

Lakeview Christian School

HANDBOOK

2020-2021

ADMISSION POLICIES

Application for Admission –All students must have a completed admission application. All K3 students must be 3, all K4 students must 4, and all K5 students must be age 5 by September 1st.

Testing Fees and Records – The testing fee and registration fee must be paid before a student is to be considered for enrollment. Your child's immunization record, a copy of a state issued Birth Certificate, a copy of social security card, a copy of your child's last school report card or transcript, attendance record, and behavior report must be submitted to the administration office. Students will not be permitted to attend classes until file is complete.

Entrance Testing – An enrolling student may be required to be tested. You will be contacted to schedule a date for your child to take the entrance test.

Probation – All new students are admitted for a nine-week probationary period.

Financial Contract – All families must agree and sign a contract indicating the amount and due date of tuition. According to contract, neither report cards nor transcripts will be issued to families whose accounts are behind. This includes accessing grades through Renweb. Accounts of seniors must be paid in full prior to release of transcripts and diplomas.

Re-enrollment – Each student will be evaluated for behavior and academic compatibility after each semester. If the administration determines the student is lacking in either of these areas, he or she will not be allowed to re-enroll. Continued enrollment is contingent upon a student demonstrating a commitment to the mission, values, and principles of Lakeview Christian School. Re-enrollment is not necessarily guaranteed to any student who simply completes an academic year or to students who register early. If a student is not permitted to re-enroll, any early registration fees paid will be refunded.

GENERAL ATTENDANCE POLICIES

1. Regular school attendance is a vital part of a student's academic success. Students may miss no more than 15 school days during the school year in order to receive credit for a class.
2. Students who have accumulated more than the allowed number of absences during a semester may, for extenuating circumstances, present a written appeal to the school. The following absences may be submitted for consideration regarding extenuating circumstances:
 - Personal illness
 - Sickness or death in the family
 - Quarantine
 - Medical or dental appointments
3. The deadline for making such an appeal is the last day of the semester or quarter in question.

Procedure for Reporting Absences

1. When a student is absent from school due to illness, the parent or guardian is requested to telephone or email the school attendance office on the day of the absence. The call/email does not constitute an excused absence.
2. The parent or guardian must send a note or an email on the morning of the student's return in order for the student to be considered for an excused absence. However, any absences not cleared with written verification three (3) days after a student returns will become unexcused.
3. Students will be excused for illness, a death in the family, and doctor or dental appointments.

Permission to Leave School

Students who must leave school during the school day must sign out in the office. In order for the student to receive authorization to leave school, he/she must present a written request to the school office. The parental request must:

1. Identify the need for release from school.
2. Specify the exact time for early dismissal.

Unanticipated emergencies are dealt with on an individual basis.

Re-Entry During the School Day

1. All signing in or out must be done in the office.
2. When signing in after a doctor's appointment, a student is required to bring a note from the physician or parent.

BEFORE AND AFTER SCHOOL CARE

Lakeview Christian School offers supervision of LCS students both before school hours in the morning and after school in the afternoon.

Morning care begins at 7:00 am each morning. After school care begins at 12:00 noon for K-3 and K-4 students and at 2:45 for other students. There is an extra charge for this care. Please contact Lakeview Christian School @ 864-878-6959 for information regarding charges.

TARDIES

Each student is allowed five unexcused tardies per nine weeks. An unexcused tardy is given for any other reason other than doctor/dentist appointment, which requires a note from the doctor/dentist. After a student has accumulated five tardies each subsequent tardy will result in a 1 hour after school detention.

GRADES

Grading of students is a complex and very individual process. The grading philosophy at LCS is that students are graded upon individual achievement as measured by their performance against an established norm, not in direct comparison with peers.

The administration reserves the right to require any student to repeat a course if mastery of the material is not demonstrated (even if the student has a passing grade) and that course is a prerequisite for a future course.

Middle School and High School Progress Reports are emailed at the middle point of each 9-week grading period.

Grade Reports will be emailed at the end of each 9-week grading period.

Student Grades are available on [RenWeb](#).

An email will be sent notifying the parent of any grade below a 60.

GRADING SCALE

A 90–100

B 80–89

C 70–79

D 60–69

F 0 – 59

GRADUATION REQUIREMENTS

A student must earn a total of 24 units of credit distributed as follows:

English/Language Arts 4 Units

U.S. History and Constitution 1 Unit

Economics (1/2 Unit), Government (1/2 Unit) 1 Unit

Other Social Studies 1 Unit

Mathematics 4 Units

Science 3 Units

Physical Education or ROTC 1 Unit

Computer Science 1 Unit

Foreign Language or Occupational Education 1 Unit

Electives 7 Units

TOTAL 24 UNITS

RANKING POLICY

- Ranking based on the South Carolina Uniform Grading Policy (SCUGP)
- All academic classes at the end of the academic year (9th-10th-11th-12th) will be ranked;
- Ranking is required for all high school students
- Rank will be printed on final transcripts

The South Carolina Uniform Grading Scale is used to calculate the GPS and class rank for high school students and will apply to all courses including units earned at the middle/junior high school level. GPA will be figured uniformly. The formula will yield each student's GPA, which can then be ranked from highest to lowest rank in class. Computations will not be rounded to a higher number. All diploma candidates are included in the ranking period. The South Carolina Uniform Grading Scale will be used for determining GPA, class rank, and local recognition. All courses taken for high school graduation credit are included in the calculation of class rank. Any failed or withdrawn classes will be counted in the number of courses attempted. The instructional level of each course, the student's grade in each course and the total number of courses attempted are included in the computation of class rank.

HOMEWORK

We try to limit homework as best we can. However, students will have homework that must be completed.

Homework is given at LCS for several reasons:

1. Reinforcement—most students require review to master material essential to their education progress.
2. Practice-Following instruction, homework may be given so the material will be mastered.
3. Remediation-As weak areas in a student's grasp of material become evident, homework may be assigned to overcome such difficulties.
4. Special Projects—book reports, compositions, research assignments, etc. are given as homework.

Whether homework will be accepted after the due date and what penalty will be attached is left to the discretion of each teacher.

REPORT CARDS

Report cards will be emailed at the end of each nine weeks period. Grades are also available on RenWeb.

IDENTIFICATION POLICY

All students will be scanned as they enter the building each morning. The doors in the school lobby are locked at 8:30 and no one is allowed past the lobby thereafter.

A parent who is visiting must check in at the office and receive proper identification to be on school grounds.

DRESS CODE

The general rule to follow is that all students are to dress modestly. Students are not to wear clothing that promotes rock music, drugs, alcohol, immoral behavior, questionable movies, gangs, or anything using profanity. We appreciate your cooperation and support in these matters. Students or parents visiting during school hours should abide by the general spirit of these guidelines. Realizing no rules can cover all styles, the school reserves the right to evaluate any attire worn by a student. Students coming to school in violation of the dress code will be required to return home to change.

Shorts must come to the top of the knee and shirts must cover shoulder and stomach. No ripped jeans if rips are above the knees.

No non-natural or fad hair colors or styles. No visible tattoos. No "designer" contacts which change the eyes to other than a natural color.

ELECTRONIC DEVICES

Students are not to have electronic devices or cell phones at any time. Cell phones brought to school must be left in the office.

FIELD TRIPS

Classes at Lakeview Christian School enjoy the educational advantage of learning away from the school campus. Students enjoy field trips which enlarge their understanding of some phase of their class work. Field trips are designed to be educational, as well as recreational in nature. All students are expected to attend. However, students may be required to remain at home for disciplinary reasons. It is up to the discretion of the teacher/sponsor whether students will be permitted to take phones or other electronic devices on field trips.

Students are responsible for keeping up with their personal devices. The teacher and or the school will not be held liable for lost, stolen or broken electronic devices. Students that have excessive absences may not be allowed to attend field trips; this will be decided by administration.

HEALTH POLICIES

Illnesses: If a student becomes too ill to remain in class, school personnel will reach you by phone and recommend that you come to school and pick up your child. It is very important that the school office have an updated, working phone number on the emergency contact card to reach you.

If your child is ill, please do not send him/her to school.

Return to school following an illness: Please follow the following standards regarding students returning to school after a health-related absence.

Condition/Readmission criteria

Fever-Temperature of 100 or higher

Fever free from 24 hours without the use of fever reducing medicine (medication i.e. Tylenol, Motrin)

Vomiting-within the past 24 hours

Free from vomiting for 24 hours

Diarrhea-within the past 24 hours

Free from diarrhea for at least 24 hours.

Rash-body rash with itching or fever

Free from rash, itching, or fever. Be evaluated by a doctor if needed.

Lice-itchy head, active head lice

Treated with appropriate lice treatment at home and head is nit-free

Eye Infection-redness, itching, and/or “crusty” drainage from eye

Evaluated by doctor and have a note to return to school.

Doctor or Hospital Visit-doctor visit, ER visit, or hospital stay

Released by medical provider to return to school

Excused from activities: In order for students to be excused from activities, students must have a signed note from a parent. A doctor’s note is required for more than three days.

Medicine: Students are not to have any medication in their possession at school. All medicines are to be turned in to the office in the morning with instructions as to the proper time and dosage. A signed parent's form is necessary for our school to administer any medication. (This includes any prescription or over-the-counter medication). Students who become ill at school will be sent home if deemed necessary or if they have a temperature of or exceeding 100 degrees. Students having head lice will be sent home. They may return to school when the

school has conducted a satisfactory head check, or the problem has been properly treated according to Health Department guidelines.

Student Accident or Illness: Any student seriously injured at school will be taken to an emergency center, or a similar facility, unless the parent advises otherwise. Parents will be called to meet the school official at the center or a similar facility, so that proper permission forms may be executed. Minor injuries will be treated at school. Parents will be called if a student is too ill to remain at school. Students with a temperature of more than 100 degrees will not be permitted to remain at school.

LUNCH INFORMATION

Lunch items, drinks, snacks, and ice cream are available daily in the cafeteria at an additional cost. Lunch may be purchased on a daily basis by students with an account set up through the office.

Students may also bring lunch from home any day of the week

Pizza parties and cookies are available for birthdays with prior notice.

Snacks are available for after school students as well.

SCHOOL CLOSINGS

In the case of inclement weather, we will be on the same schedule as Pickens County. If there is a two-hour delay, there will not be before school care and K3 and K4 will not have school. When it becomes necessary to dismiss during the regular school day, announcements will be made by text and other media outlets.

If LCS closes school on a day in which we are not on the same schedule with Pickens County, LCS will text parents of the closing.

STUDENT DROP-OFF/PICK-UP

Students arriving late or being picked up early should be signed in or out in the office.

FAILURE POLICY

Any student that fails two core subjects will be retained and will not be promoted to the next grade. High School students who fail a subject must retake the class for credit.

Any senior that makes below a C will forfeit the right to leave early.

MAKE-UP WORK/TEST

1. The student is allowed one (1) day to make up work from a one-day excused absence. If a test had been previously assigned on the day of absence, the student must be prepared to take the test on his/her return to school. Time allowed for make-up work for multiple absences will be determined on the basis of need.
2. A student who is absent from school for any reason other than those listed under "Excused Absence" may not be able to make up work and may receive "0's" for classes missed. Exceptions can only be granted by the Administrator or teacher.
3. Students should go to their teacher and ask for make-up work as soon as they return from an illness. In case of an extended illness, the parent may view the assignment on RenWeb.

WITHDRAWALS AND DISMISSALS

Withdrawals – Withdrawals from school must be made through the office. Any account left open will incur additional tuition and fees until a withdrawal is signed in the office. School records will not be released until all financial accounts are paid.

Dismissals-Students will be held out of class if the family fails to keep their financial agreement with the school. A student may be dismissed from school or un-enrolled at any time he/she is found out of harmony with the rules and policies of the school.

PARENT INFORMATION

Financial Information- Financial information, including tuition refund policies, is explained on a separate form which may be obtained through the office.

All accounts must be current for records or report cards to be released or for students to go on major school trips (Senior Trip, etc.), or participate in tryouts for the next school term and to participate in graduation ceremonies.

Insurance-A small accident insurance policy is carried on each student. This is a co-insurance that covers only charges not covered by other private insurance. All areas of school activities are covered.

Money turned in- When sending money to the school office, please place it in an envelope showing the student's name, amount, and reason for payment.

PARENT-SCHOOL COMMUNICATIONS

1. Communication between the parents and school is of utmost importance. Communication may also be included in special meetings, notices sent home, or emails. Renweb is a primary means of communication.
2. LCS operates a 24-hour online parent information system. (www.renweb.com) Parents may access grades, lesson plans, assignments, attendance, discipline, financial information, etc.
3. Parent-teacher communications may be in the form of written notes or emails. Parents may call the office to set up a conference with the teacher.
4. Parents will receive an email when their child receives a failing or incomplete grade.

Phone Calls – Please feel free to call or email the office at any time. To contact a teacher, please email them directly through RebWeb. The teacher will email you back.

GENERAL CONDUCT

- Parents are expected to cooperate with the faculty and administration in the area of student conduct.
- Students with a continuing problem of swearing, lying, cheating, stealing, disrespect, or fighting will be considered out of harmony with the school standards and policies and are subject to progressive disciplinary action up to and including suspension and possible un-enrollment or dismissal.
- The **sale, barter, or trade** of any items at school is not permitted without prior written permission from the administration.
- **Prohibited items** - the following articles are not to be brought onto the campus: knives, guns of any type, fireworks, vaping devices, e-cigarettes, any reading materials or audio or visual media not assigned by the faculty for educational purposes, drugs, tobacco, alcohol, legally prohibited devices, trading cards, chains, or anything that would distract from classes.
- **Gum** - students are not permitted to chew gum on campus.
- **Romantic physical contact** between boys and girls is not permitted at school or at any school function.
- **Backpacks** - Backpacks should be small in size. Wheeled backpacks are not permitted at school.
- **Facilities and equipment** - Students are expected to take care of school facilities and equipment. Disciplinary action will be taken when students abuse the facilities or equipment. A student will also be expected to pay for repair or replacement of any facilities, or equipment he/she damages.

SERIOUS MISCONDUCT

Conduct considered as grounds for swift, progressive disciplinary action up to and including suspension, un-enrollment or dismissal:

- Defiance or direct confrontation with school authorities
- Stealing
- Failure to comply with the terms of disciplinary probation
- The possession or use of alcoholic drink
- The possession, use, or dissemination of tobacco, vaping units, or drugs
- Activities which involve police intervention
- Serious moral offenses. LCS expects students to abide by a personal policy of abstinence before marriage.
- Gambling
- Personal misconduct that is deleterious to the good name and reputation of the school
- Fighting/assault/bullying

Sexual Harassment

Students will not engage in verbal or physical conduct of a sexual nature directed toward any person at any time. Such actions may result in immediate disciplinary action and/or prosecution by the appropriate law enforcement agency. Sexting may be considered sexual harassment.

Sexual harassment may also include any physical conduct, or verbal innuendo-whether implicitly, or explicitly, sexual in nature – which manipulates, intimidates, controls or in any way creates a hostile/offensive environment for another person. Sexual immorality, on or off campus, may be cause for immediate expulsion from LCS.

Right of Privacy

Any activity which, in the opinion of the school, jeopardizes the reputation of the school whether on or off campus (at all times) may result in the offending student being subject to disciplinary action up to and including expulsion. Such activities specifically include postings on web sites, social networking sites, cell phone or other electronic communication of any type, etc.

Parents should understand that the school will not in any way be responsible for any event that is not officially sanctioned by the School Administration. Parents should check with the administration if they are in doubt as to the sanctioning of any event.

Unfortunately, we live in a violent society permeated by drugs, alcohol, and other mood-altering substances. We are grateful to the Lord that LCS has had few problems in these areas. However, it is our responsibility to be eternally vigilant. Parents of students should be aware that the school reserves the right to search the student's person and belongings in the event the school suspects the student possesses an unapproved item or substance. Such a search may be conducted without the student's or the parent's permission. Registration of a child

constitutes parental consent to such searches. Automobiles, backpacks, purses, pockets, lockers, desks, etc. may be searched if there is reasonable suspicion that any unapproved item or substance may be present. Any student refusing such a search will not be forced to comply. However, refusal is grounds for dismissal from school and/or referral to law enforcement officials. School officials will not conduct "strip searches" but may require access to pockets, etc.

Bullying

We believe it is every person's right to feel physically and emotionally safe while at LCS. Bullying can take the form of harassment, hazing, or a variety of other acts. Bullying is engaging in written or verbal expression of physical conduct that will have the effect of physically harming a student, damaging a student's property or placing a student in reasonable fear of harm. Harassment is threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety.

Other acts of bullying or harassment can consist of assault, tripping, intimidation, rumor spreading, demands for money, destruction of property, theft of valued possessions, destruction of another person's work, name calling, ostracism, taunting, or excessive teasing.

Cyber bullying

Is defined as the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. Cyber bullying is when a child, preteen, or teen is tormented, threatened, harassed, humiliated, or otherwise targeted by another child, preteen or teen using the internet, interactive and digital technologies or mobile phones.

Acts of bullying, harassment or cyber bullying will be dealt with by the school administration. Actions may include intervention, warning, detention, suspension, or any other disciplinary action up to and including expulsion.

STUDENT CONDUCT

The Administration reserves the right to prescribe any assigned penalty as deemed necessary for a given infraction. Furthermore, the Administrator reserves the right to amend any provision in these guidelines at any time when it is deemed to be in the best interest of the educational process and the student.

LCS reserves the right to dismiss, expel, or unenroll any student whose actions, attitude or presence is considered detrimental or brings dishonor to LCS.

Further, students may sometimes be involved together in wrongdoing, and punishment may be more severe for some than for others. The Administrator will carefully consider each student and his or her part in the situation individually. Sometimes, serious behavior may seem to go unpunished or appear to be punished too lightly. In these instances, action may be delayed by insufficient evidence. There may also be an ongoing effort to sift through rumors and hearsay to determine what is indisputably true. When disciplinary action is taken, a student may be put under a strict behavior contract with very serious consequences for breaking it, the details of which are not public information.

Parents should understand that no disciplinary action taken against any student may be discussed with them with the exception of that administered to their own child. This is absolute and in response to legal and ethical requirements.

DISCIPLINARY ACTION

Detentions-Detentions for disciplinary or academic purposes are not designed to be convenient for the student or the student's family. They provide a teaching opportunity for the student to learn that his/her behavior and responsibility affects not only himself but also the family and others.

1. Detentions will be served after school. Failure to serve an assigned detention may result in a student being withheld from classes. Senior students will serve detention before they leave for the day.
2. Detentions will be assigned for one hour.

This handbook does not define all types and aspects of student behavior; however, the Administration has the responsibility to set forth policies, rules, and regulations to help each student.

Additional disciplinary action may include in-school suspension, out-of-school suspension, probation, de-enrollment, or expulsion from school.

SERIOUS DISCIPLINARY PROBLEMS

Serious offenses or continuing problems in one or more areas may result in the following disciplinary action(s):

1. **Warnings**
2. **Detentions**
3. **After-School Suspension**
4. **Un-enrollment** – A student may be given the opportunity to voluntarily withdraw if the school determines it is not best for the student to continue enrollment at LCS. The school may also take the action of un-enrolling any student at any time. Un-enrolling does not show on permanent transcripts as a disciplinary or academic action.

5. **Expulsion** – In serious matters where a student is not voluntarily withdrawn or un-enrolled, the disciplinary committee may take the action of expelling the student. This action is recorded on a student's records.

Students who are expelled or withdraw due to disciplinary action are not allowed on the LCS campus at any time (including all grounds, parking lots, and buildings), nor are they allowed to attend any LCS sponsored event, either as a participant, guest, or spectator.

LCS reserves the right to bar any person – parent, student, or others – from its campus at any time for any reason the administration deems serious enough to be regarded as a physical, emotional or other threat to any student, parent or staff member.

FINANCIAL

LCS does not request nor accept government funding, therefore it is necessary that fees and tuition be paid on a timely basis. No monthly statements will be mailed.

All payments are due on the first of each month. After the 10th of the month, a late fee of \$25.00 will be charged to the account.

Unpaid balances cannot be carried over from one month to the next. Parents who do not pay by the end of the month will be notified that their children are not to attend classes on the 1st day of the new month.

There will a \$25.00 returned check fee on all returned checks, regardless of the reason for the return. After two returned checks, the account will be on a cash only basis.

Tuition is non-refundable under most situations. A financial agreement that was signed commits to a full year of tuition. Under unique cases such as relocation, the school may release you from that agreement.

Registration for the after-school program can be arranged through the business office. Charges will be billed at the end of each month and will be due no later than the 15th. A 25.00 late fee will be accessed on the 16th of each month. All children not picked up by 5:30 pm will have a charge of \$1.00 per minute added to their school bill.

There will be a financial hold on report cards, transcripts, and other school records, if payment is not current at the end of each grading period. This financial hold will remain in effect until the account is current.

Parents are ultimately responsible for all payments.

Any special financial or payment arrangements must be requested in writing and approved by the administration.

HANDBOOK

Lakeview Christian School reserves the right to amend or make additions to this handbook as it deems necessary.