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# Lake Country Christian School 2023-2024 Student Handbook

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**Our mission is to educate, equip and encourage the whole student, in partnership with Christian families, to impact their world for Christ.**

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# Overview

## Philosophy

Man is born a sinner. Only by faith in Jesus Christ can he have a relationship with God. (Romans 5:8) As an extension of the Christian home and local church, Lake Country Christian School is committed to bringing students to a saving faith in Christ and teaching them who they are in Him. (Ecclesiastes 4:12)

God has given the primary responsibility for training children to their parents. God has also given the church responsibility. Lake Country Christian School functions as an educational arm of the greater Body of Christ. The school is one strand of this three-fold cord. These three entities provide God's network to train up a child in the way she/he should go. (Proverbs 22:6)

Christian education is transformative and involves the training of the whole person. God is always interested in heart change. In school there is a synergy between the inner work of the Holy Spirit and God's Word and the external pressure required to develop and hone a student's character. A balance in academic, spiritual, artistic, physical, and social training serves to develop the whole person, while building Christian character and integrating academic excellence with Biblical principles.

The educational philosophy of Lake Country Christian School is based on a God-centered view that all truth is God's truth and that the Bible is the inspired and infallible Word of God. (II Timothy 3:16) Knowledge acquisition is a main focus of education. Knowledge may be defined as an understanding or a clear perception of truth. Since all truth begins with God, all avenues of knowledge stem from God. The Biblical view of knowledge presupposes a source of all knowledge, for knowledge is dependent on truth; and truth, in turn, is dependent on God. All avenues of knowledge stem from God. (Paul Cates, 1975)

All of the disciplines are taught in the context of a Biblical worldview. Curriculum is designed to integrate faith and learning in order to prepare students to impact contemporary culture as informed citizens, creative thinkers, and leaders whose lives demonstrate commitment to Jesus Christ. (Ephesians 5:8) Lake Country Christian School is committed to providing college preparatory instruction with high expectations for academic achievement and success.

God defines the ministry of the teacher in Scripture. All teachers at LCCS are born again, knowledgeable of God's Word, act as facilitators in the acquisition of knowledge and act as role models for students of the Christian life. (Students are not greater than their teacher. But the student who is fully trained will become like the teacher. Luke 6:40, 1 Corinthians 11:1" Follow my example, as I follow the example of Christ.")

## Vision Statement

The vision of Lake Country Christian School is for our students, alumni, faculty, and staff to impact our local, national, and global community not only by our Godly character and moral living, but also by our academic and career success. Our passion for Christ will be reflected both in our work and our role in the Body of Christ, the local church.

## **Core Values**

### **A Personal Relationship with Christ Jesus**

We consistently present the Gospel so that each student may come to know Jesus Christ personally. The school culture fosters intimacy with Jesus Christ by the ministry of the Holy Spirit. As a result, students grow in their awareness of who they are in Christ.

### **A Biblical Worldview**

All instructional content is Biblically integrated and students are encouraged to make choices and decisions based upon Biblical principles. Systematic and intentional instruction that supports a Biblical worldview begins in Kindergarten and continues through each grade level until graduation. Discernment of underlying worldviews presented by contemporary culture is a critical component of living a God-centered lifestyle.

### **Excellence**

We pursue excellence in Godly living and in all components of the curriculum. Humility must cover all lest excellence becomes pride or idolatry.

### **Learner-Centered Academics**

We provide high quality, learner-focused instruction via well-qualified professional teachers. The ultimate goal is to equip Christian leaders who can pursue any higher education training, career, or ministry of their choosing.

### **Partner Relationships with Parents**

In order to have effective partner relationships, we seek to enroll students whose families support the mission statement, core values, statement of faith, philosophy, and policies of Lake Country Christian School. The school is one strand of a threefold cord that consists of the Christian home, the local Bible-believing church, and the Christian school. (Ecclesiastes 4:12) This gives each child a stable environment in which to grow. We acknowledge parents as the primary educators of their children.

### **Creativity**

We provide an educational environment that encourages God's creativity expressed in and through His children. Creativity in thought and action are found throughout all school programs. The fine arts program is a key vehicle for creative expression.

### **Outreach**

We engage faculty, staff, and students in service and outreach, sharing God's love in tangible ways locally, nationally, and internationally. Service and outreach activities are designed to help students become responsible citizens who understand their obligations as service-oriented leaders who can make a positive impact on society.

## Leadership

Strategic, intentional integration of leadership skills instruction into all LCCS programs along with age appropriate opportunities for skills demonstration is essential to the fulfillment of the mission of Lake Country Christian School.

## Statement of Faith

- We believe the Bible is the inspired, only infallible and authoritative written Word of God.
- We believe there is one God manifested in three persons: the Father, the Son, and Holy Spirit.
- We believe in the reality of Satan and that his present control over unregenerate man does exist.
- We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death on the cross, His bodily resurrection and ascension to the right hand of the Father, and His personal return in power and glory.
- We believe in the resurrection of believers into everlasting life and unbelievers into the everlasting punishment of hell.
- We believe in the present supernatural ministry of the Holy Spirit by whose indwelling enables the Christian to live a Godly life.
- We believe that the ministry of the Holy Spirit enables the Christian to live a godly life and the ministry, the infilling, and the manifestations of the Holy Spirit are available to every believer. The school is open to the fullness of God's power in its programs and policies.
- We believe that the Bible, comprised of all 66 books from Genesis to Revelation, is God's full and complete written revelation to man, given to us by the Holy Spirit. We believe that the Bible is inspired in every word, is inerrant, infallible, and is God-breathed. In its completeness, it is in need of no additions or supplements. (John 16:12-15; 1 Cor 2:7-14; 2 Pet 1:20-21)
- We believe that marriage is only between one man and one woman. God's Word is clear that the two, meaning one man and one woman, become one flesh in marriage. (Gen 2:24; Matt 19:6; Mark 10:8)
- The school believes in the spiritual unity of the Body of Believers in our Lord Jesus Christ, no matter to which Bible-believing denomination or church they belong, ever seeking to become "more and more in every way like Christ, who is the head of His Body, the Church" (Ephesians 4:16).

Priority will be given to drawing all students to a personal salvation experience with Jesus Christ and to training them to live a selfless life that is pleasing to God, as revealed in His Word (John 12:32; Matthew 5:16).

# General Information

## Attendance

### All School

- Elementary attendance is recorded once per day in the morning.
- Grades 7-12 attendance is recorded per class period.
- Any student missing school without parental permission will be considered truant and subject to disciplinary action.
- If the student has received attention from a medical professional, a doctor's note is requested when the student returns to school.
- In the interests of student safety, parents should notify the school via email by 9:00 the morning the student is absent.
  - grades PK - 6 [elemintattendance@lccs.org](mailto:elemintattendance@lccs.org)
  - grades 7-12 to [attendance@lccs.org](mailto:attendance@lccs.org)
- An absence due to participation in school-related activities is considered a school-related absence and is not counted in the total number of absences allowed.
- Excessive absences or tardies could impact tuition assistance awards in subsequent years.

### Grades 7-12

- A student who misses more than 20 minutes of a block class or 10 minutes of a 45 minute class is considered absent.
- Any student who is tardy to 3 class periods will receive a detention and the 3 tardies equal 1 absence.
- Students who miss more than nine periods in a 45 minute course or five periods in a block course in either semester will not receive credit for the course unless it is restored by administration or Saturday school is attended.
- In compliance with ACSI requirements, once the student reaches 9 absences, the administration will review cases to determine whether Saturday school or further consequences are necessary. Only serious conditions, such as extended illnesses, that are well documented by a medical professional will merit consideration.
- Saturday school is offered multiple times throughout the school year. Saturday school can be utilized by administration for making up hours and disciplinary purposes.
- Excessive absences or tardies could impact tuition assistance awards in subsequent years.
- In order to participate in after school athletic events and/or extra-curricular activities, students must be in attendance for the equivalent of 4 - 45 minute class periods on the day of the event.

## Early Release

- Students are not allowed to leave the school campus without parental permission.
- Students who must leave during the day are required to have a parent or guardian contact the school office by email in advance. Elementary parents must send requests to [elemintattendance@lccs.org](mailto:elemintattendance@lccs.org); middle and high school parents must send requests to [attendance@lccs.org](mailto:attendance@lccs.org).
- Elementary students must sign in and out at the main school office.

- Students must sign out at the main office when leaving, and sign in at the main office upon their return during the school day.

## Campus Visitors

LCCS is a closed campus; therefore, all visitors must be approved. All visitors and parents, upon entering the building, must check in with the primary school office. Visitors will receive an identification badge to wear while on campus. This includes visitors coming for lunch.

## Lunch and Snacks

### Lunch

Students may bring their lunches each day or purchase a vendor lunch provided by Campus Cuisine. Information pertaining to the vendor lunch program is provided in detail at the beginning of the school year. Students are not allowed in the school kitchen nor are they allowed to use materials or utensils from the kitchen. Saving places and cutting in line are not permitted.

- Pre-K through third grade students may not purchase A La Carte snack items from the cafeteria. This is a special privilege for grades 7-12. Elementary students may not use the microwave during lunch. Children may not share food. Children need to be able to open all packaging. Sodas are not allowed in the lunchroom.
- Birthday cakes, cupcakes, cookies, etc. are permitted; but forks, plates, napkins, etc. must also be provided by the student.
- Parents, family members and youth ministers are welcome to join their students for lunch. Outside student visitors must have prior permission and be appropriately dressed. All visitors must check in with the main school office to receive a visitor's badge.
- Lunch may be delivered by parents **before** the lunch period to the main school office or the designated locker area outside the cafeteria. For security reasons, faculty has been instructed to not open the front doors of the cafeteria for anyone. We are asking the parents to not open the doors for anyone either, regardless of whether you know them or not.
- Lake Country Christian School has a closed campus. Students may go off campus only with parents, adult family members, or with special administrative approval.

### Snack

Snacks are provided to our Pre-K students each day. Students are permitted to bring their own snacks from home.

Kindergarten students are asked to bring a healthy snack each day.

No other elementary grade levels will have snack time during the regular school day. However, all elementary students are encouraged to bring a labeled bottle of water with them each day to stay hydrated.

Food and beverages, beyond water, must be finished and/or put away before moving to classrooms. Vending machines usage is only permitted during passing periods and lunch time.

## **Inclement Weather**

- School cancellations or postponements will be communicated via the parent notification system.
- We may have to contend with daytime storms at some point. Some necessary guidelines to ensure the safety of our students follow.
- You may want your child to be at home with you during severe weather. If so, please stay abreast of local weather conditions and come and pick them up well before the storm arrives.
- If your high school student drives to school, we cannot release him/her to drive home if a severe thunderstorm or tornado warning has been given for our area.
- After we are in evacuation sites, we will not be available to assist you in finding your child. All support and administrative staff will be involved in supervision or monitoring the storm.
- We cannot be available to answer phones if tornado warning sirens are sounding.
- Space in evacuation sites is very limited. Unfortunately, we cannot accommodate you joining your child there. You are welcome to stay in the building until the warning is over.

## **Conflict Resolution and Chain of Command**

During conflict resolution, teachers and administrators will reach out to parents in order to create positive partnerships based on Biblical principles. Parents may choose not to support the school's policies and decisions. In those rare cases, the relationship between school and family may be terminated. There must be agreement between the school and parents in order to properly educate the child.

Staff members at Lake Country Christian School strive to apply principles from God's specific teachings in relation to conflict. We have been given definite instructions about how to deal with others in a way that honors Christ. Matthew 7:12 says, "So whatever you wish that men would do to you, do so to them." James 1:19 also reminds us to "be quick to listen, slow to speak, and slow to anger, for man's anger does not bring about the righteous life that God requires." If a conflict should arise between parents and staff members, there is also a Biblically-prescribed procedure of conflict resolution.

Steps for parents to follow when voicing a concern:

1. First, go directly to the staff member involved and avoid discussing the problem with others.
2. If the problem is not resolved, go directly to the staff member's direct supervisor on the leadership team.
3. If not resolved after all prior efforts, contact Head of School, Dr. Jordan.

***NOTE: If at any point the proper order is not followed, the parent will be referred back to the appropriate staff member.***

## Holidays at LCCS

Many years ago, at the beginning of the school, Lake Country Christian School's leaders made clear choices on how its students would celebrate seasonal holidays at school. We remain true to those wise choices today. Our goal in celebrating holidays is to focus on the Lord and His Word. We leave the more commercial seasonal aspects out and stay true to the biblical perspective. We understand that you may make different choices for your family. Here is a brief synopsis of the seasonal holidays given emphasis at LCCS.

**Fall** - We do not celebrate Halloween. Instead, our students will be focused on fall fun and Thanksgiving. Bulletin boards and student projects may feature those things. Our favorite fall emphasis is Grandparents Day! Having those wonderful people on campus is one of the most delightful times of the year.

**Winter** - At Christmas, our emphasis is on the birth of Jesus. We love the opportunity to share the miracle of His birth with our students. We do not include Santa Claus as a part of our school Christmas celebrations.

We leave the emphasis on the jolly man in the red suit to the discretion of parents. At school, we will focus on the birth of the Christ child and God's wonderful plan of redemption.

**February** - we celebrate Valentine's Day, focused on love and giving. The children love this time of bringing cards to their teachers and classmates. It may be their favorite party of the school year.

**Spring** - We celebrate the Resurrection of Christ. It is during this time of the year that our students become aware of the Cross of Christ and what it means to us as His followers. Believing that Jesus was crucified for our sins, buried and rose again is the foundation of the Christian faith. The joy that gift brings is celebrated. We do not use the Easter bunny story or theme at school. Each family can appropriate that aspect of the season as they choose.

## After School Care

- After-school Care is available for students in PK3-6th grade from 3:30-6:00 pm on normal school days.
- After-school Care is not provided on early release days or days when there is no school.
- There is no after school care for students in grades 7-12. These students must leave campus by 3:45 unless they are under the direct supervision of an LCCS staff member.
- Students who are unsupervised on campus after 3:45 will be sent to the after school care area to wait for a parent. The student's account will be charged the standard daily rate for after school care services plus an extra administrative fee.

## School Counseling

LCCS provides school counseling services to proactively meet the needs of our students by teaching them skills through Biblically-infused guidance, SEL (social-emotional learning) curriculum, individual planning (academic, college, and career), and responsive (crisis) services. Needs outside the scope of school counseling will be referred out to counselors in the community. For more information, please contact the counseling office.

## College and Academic Counseling Office

The college and academic counseling office is open for students who need college and academic counsel. Parents or students may request a conference at any time throughout the school year. The College and Academic Counselor will also begin meeting with 8<sup>th</sup> grade students and their families in the spring to discuss their high school courses and college preparations.

## Student Birthdays

- Birthday parties are not a part of the regular classroom routine. Cookies, cupcakes, etc.. may be sent to school to be distributed by the teacher at lunch time or brought to the cafeteria by a parent at lunch time.
- Birthday presents are not to be given in the classroom.
- Invitations for parties outside of school should be sent through the mail, unless the entire class or all boys/girls are invited.
- Balloons, flowers, etc. delivered to the school will remain in the office until dismissal and will then be given to the student.

## Student Conduct Expectations

### All School

“Respect everyone, and love the family of believers. Fear God.” *1 Peter 2:17, NLT*

The purpose of the conduct and discipline policy is to provide a respectful learning environment for all LCCS students. We are not perfect and we do not expect our students to be. We do ask that students recognize and affirm that God has placed them under the authority of LCCS. The Biblical foundation of the LCCS discipline policy is contained in the [LCCS Respect Agreement](#). Students (grades 7-12) and their parents are asked to agree to and sign a copy of the Respect Agreement annually. The Respect Agreement is built on three levels of respect.

- The first, and most important, is **respect for Christ**. When we call ourselves Christians, we carry the name of Christ with us. As a Christian school, we carry the name of Christ with us wherever we go. Everything we do is a reflection on him. We ought to always conduct ourselves with the understanding that our actions are a representation of Christ to others.
- The second is **respect for others**. Whether it is students, support staff members, teachers, or administration, everyone at LCCS ought to treat one another with respect. Respect for others means that we consider others and how our actions affect them. We do not live in a bubble all by ourselves. Rather we live with others and we must consider them in all that we say and do.
- The final level is **respect for ourselves**. Respect for yourself flows out of the understanding that God created you with a unique identity and purpose. He created you exactly the way you are for a reason. A healthy self-respect ensures that we try our best in everything we do and that we understand God's commands to us not as a set of rules, but rather as guidelines to ensure our success.

## **In the Classroom**

Teachers are responsible for discipline in their classrooms. Each teacher has his/her discipline plan that outlines procedures and the expected behavior of students while in the classroom. These rules are specific for each teacher and are in addition to the LCCS policy. The disciplinary system at LCCS seeks to be relational, redemptive, and realistic. Apologies, restitution, and restoration of relationships may also be used as part of the discipline process if it is found by Administration to be helpful in encouraging the growth of a student's whole-self. A student may appeal a consequence with consideration for an alternative decision only if unheard information is shared when contacting the appropriate Dean in writing within 48 hours of the respective ruling. The information and discussion within the respected administration is confidential and behavior/consequences of a student will be shared only with the student's immediate family and the LCCS administration.

## **24/7/365/All Times**

Students are expected to represent LCCS in a positive manner even when they are not on school grounds and/or attending school functions (including extracurricular activities). Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends, holidays and summers. The administration will deal directly with any student who violates the Respect Agreement or draws attention to LCCS in a negative manner which may result in disciplinary action or a student's dismissal from the school. A student may be removed from participation in extracurricular activities or may be excluded from school honors or more for violation of extracurricular standards of behavior for an activity or for violation of Respect Agreement relating to 24/7/365.

## **Code of Conduct**

### **Attitude**

The following scriptures are to be considered in every aspect of our Christian walk:

- Be Loving. "You shall love the Lord your God with all your heart, with all your soul, and with all your mind...and your neighbor as yourself." Matthew 22:37-39
- Be Obedient. "Obey those who rule over you, and be submissive, for they watch out for your souls, as those who must give account." Hebrews 13:17
- Be Self-controlled. "He who is slow to anger is better than the mighty, and he who rules his spirit than he who takes a city." Proverbs 16:32

Lake Country Christian School encourages each student to have a positive attitude toward the ethical standards of Scripture. Our code of conduct is derived from the commandments and principles found in the Bible. We have a daily opportunity to choose an attitude that is pleasing to God. The administration, faculty, and staff will encourage students to develop self-discipline, but the responsibility of the choices and consequences rests upon the student.

All students, staff, and LCCS families are expected to have teachable hearts and coachable spirits. We all are responsible for the attitudes we choose. Constant or repeated complaining, griping, or sullenness must be dealt with. Students should show respect in classes, in all activities, and with all speakers. No student will be permitted to ridicule or mock other students or adults. This is considered a serious offense.

If improper attitudes persist after parents have been contacted, disciplinary action will result. For the good of our entire community, LCCS reserves the right to dismiss any student who fails to demonstrate a teachable heart and/or coachable spirit.

## Behavior

In order to help the student establish good habits and uphold biblical standards in regards to lifestyle, LCCS has certain expectations for behavior 24/7/365. LCCS students represent God, their family, and their school AT ALL TIMES. LCCS students involved in illegal/immoral activities are subject to disciplinary action on a case by case basis, which could include expulsion. If students are currently involved in these activities and are repentant and wish to remain at LCCS, they should come forward as soon as possible to an administrator. In such cases, an accountability program may be set up in lieu of expulsion. The administration of LCCS reserves the right to conduct personal searches, which can include students' pockets, backpacks, lockers, cell phones, electronic devices, and cars, and to require drug/alcohol testing.

- Each student is expected to exercise common courtesy at all times, both in and out of the classroom.
- We hold our students to a higher standard and expect them to address the staff as "Mr., Mrs. or Miss," and use polite expressions such as "please and thank you", etc. Students are to show respect for all adults and peers.
- Respect is to be given to flag salutes and prayer, whether in an assembly or in a classroom, to honor our Lord and our country.
- Students will also show respect and care for one another. They will refrain from any form of bullying and other abuse of fellow students will not be tolerated.
- Students must show respect for school property by not littering, mutilating, defacing, or otherwise harming the building and its contents, including textbooks and electronic devices.
- Students should also show respect for the belongings of others.
- Students are encouraged to keep each other accountable to uphold these standards.
- Students are to maintain Christian standards of courtesy, kindness, morality and honesty.

The Bible is clear in regards to its standards of sex and sexuality. LCCS recognizes and respects wholesome opposite-gender relationships. LCCS believes that God created mankind in his image, He made them binary as either male or female, distinct by design, but equal in value and dignity. Therefore, we are to refrain from attempts to alter our appearance in any way or embrace an identity that is inconsistent with God's unique design.

LCCS believes in God's standards that marriage is the only appropriate context for sexual relations. All sexual activities outside the confines of marriage are contrary to God's intention and are therefore sinful. As identified in scripture, these activities include but are not limited to adultery, homosexual activity, pre-marital sex, and the use of pornography. Students are expected to strive for purity in their dating relationships and should be above reproach in his/her behavior at all times.

Each student to refrain from profanity, indecent language, gambling, cheating, sexual immorality (including homosexuality, transgenderism, and viewing & distributing pornographic materials), stealing, the use of any type of tobacco, drugs, alcohol, and from participation in occult, unlawful, violent, or destructive acts.

**Public Displays of Affection:** “Public Displays of Affection (PDA),” such as hand-holding or kissing, is not allowed at any time when LCCS students are on campus or attending school-sponsored events.

**Sexting:** Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, social media sites, computer, or other digital devices. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or emails that contain a sexual message/image a violation of the school conduct policy. This will result in school discipline, up to and including expulsion. The school also reserves the right to notify local law enforcement depending on the scope of the incident.

## Cell Phone/Device Usage

### Elementary

If your Elementary School student carries a personal electronic device, they are to be turned off and left in their backpacks from the time the student arrives on campus to the time they leave. Any device that is seen, heard, or utilized will be confiscated and returned to the parent only. Usage of AirPods, earbuds or headphones is prohibited at ALL times unless otherwise authorized by school personnel in a classroom setting.

### Intermediate and Middle School

If your Middle School student carries any personal electronic devices other than his/her iPad, they are to be turned off and left in their backpacks from the time the student arrives on campus to the time they leave. Any device that is seen, heard, or utilized will be confiscated and returned for a fee outlined in the policy below. iPads are to be used only as directed by an LCCS staff member. iPads being used outside of direct supervision will be confiscated and returned for a fee outlined in the policy below. Usage of AirPods, earbuds or headphones is prohibited at ALL times unless otherwise authorized by school personnel in a classroom setting.

### High School

If your High School student carries any personal electronic devices other than his/her iPad, they are not to be used during class. Any device that is seen, heard, or utilized during class will be confiscated and returned for a fee outlined in the policy below. During class, iPads and computers are to be used for school purposes only. Devices being utilized for any other purpose during class will be confiscated and returned for a fee outlined in the policy below. Usage of AirPods, earbuds or headphones is prohibited at ALL times unless otherwise authorized by school personnel in a classroom setting.

## Unacceptable Use Consequences

Unacceptable use of technology or electronic devices includes but is not limited to:

- **Elementary School-** Devices seen, heard or utilized throughout the school day
- **Intermediate School -** Devices seen, heard or utilized throughout the school day. Unauthorized usage of iPads/electronic devices for accessing social media, viewing of videos outside of educational parameters, playing video games during class time, utilizing devices to communicate with other students during class time. Usage of phones is prohibited in any class and are subject to confiscation.

- **Middle School** - Devices seen, heard or utilized throughout the school day. Unauthorized usage of iPads/electronic devices for accessing social media, viewing of videos outside of educational parameters, playing video games during class time, utilizing devices to communicate with other students during class time. Usage of phones is prohibited in any class and are subject to confiscation.
- **High School**- Devices seen, heard or utilized throughout the school day. Unauthorized usage of iPads/electronic devices for accessing social media, viewing of videos outside of educational parameters, playing video games during class time, utilizing devices to communicate with other students during class time. Usage of phones is prohibited in any class and are subject to confiscation.
- Violations of these policies in Elementary School will result in confiscation of device(s) and returned only to the parent.
- For Intermediate, Middle, and High School violations, the following consequences will be administered:
  - **Violation #1** - Confiscation of device(s) and given to the Dean of Students until the end of the school day. In addition, a detention will be issued to be served the next day.
  - **Violation #2** - Confiscation of device(s) and given to the Dean of Students until the end of the school day. In addition, a detention will be issued to be served the next day as well as a \$25 fine to be placed on the family FACTS account.
  - **Violation #3** - Confiscation of device(s) and given to the Dean of Students until the end of the school day. In addition, a detention will be issued to be served the next day as well as a \$50 fine to be placed on the family FACTS account. Suspension of phone privileges may be suspended for a time to be set by the Dean of Students.

## Bullying/Cyberbullying

- Conduct himself/herself in a manner conducive to fostering a Christian community; treat others with dignity and respect; make everyone feel welcome and included, and help others who are being bullied or picked on.
- Avoid any activity that may be considered racist, discriminatory, intimidating, or harassing including verbal, non-verbal, sexual bullying, and cyberbullying.
- Immediately report all incidents of discrimination or harassment to school administration. We believe staff, students, and parents have an obligation to report any form of racism, bullying, or harassment. Even though it may have only been encountered once, it may be an ongoing problem. Delayed communication with school officials only makes the matter worse over time.
- Anyone who witnesses bullying, and then encourages it, will be considered to be engaging in bullying. Students should conduct themselves in a Christ-like manner in all areas, therefore, this policy applies at all times. A student participating in any form of bullying will face disciplinary action and may be at risk of dismissal.
- **Definition:** “bullying” as aggressive, unwelcome behavior that is intentional, repeated over time, directed toward one or more individuals or groups, and involves an imbalance of power or strength whether real or perceived. Often single or isolated incidents are not “bullying.”
- Bullying can take various forms, including one or more of the following:
  - **Physical** – when one engages in physical force against another, such as hitting, punching, pushing, kicking, pinching, or restraining another.
  - **Verbal** – when someone repeatedly uses his or her words to hurt another, such as belittling or calling another person hurtful names, including racial slurs

- **Cyber-bullying** – the intentional, overt, and repeated act or pattern of aggression toward another person or group through any technological tool: email, instant messaging, text messages, digital pictures or images, smart phone “apps,” or website postings (including blogs, social media, or networking sites), which may include, but are not limited to:
  - Sending or posting mean, vulgar, or threatening messages or images
  - Posting sensitive, private information about another person
  - Sexting of any kind (electronically sending or receiving sexually explicit messages or images, regardless of a party’s willingness to participate)
  - Pretending to be someone else in order to make that person look bad
  - Intentionally excluding someone from an online group

*\* Remember: your online activities are monitored and retained.*

## Harassment

Beloved, let us love one another. For love is of God and everyone who loves is born of God and knows God. He who does not love, does not know God for God is love.” I John 4: 7-8

LCCS is committed to providing a school environment free from harassment, which includes racism and bullying in any form. LCCS condemns such acts as being antithetical to Christian teaching and values.

LCCS does not tolerate harassment of any of its employees, students, parents, or vendors. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including expulsion.

All students, faculty, staff, and parents who are subject to, witness, or know of harassing situations are responsible to contact school authorities immediately regarding the situation. A student who aligns himself or herself by their presence with a person who is actively harassing someone is also guilty of harassment. Consequences of failure to report harassment will fall under the LCCS disciplinary code. Choosing to be a “silent witness” evidences complicity with harassing behavior.

## Reporting

Any alleged incidents of harassment, racism, or bullying are to be reported directly to the appropriate dean for review, investigation, and the necessary disciplinary action. Consequences may include parent conferences, scheduling changes, detention, loss of privileges, suspension, and expulsion from school as well as potential criminal charges. All reports of harassment, racism, or bullying will be investigated as promptly as possible.

LCCS prohibits any retaliation against individuals who make a complaint under this policy. Any individual who believes he/she is being retaliated against should contact a teacher, Dean of Students, or Principal immediately. Individuals who violate the no-retaliation policy shall be subject to appropriate discipline.

We provide an online anonymous reporting system for any/all students to report incidents of bullying/harassment.

## Academic Dishonesty

Honesty is a value that holds each person to tell the truth and to defend the truth. Honesty supports intellectual growth and creates a fair learning environment. Integrity is firm adherence to our values with or without the presence of others. In an environment of honesty and integrity, it is important that the work we turn in as our own is our own.

Academic dishonesty includes all acts of dishonesty in any academically related matter which include but are not limited to: any knowing or intentional help, attempt to help, or plan to help another student commit an act of academic dishonesty. Cheating and plagiarism are serious offenses. Consequences will occur whether you give or receive information. Teachers will inform students when collaboration is appropriate. Cheating is destructive to the entire school community since it damages the trust relationships between teachers and classmates. Ignorance about what constitutes cheating is not a defense. Academic dishonesty also points to character issues that may need to be addressed further. Any occurrence of academic dishonesty will result in communication with both parents and administration.

## Definitions

**Plagiarism** - All students are expected to cite each web page, book, or other source each time they include any information in an essay or project of their own. Plagiarism includes but is not limited to the following instances:

- Including the words of another writer without including proper citation. Copying and pasting from the internet, utilizing AI, or other electronic sources - even one sentence- is considered plagiarism unless there are quotation marks and proper citations.
- Citing sources but copying and pasting without quotation marks or proper citation methods.
- Presenting the ideas of another writer or speaker (scientist, programmer, artist, etc.) as one's own original thought. Though a writer shares the opinions of other writers, unless the writer of record has original thoughts, the information must be credited properly.
- Submitting another student's work as one's own, for example, an essay written by a sibling or a friend.
- Presenting a paper or art work, etc. purchased from an internet essay site. Purchase of online materials does not give you the right to present it as your own.

**Cheating** - Some examples of what cheating looks like (non-exhaustive):

- Copying another student's work or assignment (including homework) to submit as one's own.
- Allowing another student to copy your assignment (including homework) with the intention of submitting to a teacher for credit.
- Using unauthorized materials during a test or quiz, such as AI, cheat sheets, graphic calculators or other electronic devices during a test or quiz.
- Helping another student without permission during a test/quiz or providing information concerning a test/quiz.
- Stealing or borrowing or removing an exam from the classroom or taking it from a teacher without explicit permission.
- Modifying or in any way altering a teacher's grades or official records.
- Using a teacher's notes, manuals, or guides without explicit permission.
- Submitting an assignment in two separate classes for different assignments without explicit permission from your teachers (in both subjects).

- Duplicating, including but not limited to, screen captures, photos, electronic copies and/or video is prohibited without direct permission from the teacher or the owner of the work.

## **Consequences**

All incidents of cheating and plagiarism will mandate the following:

- A zero on the assignment, regardless of the assignment weight for the student who cheats and the student who willingly gives the information. In addition, a detention will also be issued.
- Repeated acts of academic dishonesty may include additional consequences such as: loss of membership privileges/leadership roles and other disciplinary actions deemed appropriate by the administration.

## **Vandalism**

Vandalism is the willful or malicious defacement or destruction of any property belonging to LCCS, its employees, or its students. It includes such things as graffiti and tampering with electronic devices. Any student found to have committed vandalism, either individually or as part of a group or as a class prank, will be subject to school discipline. Such discipline may include suspension or expulsion, and possible police intervention in severe cases. The full cost of repair and/or replacement will be charged to the student.

## **Forbidden Items**

The following articles, some of which are illegal, are not permitted on campus or at LCCS events:

- Tobacco/nicotine of any sort, electronic nicotine delivery systems (such as electronic cigarettes, vape pens, etc.)
- Alcohol
- Illicit drugs
- Marijuana
- Weapons, knives, and dangerous sharp objects of any size
- Matches and lighters
- Toxic or flammable materials
- Inappropriate magazines/books/comics/websites

## **Other Unacceptable Behavior**

The following items are also not permitted on campus or at LCCS events at any time without administrative approval:

- Water guns or water balloons
- Laser devices

The following may be used for transportation to and from school, but not ridden on campus:

- Skateboards
- Scooters
- Bicycles

- Roller Blades
- Hoverboards

***LCCS is not responsible for any damage that may occur when items are brought onto campus. Bike racks are available for use and are located by the Main Office.***

## **Obscene/Profane Language**

Ephesians 4:29 says, “Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” Therefore, a student who uses obscene or profane language, either in jest, anger, or absent-mindedly, will be subject to school discipline. Suggestive remarks or actions will be dealt with similarly. This also applies to comments made in yearbooks, on electronic devices, as well as on social media.

## **Employee and Student Reporting Responsibility**

- Conduct himself/herself in a manner conducive to fostering a Christian community; treat others with dignity and respect; make everyone feel welcome and included, and help others who are being bullied or picked on.
- Avoid any activity that may be considered racist, discriminatory, intimidating, bullying, or harassing.
- Inform anyone harassing him or her that the behavior is offensive and/or unwelcome.
- Immediately report all incidents of discrimination or harassment to the appropriate school authorities. We believe staff, students, and parents have a moral obligation to report any form of racism, bullying, or harassment. Even though it may have only been encountered once, it may be an ongoing problem. Delayed communication with school officials only makes the matter worse over time.
- If LCCS personnel have cause to believe that a student’s physical or mental health or welfare has been or may be further affected by abuse or neglect, that person is required by law to report within 48 hours any allegation of child abuse to Texas Child Protective Services.
- Reporting system **\*Coming Soon\***

## **Disciplinary Consequences**

### **Grades 5-12**

#### **Detention**

- The purpose of detention is not punishment; instead, it is to serve as a reminder that certain actions have consequences and then act as a deterrent to the repeating of that action.
- Detention is held by school division:
  - Intermediate school detention (grades 5-6) will be held from 3:20 - 3:50 on Tuesday and Thursday in the Intermediate classroom building. Students will report to the designated classroom and work as assigned by the detention teacher.

- Middle School detention will be held from 11:50-12:20 on Tuesday and Friday in the designated Middle School Classroom. Students will work as assigned by the detention teacher.
- High School detention will be held from 3:40 - 4:10 on Tuesday and Thursday in the designated high school classroom. Work will be assigned by the detention teacher.
- Students and parents will be notified by 1pm. If detention is assigned after 1pm, it will be assigned for the following detention day. (The only exception may be performance days or game days if out of town trips are scheduled or home games require the students to be there before detention would end.)
- Any student who misses detention without prior notice and approval may receive an additional detention. LCCS co-curricular activities are not a valid reason to miss a detention. (This includes all practices for Athletics and rehearsals for Fine Arts.)
- Once a high-school student reaches 3 detention assignments or a middle-school student reaches 5, they will be required to attend Saturday School (\$25), as well as meet with the administration to delineate future disciplinary expectations via a behavioral contract.

## **In-School Suspension**

- In-School Suspension is served by a student on campus in an isolated location.
- Students are required to pay \$100 when serving an ISS to offset the costs associated with supervision.

## **Campus Suspension**

- During Campus Suspensions, students are not permitted to be on campus, including extra-curricular activities.
- Suspension days will count as an absence for students, but there is no grade penalty attached. Students are responsible for making up tests or assignments missed in class upon returning to campus.

## **Expulsion**

- Expulsion is the most severe discipline step taken by LCCS.
- Upon expulsion, students are not permitted to return to campus without administrative approval.
- In the case of expulsion, families are still obligated to the LCCS tuition contract.

## **Dress Code**

Uniforms at LCCS serve several purposes, most notably:

- Uniforms shift the focus from what a student wears to who they are. We believe that our identity is not defined by our clothing or possessions, but rather by our relationship with Christ and the purpose He has called us to fulfill. Student uniforms serve as a constant reminder of this truth.
- Uniforms contribute to safety and security. By wearing a uniform, it becomes quick and easy to identify who is part of the LCCS family and who is not.

The Uniform Dress Code upholds these principles while also allowing for student comfort and convenience.

## Personal Appearance

Girls' hair should not have distracting colors or designs. Boys' hair should be clean, well-groomed, and non-distracting. Hair should not touch the top of the collar or extend below the middle of the ears, and it must be trimmed above the eyebrows. Boys are not allowed to wear ponytails or headbands. **Senior boys** are permitted to have well-groomed facial hair, including mustaches, sideburns, goatees, and beards.

- Jewelry and accessories should be tasteful. Only female students are allowed to have piercings in their ears, and spacers must be worn for nose piercings.
- Sunglasses, caps, hats, visible tattoos, and any form of body art are not permitted.

## Uniform Guidelines

- Boys and girls may wear navy, red, or white polo shirts, which must be purchased through Ivy School Uniforms. They may also wear crew neck sweatshirts with the school logo, as well as the red hoodie (the only acceptable hoodie for classroom wear), available for purchase at the [Spirit Store](#).
- All tops may be worn untucked, but midriffs or underwear should never be exposed. Students may wear undershirts for modesty. Non-athletic LCCS crew neck sweatshirts may be worn without a polo underneath. However, all 3/4 zip LCCS outerwear must be worn with an LCCS polo shirt underneath. T-shirts of any kind are not permitted under 3/4 zip outerwear on regular uniform dress days. Exceptions are made for LCCS t-shirts or LCCS athletic wear on approved Spirit Gear Days.
- Boys and girls may wear twill-type khaki or navy pants or shorts. The pants and shorts should not be excessively tight or have excessive pockets. Please note that jogger-style pants must meet certain criteria to be acceptable:
  - Jogger-style pants that are made of twill-type material and are khaki or navy in color are acceptable.
  - Jogger-style pants that are not khaki or navy in color are NOT ACCEPTABLE.
  - Jogger-style pants made of nylon or fleece material are NOT ACCEPTABLE.
  - Jogger-style pants that are tight at the ankles and meet the above guidelines are acceptable.
- In addition to pants and shorts, girls may wear LCCS plaid, khaki, or navy skirts, skorts, or jumpers. These should be conservative in style and should not exceed 4" above the knee (approximately fingertip length). Modesty shorts should not be visible. Skirts, skorts, and jumpers must be purchased through [Ivy School Uniforms](#).
- Boys' shorts must not be excessively tight nor be any shorter than 4" above the knee.
- During colder weather, students may wear solid color black, white, red, or navy long sleeve undershirts under their uniform tops. Girls may also wear black, white, red, or navy tights or leggings under skirts, skorts, or jumpers. Pajama pants, yoga pants, and jeggings are not acceptable as school wear.
- Fridays are designated as Spirit Gear Days. Additional Spirit Gear Days may be granted by the administration for various reasons. On Spirit Gear Days, students are allowed to wear any official LCCS shirt with jeans. The jeans must not be excessively tight or have holes.

- All outerwear must be purchased from [Ivy School Uniforms](#) or the LCCS Spirit Store.
- Students must wear closed-toe and closed-heel shoes at all times. Elementary students must wear athletic shoes with non-marking soles for PE and recess. Slippers, house shoes, shoes resembling house shoes, Crocs, clogs, and shoes with wheels are not permitted.
- For MS & HS students in athletics, please see the athletics handbook for uniform guidelines.

In the case of dress code violations, students will be asked to correct the violation by changing into proper uniform attire or by contacting their parents to bring the appropriate clothing. If proper attire cannot be obtained, students may be required to wear "loaner uniforms" that must be washed and returned the following school day. If no uniform change is available or loaners are used, a detention will be issued.

Parents are responsible for providing appropriately fitting clothing throughout the school year. If dress code expectations are not met, the administration may require parents to purchase clothing replacements during the school day. The decisions of the administration are final in all matters related to the dress code. It is the responsibility of parents to ensure that their students comply with the dress code on a daily basis.

## **Spiritual Life Chapel**

### **Grades K - 4th: Chapel Dress**

Wednesday is chapel dress day for all students in elementary school in grades K-4

- Boys: Khaki shorts or pants, white or blue LCCS monogrammed oxford shirt (tucked in), navy, brown, or black belt.
- Girls: LCCS plaid skirt or jumper, white LCCS monogrammed "peter pan"/round collar blouse.

### **Elementary School**

Elementary School chapel services are for worship and instruction each week. Pre-K through third grade attend one, while fourth through sixth grade attend another. Parents are welcome to attend.

### **Middle and High Schools**

Middle School 7th-8th, and High school students in 9th-12th grades, participate in weekly chapels, where they can grow spiritually through teaching, preaching, and discipleship. The Spiritual Life Department plans chapels that are intentionally structured to align with the mission of Lake Country Christian School to educate, equip, and encourage Christian leaders to fulfill their God-given purpose and impact their culture.

## **Community Service**

### **Annual Service Requirements**

For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do. (Ephesians 2:10)

High school students at Lake Country Christian School are required to complete 30 hours of service annually as part of their graduation requirements. Service hours are divided into semesters - 15 for 1st semester and 15 for second semester. 1st semester hours must be completed by December 1st. 2nd semester hours must be completed by May 1st.

Students may complete up to 10 service hours during the summer before the upcoming school year, which would be applied to 1st semester hours. Service hours must be fulfilled during the current academic school year.

More than a requirement, we believe that serving others profoundly impacts a student's life as they learn to follow Christ's example of serving others (Luke 22:25-27). Service has been an integral facet of our Spiritual Life program since the founding of LCCS. Every student will earn part of their needed service hours during LCCS In Action, our annual campus-wide community service day. LCCS in Action is required for all staff and students. Students are also strongly encouraged to fulfill their yearly service requirement by participating in an LCCS-sponsored mission trip. One of our mission trips' prime components and memory-making opportunities is the opportunity for students to interact with their teachers and classmates in a unique environment while serving others. Completed service requirements are reflected in high school transcripts.

- **Service Requirement Deduction:**
  - Students failing to meet service requirements: 10-point deduction (equivalent to a full letter grade) from 2nd and 4th quarter Bible grades.
  - No grade adjustment for making up hours in the following semester or summer.
- **Participation Restriction for Incomplete Service Hours:**
  - Incomplete service hours for any semester result in a prohibition from participating in extracurricular activities the next academic semester.
  - Participation allowed only after fulfilling previous semester's service requirements.
- **Diploma Requirement for Seniors:**
  - Seniors must fulfill all service requirements to be awarded a diploma.

## **Retreats & Mission Trips**

7th and 8th-grade students participate in a one-day retreat during 2nd semester. This day is reserved for spiritual development by building unity among students and also introducing them to mission trip opportunities they can be part of in high school. The Spiritual Life staff and high school students participating in mission trips will lead this retreat, which includes worship, teaching, ministering in small groups, lunch, and friendly competitions.

In the beginning of each academic year, the high school staff and students participate in an off-campus multi-day retreat to set the spiritual climate for the year. Seniors develop leadership

opportunities by planning and leading the retreat. As part of Spiritual Life development, it is required for all students to attend.

There are no fees as the cost of retreat is included in tuition. We use this time intentionally for enrichment and community. The location may vary from year to year, as does the date.

Mission Trips provide a lifetime of memories and relationships and ultimately glorify God in ministering to the needs of others. LCCS offers several mission trips throughout the year. Students participating in a mission trip fulfill community service hours for the 2nd semester. For more information on these contact: Michelle Stephens [mstephens@lccs.org](mailto:mstephens@lccs.org)

## Academic Expectations

### Grading System

#### Elementary

Elementary School follows a quarterly grading cycle. Families receive progress reports once during the middle of the quarter and a report card at the end of the quarter. Parents have daily access to student grades in FACTS. Elementary teachers are required to update grades once per week.

#### Elementary Grading Scale

The grading system and the values to determine the grade point averages for all divisions are as follows:

<b>A+</b>	<b>98-100</b>	<b>A</b>	<b>93-97</b>	<b>A-</b>	<b>90-92</b>		
<b>B+</b>	<b>87-89</b>	<b>B</b>	<b>83-86</b>	<b>B-</b>	<b>80-82</b>		
<b>C+</b>	<b>77-79</b>	<b>C</b>	<b>73-76</b>	<b>C-</b>	<b>70-72</b>	<b>F</b>	<b>0-69</b>

#### Conduct Grades

Conduct grades on progress reports and report cards are indicators to both the student and the parents of the student's attitudes and behavior. Respect for authority, proper manners, Christian relationships, willingness to do work, attitudes towards other students and staff, and following school policy are some of the criteria for the assignment of the conduct grade. All Elementary students will receive the following grades for Art, Eagle Lab, Music, PE, Penmanship, and Conduct in addition to their core classes.

**E = Exemplary** - The student consistently exhibits honorable character traits, such as humility, obedience, diligence, stewardship, kindness, self-control, orderliness, integrity, and encouragement to others. The student consistently exhibits superior effort and knowledge of subject matter.

**S = Satisfactory** - The student generally exhibits honorable character such as those listed above. Students generally exhibit admirable effort and knowledge of subject matter.

**C = Cautionary** - The student sometimes displays inappropriate behavior, which may include disrespect, disobedience, irresponsibility, poor stewardship of time and property, pride, poor social interactions, lack of self-control, dishonesty, foolishness, or complaining. The student sometimes exhibits effort and knowledge of subject matter.

**N = Needs Improvement** - The student frequently requires more than normal discipline and does not follow directions well. The student also exhibits characteristics described in C. Students rarely exhibit effort and knowledge of subject matter.

**U = Unsatisfactory** - The student requires constant discipline and is often a disturbing influence in class. The student also exhibits characteristics described in N. The student exhibits no effort or knowledge of subject area.

## Intermediate and Middle School

Report cards are sent out on a quarterly basis. While parents can see real time progress of a student's grades via the Canvas Parent App, one progress report will be sent out at the midpoint of each quarter. Credit for Middle School courses is determined by averaging all four quarters of the year. LCCS does not provide Middle School transcripts. High School credit classes taken during a student's 8th Grade Year will follow high school policies regarding grading and exams.

**Intermediate and Middle School Grading Scale**  
**A 90-100    B 80-89    C 70-79    F 0-69**

## High School

Report cards are sent out on a quarterly basis. While parents can see real time progress of a student's grades via the Canvas Parent App, one progress report will be sent out at the midpoint of each quarter. Credit for High School courses is determined per semester with a weight of 40% being given to each quarter and 20% to the semester exam.

### High School Grade Point Average (GPA) Calculation

Letter Grade	A	B	C	F
Number Grade	90-100	80-89	70-79	0-69
On-Level GPA	4.0	3.0	2.0	0.0
Honors/Pre-AP® GPA	4.5	3.5	2.5	0.0
AP®/Dual Credit	5.0	4.0	3.0	0.0

## LCCS High School Graduation Requirements

### Minimum of 28 credits to graduate

(1 semester = .5 credits, 2 semesters = 1 credit)

Below are the minimum requirements per subject:

- **Math** - 4 credits, a minimum of one each year of high school, including Algebra 1, Geometry, and Algebra 2
- **Social Studies** - 4 credits, including World Geography, World History, US History and Government/Economics
- **English** - 4 credits, including English 1, 2, 3, & 4
- **Science** - 4 credits, a minimum of one each year of high school, including Biology, Chemistry, and Physics
- **Bible** - 1 credit per each year enrolled at LCCS
- **LOTE (Languages Other Than English)** - 2 credits of Spanish  
(Learning Lab students may substitute ASL for Spanish.)
- **Athletics/PE** - 1 credit (1 year of cheer or 2 years of band will fulfill for 1 PE credit.)
- **Fine Arts** - 1 credit
- **Electives** to equal 28 credits

### Criteria to Request Advanced Level Core Courses (Honors, AP®, and Dual Credit)

#### Earn a minimum semester average of:

- 80 in advanced class of the same subject 1st semester. We will check 2nd semester grades
- 90 in an on-level class of the same subject 1st semester. We will check 2nd semester grades
- AND qualifying standardized testing scores

Grade Level	Test	Reading	Math
8	MAPS	224	233
9	PSAT	410	450
10	PSAT	430	480
11	PSAT	460	510

### Criteria to Remain in Advanced Level Courses

- In order to remain in an Honors or AP® class, a student must maintain a minimum of an 80 average.
- Any student failing to have achieved an 80 in the first 6 weeks will be moved to an alternative class. Please be aware that if a student needs to be moved, it may dramatically alter the student's schedule and may prevent a student from taking another course that he/she has selected.
- If a student is moved from an AP® class, he or she will not return to the AP® class for the remainder of the academic year.
- Honors points are only awarded at the semester upon completion of the honors course. No honors points will be awarded or numeric grades adjusted for students who are in an honors course for only a portion of the semester.
- 

### Course Sequence per Grade Level (Students will have 8 classes each year.)

	HS credit in 8th grade	Freshman	Sophomore	Junior	Senior
1.	x	Bible 1	Bible 2	Bible 3	Bible 4
2.	x	English 1	English 2	English 3	English 4
3.	x	World Geography	World History	US History	Government & Economics
4.	x	Biology 1	Chemistry 1	Physics	Additional Science
5.	Algebra 1	Geometry	Algebra 2	Math higher than Algebra 2	Math higher than Algebra 2
	x	Algebra 1	Geometry	Algebra 2	Math higher than Algebra 2
6.	Spanish 1	Spanish 2	Elective	Elective	Elective
		Spanish 1	Spanish 2	Elective	Elective
		ASL 1 (Learning Lab Only)	ASL 2 (Learning Lab Only)	Elective	Elective
7.	x	Athletics (1 year required, recommend 9th)	Elective	Elective	Elective
8.	x	Fine Arts (1 year required)	Elective	Elective	Elective

## **Athletics and Band for Physical Education Credit**

Students may obtain the state required physical education credit by completing two semesters of athletics class. Two years of band may also be substituted for the 1 credit required. The academic team and athletic director will consider proposals for off-campus athletics credits under special circumstances. If approved, a plan will be created. Once the plan is satisfactorily completed and documentation shows fulfillment, credit will be awarded accordingly.

## **Testing**

### **Map Testing**

Lake Country Christian utilizes the NWEA MAP Assessment in the Elementary, Intermediate, and Middle schools as a benchmark testing service. Students are tested once in the Fall, once in the Winter, and once in the Spring. While these tests do not determine a student's eligibility to promote grades, they do provide valuable feedback for teachers and parents regarding student progress. LCCS utilizes this data to inform both whole group and individualized instruction and learning.

### **Other Standardized Testing**

#### **PSAT® 8/9**

The PSAT® 8/9 is administered each year to all eighth and ninth grade students. It tests the same skills and knowledge as the SAT® and PSAT/NMSQT® — at an appropriate grade level.

#### **PSAT10 & PSAT/NMSQT®**

The PSAT10 & PSAT National Merit Scholarship Qualifying Test are administered each October to all tenth and eleventh grade students. An information booklet is given to students prior to their taking the test. Test results are sent to the students individually by College Board.

#### **SAT® and ACT**

Completion of the Scholastic Aptitude Test (SAT) or the American College Test (ACT) is required for graduation at LCCS and by many universities for admission. Information is available from the school counselor. Registration must be completed by students and their families online.

#### **TSI (Texas Success Initiative)**

Lake Country Christian School partners with the Tarrant County College (TCC) system. TCC officials will administer the TSI (Texas Success Initiative) to senior students who are not yet exempt through their SAT or ACT scores. LCCS will use this test to measure students' college readiness. The needs of each individual student will be evaluated by the school counselor. The testing is administered on the TCC-NW campus, free of charge, with immediate results. Academic advisors will be present to help students understand the meaning of their test results. These test scores can be used for course placement in any state college or university in Texas, and in some out-of-state institutions of higher education.

## **Advanced Placement Program®**

The Advanced Placement Program® is a program sponsored by the College Board®. Students who participate in the AP® program not only gain college-level skills, but in many cases, they also earn college credit during high school. AP® courses are taught by specially trained high school teachers who follow course guidelines developed and published by the College Board®.

By participating in the AP® program, LCCS supports the following classes that are equivalent to a first-year college course. AP® course offerings are subject to enrollment and may not be offered every year.

AP® Art

AP® Biology

AP® Calculus

AP® Chemistry

AP® Computer Science Principles

AP® Computer Science A

AP® English Language and Composition

AP® U.S. Government

AP® courses are rigorous. Some AP® courses may require work prior to the beginning of the school year. Also, there may be required AP® review sessions outside of the school day during the month of April.

In order to receive college credit, students must earn a passing grade on the nationally administered AP® tests in May. AP® test scores range from a score of “1” (no recommendation) to “5” (highly qualified). The College Board® considers the score of “3” to be passing; however, colleges and universities vary in their standards for granting college credit and reserve the right to deny credit for AP® courses completed. LCCS students are encouraged, but not required to take the AP® test for each course in which they are enrolled.

## **National Honor Society - High School**

The National Honor Society at Lake Country Christian School was granted its charter in 1985. Students are invited to become members of the National Honor Society based on scholarship, leadership, service, and character. Although academic performance is of great importance, membership is based on all four areas. Membership in the NHS is not simply an extension of the Honor Roll. Induction is in the spring of each year with membership limited to grades 11 and 12. A student must begin the current school year at LCCS to be eligible. Each student must maintain the standards in order to remain an active member.

Specific criteria for consideration include:

- 3.75 or higher GPA on semester grades in academic courses only
- Enrollment in at least one AP®, Dual-Credit, or Honors course at LCCS
- No Major disciplinary offenses during the previous year

If a student meets the above criteria, he/she will be considered for membership by the administration.

Student conduct, as it relates to character issues, will be addressed by the administration. The administration may seek input from other sources in their decision-making, including a record of leadership and service activities provided by the student.

## **Makeup and Late Work Policies**

### **Elementary Students**

- Parents may coordinate with the teacher or main office before noon to have their student's make-up work picked up. Please remember that teachers are busy during the day and may not be available to gather materials for you immediately.
- Elementary students have the same number of days as the number of days absent to complete any make up work given. After that, penalties will be assigned due to late or missing work.

### **Intermediate/Middle/High School**

- It is the student's responsibility to make arrangements with the teacher about work that was or will be missed during an absence.
- FACTS SIS & Canvas makes it very easy for students and their parents to check the day's assignments and class work. The student has the same number of class periods as the number missed in which to make up the work.
- Students are expected to plan ahead. This is especially necessary with major projects, tests, athletic events, Research papers, and major class projects are due at the beginning of class on the assigned date.
- Work that is missed because of an athletic event or other co-curricular activity is not considered make-up work. It is expected that students complete their work and turn it in on time.

### **Incompletes**

When a student has been absent several days prior to the end of the semester or quarter, an incomplete (I) may be recorded on the student's grade card. An incomplete should be addressed in a timely manner.

### **Late Work Policy**

All late work, Middle School and High School is based on class days, not calendar days, unless it is a major project or paper.

#### **Middle School (7-8) Daily Work:**

- 1st day late – 70% of earned credit
- 2nd day late – 50% of earned credit
- 3rd day late – zero

#### **Middle School late work policy for major projects and/or papers:**

- 1<sup>st</sup> day late = 90% of earned credit
- 2<sup>nd</sup> day late = 80% of earned credit
- 3<sup>rd</sup> day late = 70% of earned credit
- 4<sup>th</sup> day late = 60% of earned credit
- 5<sup>th</sup> day late = 50% of earned credit
- 6<sup>th</sup> day late = zero

Major projects and/papers must be turned in on the day they are due. They will be considered late if not turned in on the specified due date.

### **High School (9-12) Daily Work:**

- 1<sup>st</sup> day late - 50%
- 2<sup>nd</sup> day late - zero

### **High School late work policy for major projects and/or papers:**

- 1<sup>st</sup> day late = 90% of earned credit
- 2<sup>nd</sup> day late = 80% of earned credit
- 3<sup>rd</sup> day late = 70% of earned credit
- 4<sup>th</sup> day late = zero

Major projects and/or papers must be turned in the day they are due. Planned school functions are not excuses for late work. They will be considered late if not turned in on the specified due date.

## **Academic Ineligibility**

Any student placed on the ineligible list will not be allowed to participate in any LCCS extracurricular activity. Students who are failing in 2 or more classes at the time of report card will be deemed ineligible. To become eligible again, students must be passing all classes within two weeks. Ineligibility applies for a minimum of two weeks, even if grades are brought up sooner. Ineligibility includes the following:

- restriction from all school-related extracurricular competitions and performances
- restriction from any school practice that takes place outside the normal academic period for that class
- restriction from extracurricular travel

## **Academic Probation and Dismissal**

### **Elementary School**

Students in grades 1-5 with one second semester grade below 75% in Language, Reading, or Math will be passed onto the next grade on a probationary status if they pursue private tutoring or an educational program approved by Lake Country Christian School during the summer. Second semester grades which include two or more averages below 75% in Language, Reading or Math may result in mandatory repetition of a grade or dismissal from Lake Country Christian School.

A student passed to the next grade on probation will be closely monitored during the first grading period of the school year. The possibility exists that a student might be asked to pursue educational diagnostic testing, or be dismissed from Lake Country Christian School if the student is unable to complete the new grade's coursework above 75%.

### **Intermediate School**

If a student makes a grade below 70 for the year, the student will be placed on Academic Probation, which may include an academic plan of action. A parent and student conference is required with the administration for establishing an academic plan of action. If a student finishes a subsequent grading period with the previously prescribed academic plan not completed, the student's continued enrollment at LCCS will be reviewed by the administration and the student may be asked to withdraw from LCCS.

## **Middle School**

If a student makes a grade below 70 for the year, the student will be placed on Academic Probation, which may include an academic plan of action. A parent and student conference is required with the administration for establishing an academic plan of action.

A middle school student could be placed on Academic Probation for other reasons including, but not limited to, grades on semester exams and consistent academic decline. If a student finishes a subsequent grading period with the previously prescribed academic plan not completed, the student's continued enrollment at LCCS will be reviewed by the administration and the student may be asked to withdraw from LCCS.

## **High School**

A student who fails to demonstrate satisfactory academic progress will be placed on academic probation. In some cases the student will be subject to an academic contract for setting expectations. Students on academic probation may be ineligible to participate in co-curricular activities, including LCCS athletic teams and fine arts productions or events. Students who continue to demonstrate unsatisfactory academic progress as deemed by the school administration, department leads, and the student's teachers will be subject to removal from LCCS. LCCS reserves the right to dismiss any student who fails to demonstrate satisfactory academic progress.

## **Credit Recovery and Buy Back School**

*Lake Country Christian School does not provide credit recovery or summer school courses.*

If a student fails one semester of an academic course (below a 70), credit recovery through an approved vendor, either in summer school or online, must be completed by August 1 for re-admission. Credits are accrued ½ credit per semester. Credit recovery plans must be approved by the academic team prior to enrolling in the course.

Students are not permitted to take a summer school or online course in lieu of taking the equivalent course at LCCS. Exceptions may be made for extenuating circumstances but must have written approval of the school administration prior to enrolling in the course.

## **Learning Lab**

Students with professionally diagnosed learning differences may apply for accommodations through the Learning Lab. Learning Lab students have signed a contract and paid an additional fee to be a part of the Learning Lab program. There are two options: testing accommodations and full services. The full services option includes a Learning Lab study hall. Please only choose the Learning Lab study hall if you have already signed up for this option. If you believe you qualify for learning support due to a diagnosed learning difference and would like to be a part of the Learning Lab program, please email Mrs. Kaempf directly at [skaempf@lccs.org](mailto:skaempf@lccs.org) for more information.

# Health & Safety

## Health Service

- Minor first aid will be administered by school personnel. LCCS does have a school nurse on staff. As necessary, Fort Worth emergency services will be contacted. Parents are required to sign a form authorizing emergency care that identifies the physician and hospital preferred in the event that the parents cannot be reached. Parents are responsible to enter and update the medical information on FACTS SIS to keep these records current and accurate.
- A student who exhibits any symptoms of a contagious disease or infection, including fever of 100 degrees or above, will be sent home from school. Parents must make arrangements for an immediate pick-up. The child may not return to school or attend any extra-curricular activities for 24 hours after symptoms have subsided without medication, or a note from a doctor is provided.
- The school will conduct visual, hearing, and scoliosis screenings of students each year as required by law. Parents will be notified if the screening indicates further examination might be needed.
- In accordance with the state laws, immunizations records must be kept current and submitted prior to the student's first day of attendance.
- LCCS does not allow a student to stay on campus with evidence of either adult lice or nits (eggs) in the hair. When evidence of head lice is found, parents will be required to pick up students immediately. We will then conduct a head check of other students in the class to prevent any infestation from spreading. This will always be done as discreetly as possible.

## Medications

- State law requires that any medications, including acetaminophen and ibuprofen, that a student takes must be accompanied by written permission and instruction from the parents. The Health Clerk will provide limited over-the-counter medications with this permission and a notice will be sent home.
- Prescription medications for all students must be sent to the school in original pharmacy containers. Medication needed by students during the day must be kept in the school office with the pharmacy label giving the name of the doctor, the student's name, the medication and the dosage. Expired medications will not be given.
- Elementary students with asthma or life-threatening allergies will provide an inhaler/epi-pen to be kept in the class first-aid bag that will stay with the student at all times. Middle and High School students with these conditions must keep inhalers/epi-pens on their person at all times.

## Student Pick Up and Drop Off Elementary and Pre-K

### Morning Drop Off

- Students may enter through the west elementary doors beginning at 7:30. All students must proceed directly to the chapel. They may not drop off belongings in their classrooms, or linger in the hallways.
- Students must exit the car only on the curbside of your vehicle. If this is not possible, then please park your car and walk your child to the door.

- Please ensure that your child is prepared to exit quickly when you arrive at the drop off point. Refrain from getting out of the car yourself.
- There should only ever be 2 lanes of traffic; the right hand lane for dropping off and the left hand lane which is the through lane.
- 10 miles per hour is the speed limit throughout campus at all times.
- Cars must not be parked or left unattended in the fire lane.
- Hand-held cell phones may not be used in the school parking lot by drivers
- Parking is permitted only in designated spaces. Please park in a parking space if you would like to walk your child to class.
- Please limit time in the hallways in order to help us provide congestion-free student areas.

### **Afternoon Pick Up**

- PK is dismissed at 3:00 pm and KPrep-4th is dismissed at 3:15 pm.
- PK and KPrep-1st grade will be dismissed at the main school (flag pole) entrance. Second-4th grade will be dismissed at the Lake Country Church Foyer Entrance on Boat Club Road.
- Teachers will walk their students out to the designated spots around the circle drive on Lake Country Drive and the Boat Club road entrance.
- Parents of Kindergarten-4th grade students should not be in the building during dismissal times. Please park and walk to your child's designated pick-up spot outside if you wish to walk them to your car.
- There should only ever be 2 lanes of traffic; the right hand lane for picking up and the left hand lane which is the through lane.
- Any student remaining on campus after 3:45 p.m. may be picked up in the assigned After School Care Room. They will NOT be allowed to wait on the foyer benches, as they would be unsupervised. You will be charged the After-School Care daily rate of \$20/per child if they are picked up after 3:45.
- Approved pick up lists are managed through FACTS SIS. Changes can be made through the school office.
- Elementary students who have 7th-8th grade siblings will be supervised by staff until the MS 3:45 pm dismissal time.

### **Rainy Day/ Hot Weather/Cold Day Dismissal**

In the event of inclement weather, students in grades K-2 will be assembled in the lower hallway. Parents should be prepared to drive to the lower elementary entrance (by the portico) to pick up their children and/or carpool. Dismissal for students in grades 3-4 will proceed as usual.

### **Intermediate School**

- All Intermediate school students may be dropped off at the Byers Center upon arrival no earlier than 7:30 (unless attending a practice), and no later than 7:55. Students must remain in the building after arrival.
- All Intermediate students may be promptly picked up at 3:15 at the Byers Center. The Middle and High School building will be locked at 4:00 p.m. each day. Students must be picked up unless they are under the direct supervision of a staff member. Unless

participating in a practice, students are to remain in the previously designated location until they are picked up.

- Any student remaining after 4:00 may incur additional charges.
- Intermediate students who have 7th-8th grade siblings will be supervised by staff until the MS 3:45 pm dismissal time.

## **Middle School**

- Middle school students may be dropped off at the MS cafeteria no earlier than 7:30 (unless attending a practice), and no later than 8:10.
- All Middle school students must be promptly picked up at 3:45 (unless attending a practice) at the Byers Center.
- Any student remaining after 4:00 may incur additional charges.

## **High School**

- High school students may be dropped off at the Byers Center upon arrival no earlier than 7:30 (unless attending a practice), and no later than 7:45. Students arriving after 7:45 should check in at the front office. Students must remain in the building after arrival.
- Students may be promptly picked up at 3:30 in the South parking lot (by the softball field) or the Byers Center.
- The Middle and High School building will be locked at 4:00 each day, and students must leave unless they are under the direct supervision of a staff member. Unless participating in a practice, students are to remain in the previously designated location until they are picked up.
- Any student remaining after 4:00 may incur additional charges.

## **Student Drivers and Parking**

- Students will NOT be permitted to move their cars once they have parked in their assigned places.
- Student drivers must be registered with the school and are subject to a \$10 fee per parking permit.
- Parking permits must be clearly displayed in the lower left corner (driver's side) of the rear windshield at all times when parked on campus.
- Students are only permitted to park in their assigned spot in the area designated for them.
- Only siblings are permitted to ride with student drivers.
- Students are not allowed to go to the parking lot without permission from the administration during regular school hours, unless arriving late or leaving early. The school does not accept responsibility for student drivers, vehicles, or their passengers at any time.
- Lake Country Christian School provides Verification of Enrollment and Attendance Form (VOE) necessary for obtaining a Texas Driver's License. These are available in the school offices and should be requested no later than a day before.
- Students who do not follow the above safety guidelines for driving/parking on campus will be subject to the following penalties:
  - First parking violation - \$10 fine (no sticker/wrong space, etc.)
  - Second parking violation - \$25 fine and one week suspension of driving privileges
  - Third parking violation - \$50 fine and one month suspension of driving privileges along with parent conference with the Dean of Students

- First driving violation - \$25 fine (speeding, failure to stop at crosswalks, reckless driving, jumping curbs, using incorrect entrance/exit, etc. These violations are reported by the SRO or faculty member on duty.)
- Second driving violation - \$50 fine and one week suspension of driving privileges
- Third driving violation - \$100 fine, suspension of driving privileges for the remainder of the semester, and parent conference with the Dean of Students

## Transportation

- Students participating in school events and traveling from the school to that event MUST ride in the vehicles designated by the school UNLESS a release form provided by LCCS and signed by a parent is on file. Students who ride with their families must still have a release form on file.
- All students will return to the specified area (school or meeting place) after a school event in the designated school vehicle unless they leave with their own parents. To leave with anyone else requires specific permission from a parent or guardian.
- Students are the responsibility of Lake Country Christian School while at school events and they must remain under the supervision of staff at all times while at the event.
- Upon returning to the school after the event, Lake Country Christian School is no longer responsible for the transportation of the student. The parent must arrange for the student's transportation home in a timely manner.
- Students may ride bicycles to get to school. Bicycles must be parked in bicycle racks and remain there until 3:45 pm.
- Students are not allowed to ride skateboards or wear roller-blades/skates on the school grounds. This includes shoes with wheels.
- No unauthorized vehicles are to be left on school property overnight.

## Appendix

- [Drug Testing Policy](#)
- [Enrollment Handbook](#)[Fine Arts Handbook](#)
- [Athletics Handbook](#)
- [Parent/Student Technology Acceptable Use Policy](#)
- [Comment Policy for Online Platforms](#)