor, administration and the family. Any work that has not been submitted to the instructor after this extension will receive a 10 - point grade deduction per day late, unless permissions are granted otherwise.

It is the student's responsibility to seek out teachers for any work missed due to absence.

Late Work Policy

Late work is defined as any classroom assignment missing the instructor's deadline without prior written consent. A student's academic work that misses their instructor's deadline for any unexcused reason is considered late. Late work will receive a **10-point deduction per day the assignment is late. After 3 days the assignment** will no longer be accepted and a zero will be assigned in the gradebook. Students are encouraged to communicate with their teachers on a regular basis.

Extracurricular Activities

1. Extracurricular activities will not take priority over the academic program.
2. Each student must have parental permission in writing to participate in such activities.
3. A staff member must serve as the director, coordinator, or coach of each extracurricular activity.
4. All behavior, whether on or off-campus, will reflect the Code of Conduct. In addition, the discipline policy will be enforced.

Code of Conduct

The following are guidelines which establish a consistent code of conduct throughout all grades at CCA so students may exemplify Christ in their actions and attitudes. *“Finally, brethren, whatever is true, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if anything worthy of praise, let your mind dwell on these things.”* *Philippians 4:8*

Our relationship with God ... (Genesis 1:26; Exodus 20:7; Acts 2:42)

- a. We will speak of God in respectful ways.
- b. We will encourage a close relationship with God, other people and ourselves through Scripture reading, prayer, fellowship, sharing, etc.
- c. We will respect ourselves because God created us in His image.
- d. In all areas of instruction, proper respect and consideration of God’s character will be given. Specifically, class songs, skits, stories, and discussion that include references to the name and attributes of the Lord must be consistent with biblical principles.
- e. Things to avoid include:
 - Silly or trite references to Jesus Christ and His work on the cross.
 - Implying, directly or indirectly, that all the students are Christians.
 - Mockery of angelic powers, whether demonic or heavenly.
 - Emphasis on good feelings or works vs. humble obedience and grace.

Our relationship with those in authority ... (Exodus 20:12; Psalm 19:14; Galatians 5:22-26; Ephesians 6:5-7; Hebrews 13:17)

- a. We will be respectful in our speech and conduct.
- b. We will be obedient to those in authority over us.
- c. We will not condone disrespect displayed by others to those in authority.
- d. We will be quiet, teachable, and self-controlled within the classroom setting.

Our relationship to others ... (Exodus 20:15-17; Matthew 5:33-37; Luke 6:31; Colossians 4:5-6; Galatians 5:19-26; 2 Timothy 2:16)

- a. We will be respectful of each other and build each other up.
- b. We will address each other properly and not resort to name calling, swearing, or dirty language towards each other.
- c. We will respect each other’s property.
- d. We will encourage everyone to include others.
- e. We will respect each other’s person and remember “no touching except for helping.”
- f. We will learn to apologize and make restitution when we fail and to seek God’s strength to continue building a community of love and respect.
- g. We will be polite and humble when conversing with others.

Our relationship to school property and property belonging to someone else.

- a. We will respect school property. This includes furniture, books, equipment, and the building.
- b. We will respect the property of others, whether attending a field trip, athletic event, and/or other school-related function.
- c. We will report any damage done and volunteer to pay for damages if we are responsible.
- d. We will accept responsibility for the cleanliness of the school grounds and other grounds where we may be visitors.

Discipline

1. The kind and amount of discipline will be determined by the teachers, and the principal. The discipline will be administered in the light of the individual student's problem and attitude.
2. All discipline will be based on biblical principles, e.g. restitution, apologies (public and private), swift punishment, restoration of fellowship, no lingering attitudes, etc.
3. The vast majority of discipline problems are to be dealt with at the classroom level.
4. In order to maintain consistency, teachers will regularly meet together to discuss biblical standards and school policy concerning discipline.
5. Love and forgiveness will be an integral part of the discipline of a student.
6. Office Visits: There are four basic behaviors that will automatically necessitate discipline from the principal (versus the teacher). Those behaviors are:
 - a. Defiance, i.e. outright disobedience in response to instruction.
 - b. Fighting, i.e. striking in anger with the intention to harm the other student(s).
 - c. Obscene, vulgar, or profane language, as well as taking the name of the Lord in vain.
 - d. Possession of any illegal or legal drug (not specifically accounted for by the medical policies) or weapon (gun, knife, etc.).
7. The principal will determine the nature of the punishment after thorough review of the issues. The principal may require restitution, parental attendance during the school day with his/her child, or any other measures consistent with biblical guidelines which may be appropriate.
8. If for any of the above or other reasons, a student receives discipline from the principal, the student is subject to a call home, a parental visit, suspension, or expulsion.
9. If a student commits an act with such serious consequences that the principal deems it necessary, suspension or expulsion may be imposed immediately. Examples of such serious misconduct could include the following: acts endangering the lives of other students or staff members, gross violence, vandalism of school property, violations of civil law, or any act in clear contradiction to scriptural commands. Students may be subject to school discipline for serious misconduct which occurs after school hours.
10. Should an expelled student desire to be readmitted at a later date, the Board of Directors or its delegated committee will make a decision based on the student's attitude and circumstances at the time of reapplication. In any case, at least one semester must have transpired before consideration for re-enrollment.

Attendance

In an effort to provide the most effective instruction for your student, attendance in all classes is essential to the instruction process and absences of any kind will inhibit the teacher's ability to present the curriculum to all students in the most productive manner. Parents play a key role with attendance and are asked to schedule off campus appointments (doctors, dentists, etc.) with this in mind. Students who miss class for any reason must take the initiative to communicate clearly with teachers and work with them to make up work missed in a timely fashion.

Once a student accumulates more than 5 absences in a class per semester there will be an academic penalty for any additional unexcused absence. Each unexcused absence beyond 5 in a single semester will incur a one-point penalty on the semester average for that class.

Excused absences may include family emergencies, sickness or medical appointments, extreme weather conditions, school sponsored activities, and absences that have been pre-approved by administration. A physician's statement is required for an absence to be excused due to medical reasons.

Tardy

School begins promptly at 8:00 a.m., except for Wednesday, and teachers begin teaching at that time. It is advantageous for students to arrive before 8:00 in order to go to their locker and have appropriate time to prepare for first period. Students that arrive late to school in the morning are considered tardy after the 8:00

bell and absent if more than 20 minutes of the class has passed. If a student arrives after 8:00, he or she should:

- Check in the main office to receive a note before going to class
- Submit excuse documentation to main office, receive slip
- Enter class as quietly as possible
- Make up any work the student has already missed

A student who arrives to any class after the bell rings without a pass will be marked tardy for that class. Once a student accumulates 3 tardies in a particular class they will be converted to an absence in that class. This conversion will take place at the end of each semester, and absences due to tardies will be considered along with any other absences toward the limit of 5 absences per semester.

Missed Work Policy

Missed work is defined as any classroom assignment missed due to sickness or any other excused absence.

Students who miss instructional time due to an excused absence will be granted one day per day absent to complete missed assignments. The day(s) will begin once the student has returned to school. Students who miss an extended period of time will be handled on an individual basis between the instructor, administration and the family. Any work that has not been submitted to the instructor after this extension will receive a 10 - point grade deduction per day late, unless permissions are granted otherwise.

It is the student's responsibility to seek out teachers for any work missed due to absence.

Late Work Policy

Late work is defined as any classroom assignment missing the instructor's deadline without prior written consent.

A student's academic work that misses their instructor's deadline for any unexcused reason is considered late. Late work will receive a **10-point deduction per day the assignment is late**. After **3 days the assignment** will no longer be accepted and a zero will be assigned in the gradebook. Students are encouraged to communicate with their teachers on a regular basis.

Extracurricular Activities

We recognize that students' gifts may lie in many areas, including those outside of an academic setting. In order to deliver our mission to every student, we offer a wide range of extra-curricular activities. These include both academics and fine arts programs that are not tied directly to a class, as well as other clubs and programs. In general, the school will not revoke a student's eligibility to participate in these activities due to poor performance. The school will abide by all athletic participation guidelines imposed by TSSAA and will monitor student progress in order to maintain compliance with those guidelines. Please refer to the Athletic Handbook for additional eligibility guidelines for those programs.

Code of Conduct

In regard to the conduct and discipline of students, the basic foundation of what we do is found in what we believe and what we value:

We believe:

- God's word, the Bible, is the ultimate, infallible source of truth about God, his character, his creation, and his plan to redeem his people. (2 Tim 3:16)
- Every student has been created in God's image and has value and dignity because of this fact. (Gen 1:27)
- Every student sins. (Rom 3:23)
- Christ died so that we can be restored to a right relationship with God. (Rom 5:10-11)
- Those who have a relationship with Christ are in a process of being refined into his likeness. That process

will only be completed upon his return. (Phil 1:6)

- Even during this process, those who are being refined will bear the fruits of his work. (Gal 5:22-23)

We value:

- Standards of conduct that God has set: obedience, integrity, and respect
- Student voice and individuality
- Community and relationships among students, parents, and faculty
- Creativity, critical thinking, communication, and collaboration as essential skills for today's leaders
- Flexibility as a necessary characteristic for members of the modern, global community
- A winsome spirit and a sense of humor
- Celebrating the successes within our school community
- Learning that is authentic and that reaches beyond the walls of our school
- The good and positive influence that students can have on their peers

Because of these things, we will:

- Cultivate an active and authentic relationship with Jesus Christ.
- Treat others with respect and love.
- Live a life of integrity.
- Maintain God's standards for morality, purity, and righteous living.
- Commit to building a Kingdom Community.

The code of conduct for students can be summarize in the acronym

P.R.I.D.E. Not only is a group of lions referred to as a pride, but pride is also a characteristic of the way that we carry ourselves. Pride, in this regard, is not a haughtiness or self-importance, but rather a realization of the privilege that we have been granted through the grace of God. The letters of the acronym give us a means to stay mindful of the response that we should have because of this great privilege:

P – Pursue an active relationship with Jesus Christ

R – Respect and serve one another in love

I – Insist on living a life of integrity

D – Demand commitment to God's standard and not to man's

E – Engage in building a Kingdom community at school

Discipline

While discipline by the home or school may become necessary at some point, our goal is for all students to display maturity, develop self-control and self-discipline, and show kindness and respect to others. If there are times when the administration determines that a student's behavior evidences a lack of assuming responsibility for one's own actions, and/or a lack of self-control, conflicts with the Standards of Conduct, or has a negative effect on the overall culture and community at school, the student will be disciplined. The highest of Christian standards are to be maintained at all times. LCS attempts to provide a positive learning environment for all of our students regardless of race, national and ethnic origin, or gender. Behavior that undermines the well-being of students will not be tolerated. It is our expectation that all students and adults will be treated equitably, fairly, and respectfully by the staff and student body.

The behavior listed in this handbook is not intended as an all-inclusive list of prohibited behavior and activities, but rather to serve as an illustration of the types of behaviors and activities which are unacceptable. Therefore, students should ask permission and not assume questionable behavior is or isn't acceptable if it is not listed in the handbook. Students should realize that their commitment to living a life of integrity and following the standards set forth in God's Word is ongoing, not limited to the school day. Further, if at any time, the administration, in its sole discretion, determines that a student's influence is

harmful, or if his or her presence in the school is regarded by the administration as undesirable, the school may request the student to withdraw, or may expel the student. Action which evidences disobedience to school rules, lack of courtesy, general disturbance, and other such misdemeanors, will be handled by the teacher in such ways as he/she deems best. Situations which the teacher deems to be chronic, flagrant, or otherwise worthy of special handling, will be referred to the administration. Additionally, we will partner with local law enforcement when necessary and deemed appropriate.

Levels of Discipline

Level I:

Teachers will implement appropriate class consequences or detentions for behavior violations. Recurring or disruptive classroom behavior will not be tolerated. Teachers will contact parents to work to solve in-class issues. However, repeated behavior violations in class will be referred to the administration and may result in a meeting with the student, parents, teacher, and the administration.

Level II:

The following infractions may result in detentions, loss of privileges, loss of parking privileges, or other consequence deemed appropriate by the administration.

- Dress code violation
- Inappropriate behavior / language
- Leaving class or skipping class without permission
- Disrespect toward a teacher/student/staff worker
- Leaving school grounds
- Repeated missed detentions
- In-class disruptions

Level III:

The following examples, while not an exhaustive list of infractions, may result in suspensions, disciplinary probation or expulsion, in addition to the consequences of Levels I and II.

- Repeated Level II infractions
- The use, possession, or distribution of tobacco products
- The use, possession, or distribution of vaporizers or e-cigarettes, vaping
- The use, possession, or distribution of mood- or mind-altering chemicals
- The misuse or distribution of prescription drugs
- The use, possession, or distribution of alcoholic beverages
- The use or possession of fireworks or explosive devices
- The use or possession of repellent or so-called “self-defense” sprays such as, but not limited to, chemical mace, pepper spray, dog repellent, and similar substances
- Pulling a fire alarm or tampering with fire or safety equipment
- Stealing from school personnel, school buildings, parked cars, or students
- Vandalizing or misusing school property and/or students’ property
- Planning or committing arson (lighting fires)
- Bullying (Cyber included), fighting, or disruptive behavior
- Repeated classroom disruption
- Defiance of staff authority
- Profanity or profane gestures (sexual innuendos)
- Gang solicitation and/or activities including dress, signage, etc.
- Grossly disrespectful acts or language toward another person – staff or student
- Cheating
- Inappropriate use of technology

- Sexual immorality
- Lying or dishonesty
- Gambling
- Racial slurs or racist behavior (including inappropriate attempts at humor)
- Sexual harassment
- Use of language (verbal, written, electronic or virtual) that is threatening in nature or could be construed as a threat
- Any behavior that damages the community or disrespects school culture

The school administration will immediately notify local law enforcement officials of firearm or battery incidents at the school. They will also notify such officials of verified incidents involving drugs in the school. We may also make reports to the police of other incidents when deemed in the best interest of the school or school community. Students are expected to cooperate with school personnel and be honest in all investigations regarding conduct. If a student refuses to cooperate or engages in dishonesty, it may result in disciplinary action including, but not limited to, suspension or expulsion.

Detention

For certain disciplinary infractions, students may be asked to spend additional time inside/outside of school. Students earn detention by failing to observe school standards concerning behavior, obedience, respect of authority, etc.

Detention will be assigned as appropriate for consequences and accountability. Students will be given specific manual work assignments under the supervision of a faculty member and will be kept busy during the entire assignment.

Suspension

LCS is committed to keeping students in the classroom learning environment as much as possible. However, if the administration determines that a student has engaged in behavior or activities which constitute a violation of community standards which warrant removal from the classroom, a suspension may result.

If a student is removed from school for a disciplinary reason, the suspended student is not permitted to be on school property or to participate in any school activity. Before a suspended student is permitted to return to school, the student and his/her parents must give assurance that the student is able to control his/her behavior and to follow the school's Standards of Conduct. The student will be put on behavior probation for the remainder of the school year and will be asked to reapply for the following school year. There will be a 1% deduction from the student's semester average before exams in each class for every day of out-of-school suspension served during that grading period.

Any student receiving a school suspension will automatically be suspended from all co-curricular activities for the length of the suspension. Students suspended for serious violations of school standards, illegal substance use, and morality issues, etc. (if they are allowed to remain in school) will typically be removed from a team or activity for the season or the semester. Coaches and sponsors may also have a specific code of conduct for the students with which they work.

The school retains the right to amend, discontinue, or vary from these procedures without prior notice.

Disciplinary Probation

In order to ensure that students who have made mistakes seek to change behavior on a long-term basis, students may be placed on disciplinary probation. A student found to have a pattern of inappropriate behavior will be given guidelines of expected behavior. A meeting with the administration and parents will review the terms of the probation. Parents, student, and Principal must sign the guidelines of such a probation. Periods of probationary status may result for the following reasons:

- When a student is suspended
- After a cheating incident
- When deemed necessary by the administration as a result of other serious or recurring disciplinary situations

Probation periods typically range from one academic semester to twelve months. While on probation a student may be ineligible for participation in athletics or other performing groups, at the discretion of the administration. Students should be aware that consequences for behavioral infractions may be escalated for a student on probation.

At the end of the probationary period, the student will most likely be considered for expulsion or requested to be withdrawn if the behavior or academic performance has not been satisfactorily remedied.

Expulsion

Expulsion is the most severe form of punishment to be exercised at Lakeway Christian Academy. It is recommended only after either all previous forms of discipline have been exercised and the problem(s) persist(s), or, when the offense is by its very nature one which even in a single act permits a situation which the school finds untenable or presents a threat to the safety of its staff or students.

Students who have been expelled from Lakeway Christian Academy may apply for readmission one calendar year after expulsion. Readmission will be determined based on clear evidence of change in the student's attitudes or patterns of behavior, along with normal admissions policies.

Dress Code

LCS seeks to set a standard that promotes excellence in academics, Christian character, and appearance. This is why we have a Student Dress Code based on biblical principles of modesty, neatness, and suitability. Our goal is to instill a desire to promote Jesus Christ and not ourselves in all we do. We feel that a school uniform helps in that regard in the following ways:

- School uniforms help create a team identity.
- School uniforms promote modesty and appropriateness.
- School uniforms help establish an atmosphere of order and respect for each other and for authority while minimizing distractions.
- School uniforms establish habits conducive to future success in life.
- School uniforms help us to avoid extreme fashions that draw negative personal attention.
- School uniforms take peer pressure and economic issues of style out of the classroom which may serve as a distraction.

We stand together as members of the Body of Christ, distinctly different from the world. Our hope is that our outward modesty and appropriateness provide an example that brings glory to God to those around us.

All school apparel must be purchased through the uniform portals of our uniform providers (Lands' End or French Toast) or the school store. Exceptions are socks, shoes, headbands, leggings, and belts. All shirts, outerwear, dresses, and jumpers must include the appropriate school logo. The administration reserves the right to determine the appropriateness of any clothing item, hair style, accessory, or color.

[Click here for Dress Code Policy.](#)

Students who choose NOT to abide by this standard will be referred to the Dean of Students or Principal's office for disciplinary action.

Violation of Dress Code Policy

Dress code is monitored by all faculty and staff. Students **will not** be allowed to return to class until the violation is appropriately addressed.

Dress code violations will be addressed as follows:

1st offense - Student and Parent are notified by the school. Dress code violation is corrected.

2nd offense - Student and Parent are notified by the school. Dress code violation is corrected.

3rd or higher offense - Student and Parent are notified by the school. Dress code violation is corrected, and additional discipline will be given.

Student and Staff Relation Guidelines

To facilitate professional, friendly, and biblical relationships between staff members and students, the following guidelines shall be observed:

1. Staff members are to remember that they serve as professional, adult role-models before the students (Titus 2:7, 8). Relationships between staff members and students are to be friendly and courteous, not familial or intimate.
2. Staff members are to be careful that any physical contacts and verbal interchanges with each other and with students avoid even the appearance of impropriety (I Peter 2:12).
3. Flirtation, sexual innuendoes, casual disrespect toward authority, excessive familiarity, etc. are examples of the kind of unprofessional and inappropriate behavior that will not be tolerated. Necessary and cautionary measures required to limit these kinds of behaviors should be corporately and individually taken.
4. If it is necessary for a male staff member to spend time alone with a female student or staff member, it should be arranged that they are easily visible to the public (e.g. an open door, windowed room, etc.).
5. Staff members shall not travel alone in a car with one student.

Cell Phones

Cell phones and other cellular devices including watches, tablets, etc. are allowed on campus but must remain in silent mode during school hours (8:00am-3:20pm). **Cell phones must be completely out of sight and stored in a locker or backpack. Phones should not be kept in a pocket during the school day.** If a student uses technology to place a call, receive a call, or send or receive a text message during these times, the device will be confiscated and given to administration for a designated time, which will be communicated as follows:

1st Offense - Privileges lost for the remainder of the academic day.

2nd Offense - Privileges lost for 5 days.

3rd Offense- Privileges lost for 15 days.

4th Offense - Privileges lost for the remainder of the year.

Prohibition of Weapons

1. All persons are prohibited from carrying, maintaining, or storing a firearm or weapon on campus or at any school-related function, even with a valid permit with the exception of guideline (4.).
2. Any individual(s) who is reported or discovered to possess a firearm or weapon on campus property or at a school-related event will be asked to remove it or themselves immediately. Failure to respond appropriately may result in arrest and/or discipline in accordance with school policy.
3. The Headmaster and Executive Director will be notified immediately of any violation. The chairman of the Board of Directors will be notified as soon as possible if the individual(s) fail to respond appropriately.
4. Employees and students may possess appropriate tools necessary for the performance of their jobs or schoolwork. However, any knife with over a three-inch blade necessary for work **MUST** be approved by administration. Prior approval from the administration, academic committee, and parents **MUST** be obtained to bring any firearm, knife, or explosive deemed necessary for student educational purposes.
5. The Executive Director may waive any or all of the requirements of this policy only with the consent of a majority of the Board of Directors.

Search of Personal Property

Any individual(s) who is reported or under suspicion of possessing a firearm, illegal drugs, or stolen property may be requested to submit to a personal property search. Personal property is defined as backpack, locker, pockets, and/or automobile. Students will be subject to discipline in accordance with the discipline policy.

Student Drivers and Senior Parking

Any student of legal driving age who intends to drive to school, either on a regular basis or occasionally, must comply with the school policy and is required to complete the Parent Permission and Student Agreement Form (available from the office).

1. Students are required to adhere to all road rules and drive in a safe and responsible manner. Current speed limits on all campuses of Lakeway Christian Schools should **NOT** exceed 10 m.p.h.
2. All vehicles must be registered with LCS Security.
3. Students are only to use their car for traveling to and from school. Students are not permitted, under any circumstances, to drive from the school grounds during the day
4. Students may only park in the designated student parking area.
5. Students are not permitted to carry other students as passengers, except in accordance with state law, and with the written permission of their parent/guardian and the passenger's parent/guardian.
6. Students are required to notify the school of any passenger who may be traveling with them to and from school.
7. Student drivers, a parent/guardian and, if relevant, the parent/guardian of any passenger, must sign the *Parent Permission and Student Agreement Form*.
8. Students who fail to meet these obligations will have their driving privileges revoked. Any unsafe driving behavior or breaches of road rules will be reported to the parents and, if required by law, the police.
9. Students under age 18 who have 15 unexcused absences or fail 3 classes in a semester cannot obtain a drivers' permit or a drivers' license. Those who already have them must forfeit them. Each school is required to send to the state the names of students who fall into either of these categories.

Bullying

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted, purposeful written, verbal, nonverbal, or physical behavior, including, but not limited to, any threatening, insulting, or dehumanizing gesture by an adult or student that has the potential to create an intimidating, hostile, or offensive educational environment or cause long-term damage; that causes discomfort or humiliation; that unreasonably interferes with the individual's school performance or participation; that is carried out repeatedly and is often characterized by an imbalance of power.

Bullying may involve, but is not limited to:

- Unwanted teasing
- Threatening
- Intimidating
- Stalking
- Cyber stalking
- Cyber bullying
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public humiliation
- Destruction of school or personal property
- Social exclusion, including incitement and/or coercion
- Rumor or spreading of falsehoods
- Relational aggression

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property.
2. Has the effect of substantially interfering with a student's educational performance, or employee's work performance, or either's opportunities, or benefits.
3. Has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being.
4. Has the effect of substantially disrupting the orderly operation of school.

Cyber stalking means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Cyber bullying is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social websites (e.g., Instagram, Facebook), chat rooms, and instant messaging.

1. Expectations:

The board and administration of LCS declare that a safe and respectful environment is necessary for students to learn and achieve academic excellence. Harassment, intimidation, or bullying, like other disruptive or violent behavior, is conduct that disrupts a student's ability to learn and a school's ability to educate its students in a safe environment.

Students learn by example. School administrators, faculty, staff, students, and volunteers who demonstrate appropriate behavior (treating others with Christ-like love and respect and refusing to tolerate harassment, intimidation, or bullying) encourage others to do so as well. LCS prohibits the bullying of any student or school employee during any educational program or activity.

- a. During any school-related or school-sponsored program or activity or while on an LCS transportation vehicle.
- b. Through the use of any electronic device or data while on school grounds or on an LCS sponsored trip, computer software that is accessed through a computer, computer system, or computer network of LCS.
- c. Through threats using the above to be carried out on school grounds. This includes threats made

outside of school hours which are intended to be carried out during any school-related or school-sponsored program or activity or while on an LCS transportation vehicle.

2. **Reporting an act of Bullying:**

The administration is responsible for receiving oral or written complaints alleging violations of this policy, as with all infractions from the Student Code of Conduct. A school employee, student, or volunteer who witnesses or has reliable information that a student has been subjected to an act of harassment, intimidation, or bullying is expected to report the act to the principal.

3. **Remedial Action:**

- a. The administration shall document in writing all complaints regarding bullying, as with all infractions of the Student Code of Conduct, to ensure that problems are appropriately addressed in a timely manner, whether the report is made verbally or in writing.
- b. The administration shall begin a thorough investigation and interviews with the complainant(s), accused, and witnesses as soon as possible.
- c. Parents of both the victim and the alleged perpetrator of an act of bullying or harassment will be promptly notified of the situation and any actions being taken.
- d. Consequences and appropriate interventions for students who commit acts of bullying may range from positive behavioral interventions up to, but not limited to, suspension, as outlined in the Student Code of Conduct.
- e. No retaliation of any kind is permitted in connection with an individual having made a bullying complaint; and if it occurs, it shall be deemed an additional act of bullying.

**All Students and Parents must read and agree to follow handbook policies.
Electronic signature required at the start of each school year in the Family Portal.**