

**LAKE
ARROWHEAD
CHRISTIAN
SCHOOL**



Parent / Student Handbook
2023-2024

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INTRODUCTION

Herein lies the contract between Lake Arrowhead Christian School and you the students, parents, and guardians of LACS. Please understand that no handbook can address every possible scenario that might arise during a school year. This representation of school policies, therefore, is not meant to be exhaustive. The school is the final arbiter in any decision, and the LACS administration reserves the right to make policy changes at any time. If any changes are made to this document, parents and students will be notified via email of the change in policy and the date that such policy will go into effect.

ACCREDITATION

LACS is accredited by the Western Association of Schools and Colleges (WASC), a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation by WASC indicates that the school meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has the necessary resources available to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future.

VISION

Students at Lake Arrowhead Christian School will acquire wisdom, knowledge, and a biblical worldview, all of which should be demonstrated in a lifestyle of excellent moral character, wise leadership, service to others, good stewardship, and sincere worship of God.

MISSION STATEMENT

We seek to develop confident, competent learners and leaders who impact the world for Christ.

SCHOOL-WIDE LEARNING GOALS

- To think critically and solve problems
 - Conduct research using appropriate tools and technology
 - Analyze, synthesize, and evaluate ideas and information
 - Find solutions and solve problems using critical thinking
- To communicate effectively
 - Ask relevant questions and locate answers
 - Read fiction and non-fiction at one's grade level
 - Convey ideas concisely, coherently, and correctly in both writing and speech
- To develop gifts
 - Explore artistic and musical talents
 - Participate in programs offering opportunities in athletics, the arts, and service to others
- To apply biblical principles and a Christian worldview
 - Memorize, study, and understand Scripture

- Evaluate information, ideas, history, and culture from a biblical worldview
- Serve others through outreach program

STATEMENT of FAITH

As a ministry of Calvary Chapel Costa Mesa, Lake Arrowhead subscribes to the following:

We believe the Bible is the inspired, inerrant, and authoritative word of God. We believe the Bible is the final authority in every area it addresses for every individual Christian, as well as for the church collectively. (2 Timothy 3:16-17; 2 Peter 1:21; John 10:35)

We believe there is one God who eternally exists as three persons: Father, Son, and Holy Spirit. We believe that all things were created by Him and for Him. (Deuteronomy 6:4; Isaiah 45:21-22; Matthew 28:19; Colossians 1:16)

We believe God the Son became a human being in the person of Jesus Christ. He was conceived of the Holy Spirit, born of the Virgin Mary, lived a sinless life (for He was without sin), died a substitutionary death for all mankind, was raised from the dead the third day, ascended into heaven, and is seated at the right hand of God until His enemies are made his footstool (John 1:1, 14; Matthew 1:18-25; 2 Corinthians 5:21; 1 Peter 3:18; 1 Corinthians 15:3-4; Hebrews 10:12-13)

We believe the Holy Spirit was sent by the Father and the Son to convict the world of sin, righteousness, and judgment. We believe the Holy Spirit regenerates and indwells and seals every believer in the Lord Jesus Christ, and that He empowers us to live as witnesses for Christ. We believe that all gifts of the Holy Spirit are available to His church today. (John 14:16-17; John 16:7-11; Titus 3:5-6; Romans 8:9, 1 Corinthians 6:19-20; Ephesians 1:13-14; Acts 1:8; Romans 12:6-8; 1 Corinthians 12-14; 1 Peter 4:10-11)

We believe God created human beings, male and female, in His own image. He created them sinless, equal in value, dignity, and worth. According to His purpose and design, men and women are created to fulfill distinct but complementary roles in the contexts of marriage, family, and the local church. (Genesis 1:26-28; Ephesians 5:22-6:4; 1 Timothy 3:1-7)

We believe, as a result of the Fall, all people are sinners by nature and in need of a Savior, and that Jesus Christ is the one and only Savior of the world. That salvation is by grace alone through faith alone in Him. We believe that all who call on the name of the Lord shall be saved eternally. (Romans 3:10; Romans 3:23; Romans 5:18-19; Matthew 1:21; 1 John 4:14; John 14:6; Acts 4:12; Ephesians 2:8-9; Romans 10:9)

We believe there is one church—the body of Christ—consisting of men and women from every tribe, tongue, people, and nation. We believe that each local congregation is an expression of that universal church. (Ephesians 4:4; 1 Corinthians 12:12-13; Revelation 5:9; Acts 2:42-47)

We believe the church will be delivered from the “hour of trial” which will come upon all who dwell on the earth, being “caught up” in the clouds to meet the Lord in the air (the Rapture). (1 Thessalonians 4:16-17; 1 Corinthians 15:51-55; Revelation 3:10)

We believe the saints will return with Christ to the earth, at His second coming, to rule and reign with Him. (Jude 1:14; Revelation 19:11-16; Revelation 20:4)

We believe in the pre-millennial return of Christ, who will sit upon the throne of David and rule over the house of Jacob (Israel) and the entire cosmos forever (Revelation 20:1-6; Luke 1:31-33; Isaiah 9:6-7)

We believe in the resurrection of the dead; some will be raised to life, and some to shame and everlasting contempt (hell). We believe that God will create a new heaven and earth in which righteousness will dwell. We believe that the throne of God and the Lamb (Jesus Christ) will be established in the New Jerusalem forever. (Daniel 12:2; John 5:25-29; Revelation 21:1-22:5)

ADMISSIONS POLICIES

Lake Arrowhead Christian School seeks young men and women who will benefit from a college preparatory, liberal arts education taught by teachers who are knowledgeable and passionate about their field of study, compassionate and excited about the students they teach, and substantial in their Christian faith, thought, and character. Candidates for admission are considered on their academic record, discipline record, standardized test scores, evident enthusiasm for learning, and a personal interview that evaluates their support for the vision and mission of Lake Arrowhead Christian School and the religious tenets delineated in the school's statement of faith. All students must have a desire to attend LACS and agree to apply themselves diligently to the study of God's Word. They also agree to be courteous and respectful to their peers, staff, faculty, and others. LACS does reserve the right to select students based on their worldview, lifestyle choices, academic performance, and personal qualifications, including their willingness to cooperate with the administration and abide by the school policies.

LACS does not discriminate based on race, color, national and ethnic origin in admissions policies, scholarship programs, athletics, and other school-administered programs. LACS grants students of any race, color and national or ethnic origin all the rights, privileges, programs, and activities made available to students.

CHAPEL

To minister to our students, we hold regularly scheduled chapel services. Senior pastors, youth pastors, missionaries and other ministers from local churches and Christian organizations are invited to come and encourage the students from the Word of God. We value and honor the time we spend in worship and the Word of God. Attendance at chapel is, therefore, mandatory, and students should attend with an attitude of respect, worship, and anticipation.

SCHOOL COLORS and MASCOT

Forest green and maroon are the LACS school colors. The school mascot is the eagle.

ACADEMIC POLICIES

ACADEMIC AWARDS and HONORS

For grades 5 through 8, academic excellence is rewarded as follows:

- Honor roll – Students with a grade point average (GPA) of 3.0 and above at the close of the semester will be named to the principal’s honor roll. All classes in which the student is enrolled will contribute to the student’s overall GPA.
- Graduation honors – Salutatorians and valedictorians are recognized at eighth grade graduation. These honors are determined based on the student’s cumulative GPA from grades 7 and 8. This GPA must be 3.5 or higher. The student(s) with the highest GPA will be selected as valedictorian(s); the student(s) with the second-highest GPA will be selected as salutatorian(s). For 8th grade graduation, only those students who have attended LACS full-time throughout grades 7 and 8 will be eligible for this honor.

ACADEMIC INTEGRITY

Plagiarism is defined as the theft and use of another person’s ideas or writings as one’s own, with or without the knowledge of the other person. Academic dishonesty is the deliberate attempt to misrepresent an individual’s efforts, in writing, visual, or oral presentations. All the following are examples of plagiarism and/or academic dishonesty:

- Work (whether it be homework, exams, test, or quizzes) that is not the sole work of an individual student or that contains answers from another student, a solution manual, or answer key
- Having someone else draft a paper or essay and then submitting that paper or essay as if it were one’s own work. Additionally, drafting a paper for someone else, and letting that person submit the paper as if it were his original work
- Using any material, published or unpublished, word for word, without quotation marks, as all or part of the work submitted under one’s name.
- Close, deliberate paraphrase of another’s work, published or unpublished, without any cited acknowledgement
- Submitting a paper previously written for another course or submitting one paper for two courses (unless approved by the instructor of each course).
- Purchasing a previously written paper from an online service and submitting it as one’s own work

The faculty and administration of LACS may use computer search engines to validate and verify examples of plagiarism prior to disciplinary action. The consequence for plagiarism and academic dishonesty is minimally a score of zero (0) on the assignment and demerits issued by the administration for the first offense. A second offense is sufficient grounds for suspension from school.

ACADEMIC SCALE

A student's grade point average (GPA) will be determined using the following scale:

<u>Grade</u>	<u>Point Value</u>
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

ACADEMIC PROBATION

A student may be placed on academic probation for one semester if his GPA falls below a 2.0. The probationary period is evaluated twice each year—at the end of the fall and the spring semesters. If the probationary student has not elevated his GPA to a 2.0, he may be asked to withdraw from school. If, however, the student has achieved a GPA of 2.0 or higher at the end of the probationary semester, he will be removed from academic probation. A student placed on academic probation twice within two years may be asked to withdraw from the school.

CUMULATIVE RECORDS

Pursuant to the Education Code of California, Chapter 1.5, Article 3, Section 49063, you are hereby given notification of privacy rights of parents and students. Federal and state laws grant certain rights of privacy and rights of access to students and their parents. Full access to all personally identifiable written records maintained by Lake Arrowhead Christian School must be granted to natural parents, adoptive parents, or legal guardians of students under the age of eighteen.

Parents may review individual records by making a request to the student's teacher and/or the administration. Administration will see that explanations are provided if requested. Information that is alleged to be inaccurate or inappropriate may be removed upon written request by parents and review by administration. In addition, parents may receive a copy of any information in the records at a reasonable cost per page.

When a student moves to a new school, records will be forwarded upon the request of the new school. At the time of transfer, the parent may review, receive a copy (at a reasonable fee) and/or challenge the records.

If you believe LACS is not in compliance with federal regulations regarding privacy, you may file a complaint with the United States Secretary of Health, Education and Welfare.

STUDENT INFORMATION SYSTEM (FACTS SIS)

Students and parents are issued FACTS log-in information so that they may have access to and monitor the following:

- Academic progress
- Due dates for all assignments
- Current grades
- Student behavior

Students who are absent should refer to FACTS to apprise themselves of any assignments and obligations they must complete upon returning to school.

PROMOTION REQUIREMENTS (Eighth Grade)

Eighth grade graduation requirements include successful completion of the following courses: Bible, English, mathematics, social studies, science, and physical education. If a student is not progressing satisfactorily, the student and his parents will meet with administration to develop a contract that will allow the student to promote to high school. Promotion activities are reserved for students who have successfully completed their junior high courses.

FAILED COURSES

LACS does not offer summer school. Students that need to make up failed courses may attempt to retake the class through LACS when it is offered next, provided it works with their schedule. Otherwise, students will need to make up failed courses through a previously approved online provider. See the LACS guidance counselor for more detailed information.

REPORT CARDS

Report cards are issued following the end of each quarter based on academic performance. Quarter report cards are posted on FACTS and semester report cards are sent home. Report cards contain comments designed to help students and parents better understand areas of excellence or need. Since communication is extremely important, both parents and teachers are encouraged to initiate conferences as needed throughout the year.

SUBMISSION of LATE ASSIGNMENTS

Submitting assignments after an excused absence: Students who have been absent will be allowed, without penalty, to submit any work that was missed during their absence if and only if their absence has been excused. For each day the student was absent, the student will be granted one day's time for the completion of the missed assignments up to a maximum of two weeks. For example, a student who was absent for three days will be granted, upon returning to school, three days to complete and submit all assignments that were missed during the student's absence.

Submitting assignments after the conclusion of a grading period: An excused absence or emergency may create a scenario in which a student is unable to submit an assignment before the close of a grading

period. In such a case, the teacher may elect to give the student a grade of *incomplete* on the student's report card. The student and teacher will then arrange for the missing assignment(s) to be completed. After the student submits the work in question, the mark of *incomplete* will be removed from the student's report card and replaced with the appropriate letter grade.

Assignments that are submitted late for reasons other than those mentioned above may receive a penalty. Each LACS teacher has some latitude in determining the severity of the penalty in these situations, but the maximum penalty that may be issued is 10% off the total grade for each day an assignment is late. Daily homework is an exception to this rule; LACS teachers are not required to accept homework after its due date.

SCHEDULE CHANGES

Schedule changes may be requested for academic reasons only. Please note the following:

- Requests to add, drop, or change the order of courses will only be accepted with the consent of the student's parent(s).
- If a request for a schedule change is denied, the administration will notify the student of the reason.
- The student must continue attending classes as scheduled until he receives a hard copy of his new schedule.
- Requests are limited to one per semester.

ATHLETIC POLICIES

PHILOSOPHY

LACS affirms that athletics competition is an important part of the educational experience and that participation in athletics is a privilege. Participation in athletics is available to all students in grades 6 through 8 who meet certain LACS standards based on academic and behavioral qualifications.

MISSION

Via athletics, we seek to glorify God and build the character of Christ in students.

FEES

Athletics fees, which must be paid before game uniforms are distributed, are \$200 per sport.

N.B. Athletes who become ineligible to play due to injury will receive a prorated refund of athletics fees.

CODE of CONDUCT and EXPECTATIONS for STUDENT-ATHLETES

Participants must conduct themselves in a manner that honors the LORD and enhances the school's reputation.

- Accept their designated team role, as given by the coach.
- Represent LACS with class in victory and dignity in defeat.
- Understand that all LACS behavior expectations carry over to all athletics activities.
- Clean up after practices and games.
- Submit schoolwork prior to leaving school early for a contest and make up any missed in-class assignments or assessments the following school day.
- Remain with the team, both home and away, until dismissed by the coach.
- Be responsible for the care, replacement of, and return of all equipment upon the conclusion of the activity.
- Do not leave class for a practice or a game, individually or in a group, unless permission is given by the administration.

BASIC REQUIREMENTS for STUDENT-ATHLETES

Each athlete must have a signed release of liability waiver on file with the athletics director before he or she is allowed to practice or play in a game. Additionally, all fees must be paid prior to participating in practices or games.

A student suspended from school is ineligible to participate in any athletics activity during the suspension.

ATHLETICS EQUIPMENT

Uniforms will only be assigned to student-athletes who have paid fees and submitted their liability waiver. Uniforms should be returned to the athletics director or coach for storage. Uniforms are not easily replaced; so, an additional charge may be assessed for an unreturned or damaged uniform.

QUITTING a SPORT

The first two weeks of practice are considered a trial period. Anyone choosing not to continue during this period will not be penalized.

An athlete who quits or is removed by parental choice after the trial period will forfeit all athletic fees. Additionally, the athlete may not begin another sport until the current season ends.

SCHOLASTIC ELIGIBILITY

Student-athletes have additional demands placed upon them, and this necessitates a higher level of commitment to achieve academic success. Any student whose GPA is below 2.0 or who earned an F in any course at the conclusion of the previous grading period will be scholastically ineligible to participate in athletics.

Per LACS policy, suspended students will not participate in practice or games during their suspension.

FAN EXPECTATIONS

LACS fans are expected to demonstrate the same high standard as our student-athletes. Please allow the officials to handle the games and allow the coach to lead the team. Be respectful and courteous to everyone, and model good sportsmanship for invited guests. LACS administrators may remove a spectator from an athletics facility for inappropriate or unsportsmanlike behavior.

TRAVEL

The success of the Lake Arrowhead Christian School athletics program depends upon the willingness of parents to assist with transporting student-athletes to and from games. This is a tremendous undertaking by our parents.

- Parents who will transport student-athletes must have a copy of proof of insurance and a valid driver's license on file in the LACS office.
- All travel to games and practices must be approved by the athletics director.
- Request for dismissal times will be made to the athletics director to be sent to the LACS Staff.
- Games that require overnight accommodations must be approved by the LACS principal.
- Parents not driving to a game are expected to provide gas money to team drivers.

AFFILIATIONS

LACS, classified as a private school, competes in the Northern Division of the Mountain-Valley League, which is responsible for schedule and playoffs determinations.

ATHLETICS OPPORTUNITIES

Middle school (grades 6 – 8) athletes students participate in the following:

- Fall sports: volleyball (girls); cross country (boys and girls)
- Winter sports: softball (girls); baseball (boys)
- Spring sports: basketball (boys and girls)

N.B. LACS will make every effort to field a team for every sport in every season, but please be aware that student interest/enrollment may be low enough to prevent a particular sports team from forming.

ATTENDANCE POLICIES

INTRODUCTION

Regular attendance in all classes is one of the greatest contributing factors to success in school. Please keep this in mind and schedule all outside activities after the regular school hours. Although we are a private school, student attendance is governed by the rules and regulation of the California State Education Code in addition to the following information.

In case of student absence, parents/guardians are asked to contact the LACS office as soon as possible and explain the cause of the student's absence. LACS will accept phone calls and written communication, including email communication, from parents/guardians regarding a student's absence from school. When clearing a student's absence, the parent/guardian must provide the following:

1. The student's name
2. The date of the absence(s)
3. The reason for the absence

Follow-up confirmation may take place in certain situations.

CLOSED CAMPUS and SIGN IN/SIGN OUT PROCEDURES

LACS is a closed campus, which means all students are to remain on campus the entirety of the school day. Any student who must leave campus for any reason must be signed out in the school office by a parent/guardian. Upon returning to school, the parent/guardian must return to the attendance office and sign the student in. If a student is to leave campus without a parent, the student must notify the attendance office with a written note signed by a parent/guardian that fully explains the nature and validity of the situation. Students who are not signed out will be considered truant.

When both parents/guardians are out of town for any length of time, the LACS administration requests that the parents notify the school in advance and proper authorization is given for release to any other adult.

The administration may refuse to release a student from campus if the above criteria have not been fulfilled.

EXCESSIVE ABSENTEEISM

Excessive absenteeism is detrimental to a student's academic success and will be handled by the LACS administration according to the following:

- **6th absence in a semester:** LACS administration will contact the student's parent/guardian.
- **10th absence in a semester:** A conference will take place with the student, parent/guardian, and administration. During that conference, the administration will explain that the following penalties may be assessed to the student's schoolwork in the case of any further absences during the semester:
 - Homework due on the day of the student's absence may not be accepted.
 - Homework assigned on the day of the student's absence may be submitted the first day the student returns to school.
 - Any test or quiz missed during an absence may not be made up and will receive a grade of 0%.
 - Any project or essay due on the day of absence may be marked down by 10%. This penalty will be cumulative if the student is absent on consecutive days.

Extraordinary family situations and serious medical problems will, of course, be taken into consideration and may be sufficient grounds for delaying the implementation of, or modifying the conditions of, any attendance contract.

PLANNED and EXTENDED ABSENCE

For planned, extended absences, prior arrangements should be made with the school. Teachers may, but are not required to, provide a student in advance with the work he or she will miss during the planned absence. Teachers will handle each planned absence at their own discretion.

STUDENT ATHLETES and ABSENTEEISM

Any student who is absent will not be allowed to participate in LACS athletics on the day of the absence. This includes games and practices. Exceptions to this rule may be approved by the LACS principal or athletic director.

TARDINESS

The bell schedule for grades 5 through 8 permits a five (5) minute passing period between classes. Any student who is not in his or her assigned seat when the bell rings is considered tardy.

For the first class of the day, students who are late twenty (20) minutes or less should go directly to their assigned class for that time. Students who arrive more than twenty minutes late, however, are considered absent. Therefore, a note from a parent/guardian is needed to excuse the absence. The LACS administration understands that transportation complications can occasionally arise but requests that recurring problems be examined and satisfactorily resolved.

Students who are repeatedly tardy to class will meet the administration. If deemed necessary, disciplinary action may be taken against the student, including but not limited to after-school detention.

TRUANCY

Any student who leaves campus during the school day without permission or who misses any portion of a school day without permission is considered truant. Schoolwork missed because of truancy cannot be made up. The first incident of truancy may result in the student's suspension from school. Any repeat events of truancy will likely lead to the student's expulsion.

BEHAVIOR and DISCIPLINE POLICIES

INTRODUCTION

As we seek to provide a balanced and disciplined learning environment for the students of LACS, we realize that human wisdom falls short of God's standards. We do not claim to be perfect in all our decisions, but we try our best to discipline in a way that is biblical and pleasing to God. As partners in the discipline process, it is important that the school and the home cooperatively work for the students' good. Because we teach the students to obey and submit to their parents, it is imperative that parents maintain that continuity by upholding and teaching the principles taught at school. We can instill in students proper Christian educational and moral principles only through a program that includes clear disciplinary procedures, and as students and parents, your cooperation in that program is crucial. Please be aware that the administration reserves the right to make discipline decisions on an individual basis.

Our goal should always be to follow Colossians 3:17, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him." In the best interest of the entire school community, certain guidelines of conduct need to be maintained by all students of LACS, whether on or off campus, so that we might live and work happily together.

The general guidelines for student behavior are delineated below:

1. Practice courtesy, in deed and word, toward fellow students and all staff members by respecting their person, property, and ideas.
2. Respect the authority of teachers, administrators, and ancillary staff members by promptly and fully obeying their commands.
3. Pursue academic integrity.
4. Avoid the use or possession of alcoholic beverages, tobacco, narcotics, and pornography.
5. Do not bring any dangerous items or hazardous materials to school or any school event.
6. Follow the dress code as outlined in this handbook.

CLASSROOM DISCIPLINE (Grades K through 4)

Teachers in these grade levels may manage classroom behavior through various but similar systems, such as tallies and behavior charts. At a pre-designated point within each chosen system, teachers will contact parents/guardians regarding student behavior incidents that are severe or repetitive. At the teacher's discretion, the LACS administration may be asked to become involved in the process of bringing about the necessary change in a student's behavior.

THE DEMERIT SYSTEM (Grades 5 through 8)

This system allows the staff of LACS to hold students accountable consistently and objectively to the school's behavioral expectations. When a student violates any of the policies contained within this handbook, that student will typically receive a demerit, or discipline point. These discipline points accumulate through the course of the school year and are documented in the student's behavior record. Most violations carry a penalty of only one (1) or two (2) points, but repeated infractions and severe violations may be worthy of more demerits. Please see below for information regarding the weight of each infraction and the disciplinary measures taken as a student's discipline points accumulate.

MINOR INFRACTIONS: Most student misbehavior fits into this category.

One-point Infractions

- Being disruptive (most commonly by talking out of turn)
- Failing to follow directions or stay on task
- Failing to bring the necessary materials to class

Two-point Infractions

- Committing a second, identical infraction in the same class
- Showing disrespect to staff, students, or property
- Using rude or inappropriate language

DEMERIT SYSTEM BENCHMARKS (on a per semester basis)

- **Ten (10) demerits:** Student will be referred to the office to meet with the LACS principal or assistant principal. The student's parents, via email, will receive notice of this meeting and a complete list of all demerits earned to date.
- **Sixteen (16) demerits:** Student will be referred to the office to meet with the LACS principal or assistant principal. The student's parents, via a phone call, will receive notice of this meeting and a complete list of all demerits earned to date. The student will serve one after-school detention.
- **Twenty (20) demerits:** The student will be referred to the office, and a conference with the LACS administration, the student, and the student's parents/guardians will take place. The student will serve two after-school detentions. The student's parents/guardians will meet with administration to create and sign a behavior contract that articulates the expectations placed upon the student for the remainder of the semester as well as the remainder of the school year. Benchmarks will be set and agreed upon regarding the point at which a student will be suspended from school.

MAJOR INFRACTIONS (Grades K through 8)

The following infractions carry significant consequences. Students guilty of such will be immediately referred to the administration. This may include instances that occur before or after school hours, on and off campus.

- Using profane, lewd, or racist language (oral or written)
- Plagiarizing/cheating
- Forging notes/signatures
- Vandalizing school, staff, or student property
- Possessing/distributing pornographic material
- Truancy (partial or full day)
- Stealing
- Engaging in illegal activity
- Fighting
- Engaging in bullying, intimidating, or harassing behavior (including online activity)
- Engaging in sexual misconduct
- Showing extreme insubordination/disrespect to school authorities
- Entering CCBC facilities or common areas without administrative approval
- Lying to school authorities/obstructing any school investigation

- Using/possessing/distributing alcohol, narcotics, or tobacco products
- Brandishing/possessing a weapon or being in possession of hazardous materials

The major infractions listed above may result in detention(s) being issued, immediate suspension, or expulsion. These consequences will be applied at the discretion of the school administrators.

PERSONAL PROPERTY

Students are encouraged to creatively express themselves with appropriate artistic expressions on their personal property. At all times, such expressions (drawings or writing on notebook covers, backpacks, etc.) need to reflect what is true, honorable, right, pure, lovely and of good repute. Personal property with inappropriate messages/visuals will be confiscated, and the student will be disciplined.

INTERPERSONAL RELATIONSHIPS

In their interactions with others, LACS students are expected to abide by biblical standards of conduct, off campus as well as on campus. Respect and love of others should be a pervasive theme guiding all student interactions. Students should address faculty and staff courteously, in a spirit of friendliness, and in an atmosphere of cooperation. Students are reminded that the same courtesy extended to faculty and staff should be extended to fellow students.

HARASSMENT

LACS abides by the following definitions of harassment, none of which will be tolerated at LACS, including harassment that occurs off campus or via electronic means (i.e. email, texting, and social media).

- Verbal harassment—offensive comments, jokes, slurs, or derogatory remarks about an individual's appearance, speech, abilities, ethnicity, family history/background, beliefs, or social behavior
- Visual harassment—creating, displaying, or promoting offensive images or gestures
- Physical harassment—touching of any kind that causes someone to feel uncomfortable, offended, or intimidated. This may include impeding or blocking someone's movement.
- Sexual harassment—verbal, visual, or physical harassment of a sexual nature

RESOLUTION OF BEHAVIORAL PROBLEMS

In accordance with our desire to aid in the spiritual growth and character development of each student, we will deal with behavioral problems on an individual basis through personal and/or family-oriented counseling. This is accomplished in stages, as necessary, beginning with the teacher's private counsel with the student, proceeding to counsel with the student, faculty, or principal. Specific disciplinary measures, if needed, will be determined at the discretion of the principal or campus pastor.

USE of ELECTRONIC DEVICES

Cell phones, tablets, and laptop computers are an integral part of our daily lives; therefore, students must learn how to manage them properly in an educational setting. When used prudently, these tools can be an essential communication connection to safety, family, and friends. During the school day, however, when students are with their friends for six or more hours, cell phones are not essential for

social purposes. Therefore, we ask that cell phones be turned off and put away during school hours, unless teachers grant permission.

DETENTION (Grades 5 through 8)

Detentions may be issued for **1)** committing any major infraction (see above), **2)** accumulating demerits, or **3)** being excessively tardy to class, and **(4)** failing repeatedly to complete classroom assignments or homework.

Detention is held after school for a duration of forty-five (45) minutes. Both the student and the student's parent/guardian will be notified at least forty-eight hours in advance of the time and location of the detention period.

Any student who arrives late to the detention room will not be admitted. Any student who violates the rules of detention will be asked to leave the room, and, therefore, that student's detention requirement will be considered unfulfilled.

A detention must be served on the day assigned by administration. Any request to change the date of a detention must be made by the student's parent/guardian.

SUSPENSION

The length of a student's suspension from school is prayerfully determined by the administration on a case-by-case basis. Suspension may be as short as one day.

DISCIPLINARY PROBATION

A student's behavior record may be grounds for administration to place that student on disciplinary probation for the remainder of the school year and/or for the *following* school year. If administration deems this necessary, then administration will meet with the student and his parents sometime during the summer before the school year in question. During this meeting, the terms of the probationary contract will be discussed and agreed upon by all parties.

EXPULSION/FORCED WITHDRAWAL

Any student expelled or forced to withdraw may not be able to reapply for admission to Lake Arrowhead Christian School for a period of one full school year. Exceptions to this rule may be considered by the administration of LACS.

Re-admission to LACS may be contingent on any combination the following:

- Satisfactory behavior during this one-year period
- Satisfactory grades during this one-year period
- Recommendation from a youth pastor
- Recommendation from the current school principal or vice principal

DRESS CODE POLICIES

INTRODUCTION

The LACS administration recognizes that a student's manner of dress is a deeply personal matter to that student. Furthermore, we understand the importance of allowing sufficient latitude in the dress code for students to express their God-given uniqueness, individual tastes, styles, and interests. The fact that LACS is an academic environment must be kept in mind, however; therefore, the dress code should play a role in preventing those things that might be detrimental to the learning process. LACS is also a Christian institution; therefore, the dress code should be part of establishing a school culture that demonstrates Christian charity and promotes a biblical worldview.

GENERAL GUIDELINES

- All clothing, accessories, and hairstyles should be respectful of the learning environment and not interfere with any student's opportunity to learn.
- All clothing and accessories should be free from words, phrases, and images that contain or promote profanity, violence, racism, tobacco/alcohol/narcotics usage, sexual imagery or innuendo, or anything else that might otherwise run contrary to the philosophy and vision of LACS.
- All clothing and accessories should be free from sharp edges and points (i.e., spikes, studs, safety pins) or any other item that might be a safety hazard.
- Clothing that qualifies as sleepwear is not permissible.

SPECIFIC GUIDELINES

- Accessories
 - Hoods are not to be worn in the classroom or chapel
 - Sunglasses are not to be worn in the classroom or chapel (unless medical reasons dictate otherwise)
- Shirts/tops/blouses
 - Shirts, tops, and blouses should cover the student's undergarments, midriff, and cleavage
- Pants/shorts/dresses/skirts
 - Pants, shorts, dresses, and skirts should completely cover the student's undergarments
 - Shorts should have an inseam of at least 5"
 - Skirts and dresses should reach 5" past the end of the student's fingertips
- Footwear
 - Footwear should be appropriate for the conditions on the LACS campus
 - Flip-flops and sandals are worn at the student's own risk
- Jewelry
 - Pierced ears are permissible on both male and female students
 - Nose piercings are permissible, but we request that students have no more than one piercing in this area.

All the guidelines above apply to off-campus school events as well. The administration reserves the right to render a final decision on any areas of disagreement on the dress code.

GENERAL INFORMATION and POLICIES

SHARED FACILITIES

As of July 2022, Lake Arrowhead Christian School shares the Twin Peaks property with Calvary Chapel Bible College (CCBC). LACS families and students are expected to respect the daily operations of the Bible college by adhering to the policies and procedures that allow LACS and CCBC to operate effectively while in such proximity to one another.

LACS students should never enter any building or outdoor area designated as part of CCBC unless permission to do so has been granted by the LACS administration. Any student who violates this policy is guilty of a major infraction and will be disciplined accordingly.

We request that all members of our school help us maintain the cleanliness, beauty, and safety of our campus. Students must have the administration's approval before hanging signs, banners, pictures, posters, or other objects on school property.

HOURS of OPERATION

On days when school is in session, the LACS office is open from 7:45 am to 3:30 pm, Monday through Friday. During the summer, the LACS office is open from 9 am to 1 pm, Monday through Thursday.

SNOW DAY PROCEDURES and POLICIES

LACS administration will typically suspend school and call a snow day whenever Rim of the World Unified School District does so. If on any other day, however, the administration deems that the LACS campus and/or roads are unsafe, we will call a snow day as needed. When a snow day is called, parents will be notified via a text message via the FACTS parent alert system. We ask that parents/guardians check their cell phones before heading off to school on a snowy or icy day. If road conditions are unsafe at your home, please do not feel compelled to drive your child to school until those conditions improve.

School days lost to inclement weather will be handled as follows:

- Days 1 through 6 will be traditional snow days, meaning there will be no school and no learning expected to be completed at home. These days will **not** be added to the school calendar.
- Days 7 and beyond will be designated as distance-learning days, meaning some schoolwork will be completed at home and, in some cases, teachers may make themselves available to assist students with their learning via online video conferencing.

TUITION ACCOUNTS

All accounts are to be paid in a timely manner. LACS will communicate with you regarding late tuition and incidental expenses when accounts become thirty (30) days past due. An additional notice will be sent electronically when accounts are forty-five (45) days past due. Be advised that children of families whose accounts have become sixty (60) days late will be asked to sit out of school until their account is made current.

EMERGENCY AND HEALTH PROCEDURES

To provide a healthy environment for all our students and staff, we ask that your child be without vomiting, fever, or diarrhea for twenty-four hours before bringing him/her to school.

If a student is injured on campus, the student should report the injury to a teacher or yard supervisor immediately. Office staff will administer care and/or call parents as needed.

If a student becomes ill during school hours, the student should request permission from his/her teacher to go to the school office. Office staff will administer care and/or call parents as needed. Please be sure to keep emergency contact information up to date because sick children may only be picked up by those listed as emergency contacts by parents.

All medications are to be labeled and taken to the school office immediately to be administered under the supervision of office staff. There are no exceptions.

COMMUNICATION WITH TEACHERS

We believe that open communication between parents and teachers is a vital component to the success of each student. Therefore, we encourage and welcome dialogue between parents and staff members.

Please observe the following guidelines when attempting to contact any of your child's teachers:

- **Phone calls:** To prevent interruptions to the learning process, phone calls from parents will not be forwarded to teachers during school hours. The LACS office staff will take messages and contact information from parents/guardians and forward it to the teachers who will then return the phone call at their earliest convenience.
- **Email:** Each teacher has a unique email address that can be found in the staff directory at the school website (www.lakearrowheadchristianschool.com). Teachers are expected to read and respond to all email within twenty-four hours.
- **In person:** Arrangements can be made to meet with a teacher before school, after school, or during that teacher's prep period.

COMMUNICATION WITH YOUR CHILD DURING SCHOOL HOURS

If parents/guardians wish to communicate with their child during the school day, then the LACS administration requests that the following guidelines be observed:

- **Phone calls to the school:** Phone calls will not be sent through to your child's classroom. The LACS office staff will take a message from the parent/guardian and then deliver that message in written form to the student.
- **Communication via the child's cell phone:** Students are not permitted to use their phones during class. Therefore, please be respectful of the learning environment and refrain from sending and receiving text messages to and from your student during class time. Students, with permission from a staff member, may use their phones during break or lunch to call parents and respond to text messages.
- **In person:** Please visit the LACS office and a staff member will then locate your child and call him out of class.

EMERGENCY REUNIFICATION WITH STUDENTS

In case of a school emergency or natural disaster, it is our primary concern that students remain safe and that an orderly dismissal and release of our students will take place. School staff will remain on duty until all children have been safely checked out by a parent, guardian, or emergency contact. Staff will release children only to those designated adults. Therefore, ensuring that LACS has current information on your child and family is imperative. Parents/guardians who are off campus, please follow these procedures:

- If the school is in a state of emergency, please do not attempt to enter the campus. Follow the instructions of the law enforcement and/or public safety personnel, as they will maintain control of the school's perimeter for everyone's protection.
- If you can walk to the school to pick up your child, then we recommend that you do so. Parking will be very limited. If you must drive, then be prepared to park off campus.
- Upon arriving at the designated student pick-up location, please remain calm and follow all instructions from the security team, who will direct you to the reunification point.

Upon arriving at the designated student pick-up site, please follow these procedures:

- Follow the directions of the security team and sign the student release form.
- Present a picture ID upon request.
- Proceed and line up at the student pick-up area.
- After receiving your child, please leave the area immediately.

Please be patient and respectful to our staff. It is their primary concern that students remain safe and calm while an orderly release of all students takes place.

IMMUNIZATIONS

LACS adheres to all student immunization requirements established by the State of California.