



**PARENT-STUDENT HANDBOOK  
2023-2024**

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# STATEMENTS/EXPECTATIONS

## Mission Statement

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

## Educational Philosophy and Purpose

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

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

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

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

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

## Statement of Faith

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

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

### On God

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

### On Jesus Christ

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

### On the Holy Spirit

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

### On the Holy Scriptures

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

### On Salvation

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

### On the Resurrection

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

### On the Church

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

### On Man

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

We affirm that when God created human beings, He established and assigned each person a permanent male or female identity that is regularly displayed at the chromosomal level of human biology. (Genesis 1:27, 2:18-25; Matthew 19:4; 1 Corinthians 11:8-12).

Therefore, we firmly hold to the idea that a person's gender is inextricably and divinely linked to his/her biological sex. We acknowledge there are people who suffer with gender identity issues and need our compassion and counseling. However, this does not take precedence over the revelation of God's design and purpose as seen in Scripture.

We interpret Scripture to approve of sexual relationships only in a marriage between a male and a female. (Genesis 2:24, Leviticus 18:22; 1 Cor. 6:18-20; 7:2).

## Care Values Statements

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

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

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

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

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

**We hold to these values because we believe the following:**

### Supremacy of Jesus Christ

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

*"He is the image of the invisible God, the firstborn over all creation.  
For by Him all things were created: things in heaven and on earth,  
visible and invisible, whether thrones or powers or rulers or*

*authorities; all things were created by Him and for Him. He is before all things, and in Him all things hold together. And He is the head of the body, the church; He is the beginning and the firstborn from among the dead, so that in everything He might have the supremacy.”*  
*Colossians 1:15-18*

### Authority of the Bible

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

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

### Partnership with families

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

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

### Academic excellence

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

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

### Cultivation of Christ-like character

We believe that education is not just about training the mind with knowledge, but also training the heart. Students are taught to love God with all their heart, soul, mind, and strength, and to love their neighbors as themselves. As students grow in their relationship to God, they will glorify Him through their interactions with others. A student’s relationships with fellow students, parents, and teachers will be Christ-

centered and edifying. We recognize the role of the Holy Spirit in the development of Christ-like character in the student. Key virtues that are fostered include honesty, respect for authority and others, self-discipline, courage, compassion, service, responsible stewardship, perseverance, and good citizenship.

*“For this very reason, make every effort to add to your faith goodness; and to goodness, knowledge; and to knowledge, self-control; and to self-control, perseverance; and to perseverance, godliness; and to godliness, brotherly kindness; and to brotherly kindness, love. For if you possess these qualities in increasing measure, they will keep you from being ineffective and unproductive in your knowledge of our Lord Jesus Christ.” 2 Peter 1:5-8*

## Position Statements

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

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

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

## Biblical Translation

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

## Non-Discrimination

Lakeway Christian Schools admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship programs, financial assistance and loan programs, athletic programs, and other school administered programs and activities.



# SCHOOL POLICIES

## Policies and Procedures

### Admissions

Choosing the best school for a child is an important decision. It requires a great deal of prayer and consideration, and it is something we take very seriously at Lakeway Christian Schools. All families interested in enrolling their student(s) at Cornerstone / Lakeway / Tri-cities go through the same admissions process.

This process starts with an inquiry and tour of campus. Once an application is submitted, it is reviewed to see if the student is a good fit for LCS, a pastoral reference is called, and an appointment is set for admissions assessment and new family interview. Prior to the appointment, academic records are requested and reviewed. The Head of Schools, Principals, School Counseling Department, EQUIP Program Director, and Admissions team are all involved in making an informed admissions decision prior to enrollment. Once enrolled, administration is notified for planning purposes and the family begins receiving school-wide communication to prepare for the student's first day.

### Student Records

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

### Health and Medication Policies

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

## Emergency Procedures

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

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

**Lockdown Drill** - An announcement will be made that a lockdown drill will begin. Faculty and staff will follow the guidelines outlined in the school safety plan. This drill will occur two times per school year.

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

## Grievance Procedures

**Principle of Love, Correction, and Good Communication:**

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

**Appropriate Resolution Process:**

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

If a grievance remains with the LCS Board of Directors:

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

## Field Trips

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

1. Classes may plan periodic field trips to correspond with classroom instructional objectives.
2. Parents may participate in these field trips by assisting and/or supervising the activities. However, parents who are chaperoning may not bring siblings or others.

3. Parents are not to dress more casually than the students and are encouraged to dress in a way which is both professional and supports a Christian testimony.
4. All behavior on field trips will reflect the school Code of Conduct. In addition, the discipline policy will be enforced. (Code of Conduct and Discipline Policies)
5. Field trips must be approved by the principal. All overnight field trips must be approved by the Executive Director and the Board of Trustees.

### Tuition and Fees

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

1. The enrollment fee is due upon acceptance and completion of the enrollment process. This is an annual fee per student. This fee is non-refundable unless the applicant is denied.
2. Tuition payments may be made annually, semiannually, or in 11 monthly installments beginning July 1 or within 10 days of receipt of acceptance letter. Through the enrollment process, families have the opportunity to select the payment date that works best for their budget (5th, 15th or 25th).
3. All fees are to be paid on the same schedule as the tuition.
4. In the event that payment is not received within 10 days of your scheduled payment date and no written arrangements have been made with the school, a \$25.00 late fee will be assessed to the account. This late fee will be collected first from the next payment received.
5. If fees are still not paid or arrangements not made within thirty days, the family will be contacted. The essential elements or agreements made at that time will be recorded and filed.
6. If after all the efforts noted above have been exercised and a period of over 60 days has elapsed, the school administration will inform the family(ies) concerned that the student(s) are subject to immediate expulsion for financial reasons.
7. Dismissal by the school, absence of the student, or withdrawal by the parent of the student, shall NOT diminish the obligation to pay the total and full amount of ALL tuition and fees due the school for the entire school year as set forth by the LCS Board of Directors. Any "unused funds" (monies remaining as a result of a student discontinuing enrollment for any reason) will be calculated and acknowledged as a gift with a receipt to the donor.
8. In the event of crucial circumstances substantially affecting the ability of parents to meet payment obligation to the school or affecting the student's ability to attend the school, as determined by the board in its discretion, the board may adjust, waive, or otherwise alter the payment obligations.
9. No student shall be enrolled for the following school year if payments for the previous school year are not satisfied.

2023-2024 LCA Tuition and Fees Schedule	
Maximum Tuition	<ul style="list-style-type: none"> <li>• Grades 6-8: \$7,870</li> <li>• Grades 9-12: \$8,890</li> <li>• International Grades 9-12: \$9,890</li> </ul>
Facilities Fee	\$500 per student
Field Trips	Expenses for field trips will vary based on the experience. All trip expenses must be paid prior to the trip.

<b>Academics</b>	AP, Dual Enrollment, ACT, and PSAT (See School Counseling Department); CTE expenses as applicable.
<b>Extracurricular Fees</b>	<ul style="list-style-type: none"> <li>MS Athletics, Band, Choir, Robotics &amp; Theatre \$125</li> <li>HS Athletics, Choir, Robotics &amp; Theatre \$150</li> <li>HS Band, Cheer, Fishing, Swimming &amp; Football \$175</li> </ul>
<b>Senior Fee</b>	\$150 required of all 12th grade students covering the cost of the senior photo sitting fee, yearbook, diploma, diploma cover, cap & gown, yard sign, and a senior t-shirt.

## Fundraising

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

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

## Lunch Charge Procedures

These procedures are to be followed by all families with children enrolled at Lakeway Christian Schools and its employees. The parent/guardian will authorize the school to enforce this policy by signing that they have read this handbook or other documentation approved by the school board.

1. Prepaid Cafeteria Account:
  - a. The cafeteria account balance is prepaid through FACTS. The expectation is that the cafeteria account is kept in a prepaid status for any items anticipated to be received by students or employees.
  - b. After food or beverage items are received, charges are created by Nutrition Services and deducted from the prepaid family cafeteria account. Parents/guardians are responsible for all charges applied to their student's account.
  - c. If the prepaid account balance falls below \$10.00, a Low Balance Alert email is sent to families. This weekly reminder email includes the account balance amount and a link to add funds through FACTS.
2. Delinquent Debt:
  - a. Negative balance reports are assessed weekly by Nutrition Services and Finance.
    - i. For a negative balance of \$50.00 or greater, a block will be placed on the family account until the balance is paid and for a minimum of one week. The block will disallow charging of all à la carte items. Only complete meals will be allowed to be charged

- by students with a blocked account. Parents/guardians are responsible for all charges applied to their student's account.
- ii. For a negative balance of \$100.00 or greater, a block will be placed on the family account to disallow any charging until the balance is paid and for a minimum of one week. LCS reserves the right to deny meal services to students with a negative balance. Additionally, students will be denied participation in extra-curricular activities and field trips while the cafeteria block is in place.
  - iii. Employees with a negative balance will be denied meal services.
- b. No student shall be reenrolled for the following school year if payments for the previous school year are not satisfied. This policy may be altered at the discretion of the school board.
  - c. In the event of withdrawal, transfer, or expulsion, the parents/guardians are responsible for payment of tuition and other fees. LCS reserves the right to withhold report cards, student records, and transcripts until cafeteria charge balances have been paid in full. Any unused lunch funds (monies remaining because of a student(s) discontinuing enrollment for any reason) will be calculated and acknowledged as a gift to Nutrition Services with a receipt to the donor.
  - d. In the event of unforeseen circumstances substantially affecting the ability of parents to meet payment obligations to the school, the board may adjust, waive, or otherwise alter the payment obligations.
3. Free and Reduced-Price Meals:
- a. All families can apply for free and reduced-priced meals. Details on free and reduced-price meal eligibility can be found at <https://www.tn.gov/education/health-and-safety/school-nutrition/free-and-reduced-price-meals.html>. Applications are available on the Nutrition Services webpage, in the front office, or by contacting the Director of Nutrition Services.
  - b. Applications for free and reduced-price meal benefits must be submitted annually. Benefits cannot be applied retroactively and begin the date the qualifying application is processed each school year.
  - d. For free or reduced-price benefits to be applied to complete meals, students must select nutritionally required meal components at the time of service. À la carte prices are charged when nutritionally incomplete meals are selected. Parents/guardians are responsible for all charges applied to their student's account.

Breakfast and lunch menus are posted on the Nutrition Services webpage.

LCS participates in the National School Lunch and Breakfast Programs. Free and reduced-price meals are available for qualifying families. Applications are available on the Nutrition Services webpage, the school office, or by contacting the Director of Nutrition Services.

## Information Technology Usage Policy

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

### 1. Information Technology Tools

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

### 2. Privacy and Limitations of Use

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

### 3. Code of Acceptable Use

- a. Each user of Information Technology Tools must comply with this Policy and the terms and conditions of use of any host providers or servers to which they are granted access, including, but not limited to, external databases and cloud computing resources. All computing facilities and Information Technology Tools, whether accessed through School-issued devices or personal devices, are to be used for educational purposes in accordance with applicable School Policies and Directives. Both law and School policy prohibit, in general, the misuse, theft, or other abuse of Information Technology Tools.

- b. The Information Technology Tools are to be used for business and education purposes. The School may monitor usage of its Tools to ensure appropriate use in accordance with the following rules:
- c. Confidentiality. No student shall transmit or post confidential information in any manner inconsistent with any applicable School Policies and Directives with respect to confidential information.
- d. Harassment. No student shall transmit or post any information which treats school employees, other students, or others in a manner that is abusive, insulting, obscene or otherwise inappropriate or unprofessional, including:
  - i. information that may be construed as harassment or disparagement of others based on race, ethnicity, color, national origin, religion, sex, sexual orientation, age, disability, or political beliefs;
  - ii. information that may be disruptive or harmful to morale;
  - iii. information that may be defamatory toward any person; and
  - iv. information which in any other way violates the School's standards of ethics and professional conduct.
- e. Purposeful Disruptive Use. No student shall use the School's Information Technology Tools or other facilities knowingly to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
- f. Viruses. No student shall use the School's Information Technology Tools or facilities to deliberately propagate any virus, worm, Trojan horse, trap-door or other destructive program code.
- g. Sexually Explicit Materials. No student shall use the School's Information Technology Tools or facilities to access, retrieve, store or transmit any sexually explicit, obscene or pornographic materials.
- h. Installing Software. No student shall install software or add wireless access points to the CCA network unless they have received authorization from the CCA IT Management. Students may not knowingly use Tools to distribute pirated software or data. Under no circumstances will the School allow installation or development of any new software that may violate the license or terms of use of existing School software.
- i. Uploading and Downloading Files. Confidential information of the School may never be posted on the Internet or forwarded to outside companies or individuals not authorized to receive such information. Students may not upload or download any software, data or other materials owned by or licensed to the School without explicit authorization from the manager responsible for the software, data or other materials. Any posting of any School-proprietary software, data or other materials must include appropriate copyright notices and legends to indicate the School's proprietary interest. Any materials uploaded or attached to electronic messages must comply with all applicable export laws.
- j. Author Identification and Disclaimers. No students shall communicate under a false name or identity (e.g., to impersonate others). Every student using Information Technology Tools shall identify himself or herself accurately and completely (including one's School affiliation and function, where applicable). Students using Information Technology Tools shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the School or any subsidiary of the School unless explicitly authorized to do so by School Management.

- k. Lawful Use Only. No student shall use Information Technology Tools to violate any applicable local, state, national, or international law or regulation.
  - l. The School reserves the right to limit or prohibit student internet access for specific students or groups of students. This may include blocking access to specific websites or downloads.
  - m. Any student who discovers misuse of Information Technology Tools should immediately contact their teacher, principal, or the LCS IT Department. If a student is unsure of what constitutes acceptable use, s/he should contact his/her teacher for further guidance and clarification.
4. Security and Confidentiality Issues
- a. The School has installed a variety of security systems to assure the safety and security of the School's networks. It is a violation of this Policy for any student to attempt to disable, defeat, or circumvent any School security facility or system.
  - b. If a student loses any device, whether issued by the School or not, that contains School hardware, software, documents, or data, she/he must report the lost device to his/her teacher within 48 hours.
5. Use of Personal Devices
- Many students utilize their personal devices, such as mobile phones, tablets, and laptops for School business. The same policies and principles that apply to student conduct on School-issued devices also apply to student conduct while using personal devices for School business. Additionally, students who choose to use their personal devices should be aware of the following:
- a. LCS has the ability to track the location of any personal device that syncs data with any LCS server.
  - b. LCS has the ability to view the applications installed on students' personal devices and may refuse access to School servers and databases on personal devices if such applications could compromise or adversely affect the Information Technology Tools.
  - c. Students are responsible for backing up their own personal data on their personal device.
  - d. A password will be required on all mobile devices.
  - e. All mobile devices must lock within 5 minutes of inactivity.
6. Violations
- Violations of this Policy will result in appropriate disciplinary action in accordance with the school's general policies regarding student conduct, up to and including expulsion.

## Visitor Policy

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

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



- Pastors and youth pastors are permitted to visit students during lunch.

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

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

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

### Pet Policy

Pets are not allowed on campus during school hours or after school activities, except for service animals. Service animals are generally defined as:

- **Guide Dogs** – trained for persons with severe visual impairments.
- **Hearing Dog** - trained to alert a person with significant hearing loss, or who is deaf.
- **Service (Assist) Dog** - trained to assist a person with mobility or health impairments.
- **SSigDog (Social Signal) Dog** - trained to assist a person with autism.
- **Seizure Response Dog** - trained to assist a person with a seizure disorder.

### Volunteer Policy

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

### Inclement Weather

1. The responsibility for getting students safely to and from school rests on parents and their designated representatives. Parents are therefore responsible for discerning if road conditions during inclement weather or other emergencies allow for safe travel.
2. In the event of inclement weather, even if school is officially open for classes, parents who do not believe road conditions in their area permit safe travel should not attempt to get their children to school. They should keep their children at home and notify the school that they are doing so. This will be counted as an excused absence.

- During times of inclement weather (or other school-closing emergencies), the school will notify parents through ParentAlert via text message regarding school-starting delays, early dismissals, and cancellations. Parents may also monitor local television stations and our social media channels for announcements about school-starting delays, early dismissals, and cancellations. All such announcements will also be posted on the website.

### Classroom Holiday Celebrations

- The school will emphasize the scriptural and spiritual elements of holidays such as Easter (the cross and resurrection) and Christmas (the incarnation of Christ), rather than secular elements (the Easter bunny and Santa).
- Halloween will not be celebrated. Other holidays shall be observed consistent with the spiritual and academic philosophy of LCS.
- Interpretation and application of these holiday observance guidelines shall be the responsibility of the administration.

## ACADEMIC POLICIES

### Grading System

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

Numerical Grade	Letter Grade	Standard GPA	Honors GPA	AP/DE GPA
90-100	A	4.0	4.5	5.0
80-89	B	3.0	3.5	4.0
70-79	C	2.0	2.5	3.0
65-69	D	1.0	1.5	2.0
Below 65	F	0.0	0.0	0.0

### Graduation Requirements

Minimum Graduation Requirements – 27 Credits		
Department	Credit	Required Courses
Bible	4	One Bible credit required for each year of enrollment from the following sequence: Old Testament New Testament Bible Doctrines World Religions
English	4	Literature & Composition I (Standard or Honors) Literature & Composition II (Standard or Honors) Literature & Composition III -OR- AP English Literature Literature & Composition IV -OR- DE Comp 101/201
Math	4	Students are required to take one math course per year of enrollment Students are required to take the following in addition to one higher-level course: Algebra I (Standard or Honors) Geometry (Standard or Honors) Algebra II (Standard or Honors)
Science	3	Biology (Standard or Honors) Physical Science (Standard or Honors) -OR- Physics Honors Chemistry (Standard or Honors)

Social Sciences	4	Modern History (Standard or Honors) Tennessee History -OR- AP Modern World History US History (Standard or AP) US Government and Economics (Standard or AP)
World Languages	2	Two consecutive years of the same language from the following: Latin Spanish
Health & Physical Education	1.5	1 Credit: Health & Wellness 0.5 Credit: Physical Education -OR- Weightlifting & Conditioning -OR- Marching Band
Finance	0.5	Personal Finance
Electives	4	Students must take electives that include two (2) fine arts or two (2) CTE courses

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

### Enrichment Graduation Requirements

Lakeway Christian Schools provides an educational environment that enables our faculty and staff to influence the hearts and minds of our students. As we prepare our students to grow in wisdom, stature, and in favor with God and Man, we partner with our families, community, and churches to help prepare our students for success in today's world. This is accomplished through academics, teaching with a biblical worldview, integrating the scripture into each of our courses, and providing students with enrichment activities that will cultivate students' need to seek wisdom beyond scholarship, develop as servant leaders, and be responsible citizens within their communities. LCA students are required to attend all weekly chapels when present, complete 15 hours of community service, and be involved in at least two of the following extracurricular activities as a graduation requirement.

#### Graduation Requirements (Grades 9-12)

1. Chapel - Weekly
2. Advisory/Activity - Bi-Weekly
3. Community Service - 15 Hours per year of enrollment
4. Extra-Curricular Involvement - 2 Programs per year of enrollment

#### Extra Curriculars

1. Athletics
  - a. Cheerleading
  - b. Cross Country
  - c. Fishing
  - d. Football
  - e. Golf
  - f. Soccer

- g. Volleyball
- h. Basketball
- i. Cheerleading
- j. Wrestling
- k. Baseball
- l. Softball
- m. Track
- n. Tennis
- 2. Performing Arts
  - a. Marching Band
  - b. Indoor Percussion Ensemble
  - c. Color Guard
  - d. Winter Guard
  - e. Jazz Band
  - f. Concert Choir
  - g. Chamber Choir
  - h. Theatre Productions
- 3. Prefect Program Committees
  - a. Spiritual Life
  - b. Student Life
  - c. Admissions
  - d. Academics
  - e. Campus Pride
  - f. School Spirit
  - g. Community Service
- 4. Enrichment Teams
  - a. Robotics
  - b. Mock Trial
  - c. Speech & Debate
  - d. Audio Visual Production
  - e. 4-H
- 5. Service-Oriented Honor Societies
  - a. National Honor Society
  - b. Latin Honor Society
  - c. Spanish Honor Society

## Grade Reporting

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

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

## Add/Drop Policy

Students may freely add and drop courses for the first 10 days of each semester if there is a seat available in the class and they meet course prerequisites. Students will need to complete the Add/Drop Form, which can be found within the Student

Services Suite. Students in need of academic advice regarding add/drops may be assisted through the Student Services Suite as well.

### Withdrawing from a Class

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

### Exam Exemptions

Senior students are eligible for exemption from spring semester exams at the teacher's discretion in any course with a spring semester course average of ninety (90) or above, with the following exceptions:

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

AP Courses will take the AP exam in lieu of a spring semester exam.

### Academic Improvement Plan

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

An Academic Improvement Plan will be implemented as follows:

1. If a student earns an F in a subject in any grading period, he/she will be placed on academic improvement plan.
2. A face-to-face conference will be held with the parents, teacher(s), and student to develop a plan of action for improvement.
3. Student Services and teacher(s) will monitor the academic progress of each student during the subsequent grading period.
4. A student who improves to a C or better average in the subsequent grading period will be removed from the improvement plan.

## Academic Honesty

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

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

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

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

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

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

## Honors and Awards

At the end of the year, students who achieve extraordinary success will be recognized in the following manner:

1. Top Scholars - Students who earn all A's in every subject for the first three quarters
2. Honor Roll - Students who earn all A's or B's in every subject for the first three quarters
3. Fine Arts Awards - Presented to one girl and one boy in each grade level who have displayed excellence in the fine arts.
4. Department Awards - Presented to one girl and one boy in each grade level who display excellence in each academic discipline.
5. Lion PRIDE Awards - presented to one girl and one boy in each grade level who are academically responsible, who go above and beyond when serving LCA and who embody Lakeway PRIDE in all aspects of our community. Students in grades 6-11 who earn this award will not be eligible to win again until their senior year.

## Valedictorian and Salutatorian

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

As representatives of one of the highest honors of Lakeway Christian Academy and Lakeway Christian Schools, students who have a documented incidence of academic dishonesty in grades 9-12 will not be eligible for Valedictorian or Salutatorian.

## Honors and High Honors Graduates

Lakeway Christian Academy recognizes all seniors who have attained a 4.150 or higher-grade point average (GPA) as High Honors graduates. Lakeway Christian Academy also recognizes seniors who maintain a 3.900 to 4.149 grade point average as Honors graduates. All calculations will be completed after the 7<sup>th</sup> semester is complete. Honors and High Honors Graduates will be recognized at graduation with a silver (High Honors) or white (Honors) stole.

## Awarding of High School Credit

Credit for high school courses is added to a student's transcript at the end of each semester. The student's GPA is calculated or updated at that time. The semester grade is calculated by weighted average of the two quarters (43% each) and the semester exam (14%).

In the event a student should pass one semester and fail one semester of a year-long course and the average of those two semester grades is a passing grade, that average will be entered for both semester grades. The student would then not be required to complete credit recovery over the summer.

## National Honor Society

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

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

## Junior Beta Club

LCA Junior Beta Club is open to students in grades 6-8 who meet the high standards of scholarship (minimum of 3.5 cumulative GPA), Christian character, leadership, and service. A faculty committee selects National Honor Society members after reviewing informational surveys completed by students who meet the scholarship standard. An induction ceremony is held at the Spring.

Membership in the Junior Beta Club is a significant academic honor as well as a personal achievement. As a member, students are expected to attend Chapter meetings and participate in service projects throughout the school year, as well as uphold Beta Club pillars of character, leadership, scholarship, and service.

## Spanish Honor Society

The Spanish Honor Society was founded by the American Association of Teachers of Spanish and Portuguese in the year 2000. The society's motto is "All for one," and its members have pledged to work toward the society's goals of using the Spanish language to promote friendship and service in the school and community.

High School students who have completed at least one year of Spanish (including the middle school level) are eligible to apply for membership. Members commit to attend all meetings of the SHS and to participate in the society's service activities.

Seniors who are members of the SHS are recognized at the graduation ceremony with a red and gold chord.

## Latin Honor Society

The Latin Honor Society was founded in 1936 by the National Junior Classical League. The society's motto is "Wisdom through culture," and it was established to promote the study of Greek and Latin, and to impart an understanding of classical antiquity. Members of the Latin Honor Society have pledged to use the Latin language to promote friendship and service in the school and community.



High School students who have completed at least one year of Latin (including the middle school level) are eligible to apply for membership. Members commit to attend all meetings of the LHS and to participate in the society's service activities.

Seniors who are members of the LHS are recognized at the graduation ceremony with a purple chord.

### Controversial Subjects and Secondary Doctrine

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

### Retention

A middle school student who fails two or more core academic subjects (math, science, English, history, bible) for a given year will be considered for retention at the end of that year. The decision for retention will be made by school administration based on a number of factors, including but not limited to: academic achievement, student conduct, student age, and parent request. In the event that the student is promoted to the next grade level, he or she will be required to complete academic remediation during the summer as directed by school administration.

High school students who fail a core academic subject class will be required to take credit recovery over the summer as directed by school administration. A high school

student who is unable to maintain academic progress for an on-time graduation will be recommended for mandatory withdrawal from Lakeway Christian Academy.

### Dismissal from School

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

### Testing

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

# STUDENT LIFE

## Attendance

In an effort to provide the most effective instruction for your student, attendance in all classes is essential to the instruction process and absences of any kind will inhibit the teacher's ability to present the curriculum to all students in the most productive manner. Parents play a key role with attendance and are asked to schedule off campus appointments (doctors, dentists, etc.) with this in mind. Students who miss class for any reason must take the initiative to communicate clearly with teachers and work with them to make up work missed in a timely fashion. Once a student accumulates more than 5 absences in a class per semester there will be an automatic office referral for each additional unexcused absence. These office referrals will be handled based on the stated discipline policies.

Excused absences may include family emergencies, sickness or medical appointments, extreme weather conditions, school sponsored activities, and absences that have been pre-approved by administration. A physician's statement is required for an absence to be excused due to medical reasons. *Family travel will only be excused when the school is notified at least a week in advance.*

## Tardy

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

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

A student who arrives to any class after the bell rings without a pass will be marked tardy for that class. Students who are tardy 5 or more times per semester will receive the following discipline:

1. On 5<sup>th</sup> Unexcused Tardy: 30-minute after-school detention
2. On 6<sup>th</sup> Unexcused Tardy: Wednesday Morning Detention – 7:30 to 8:50 am
3. On 7<sup>th</sup> Unexcused Tardy: Saturday Detention
4. On 8<sup>th</sup> and subsequent tardiness: In-school suspension

## Missed Work Policy

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

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

### Late Work Policy

Late work is defined as any classroom assignment missing the instructor's deadline without prior written consent. A student's academic work that misses their instructor's deadline for any unexcused reason is considered late. Late work will receive a point deduction per day based on the following guidelines:

1 day late - 15 point deduction

2 days late - 30 point deduction

3 days late - 50 point deduction

After 3 days, a zero will be assigned in the gradebook. Work that is turned in beyond the 3-day deadline is eligible for up to 50% credit based on the quality of the work. Students are encouraged to communicate with their teachers on a regular basis.

## STUDENT CONDUCT AND DISCIPLINE

Regarding the conduct and discipline of students at Lakeway Christian Academy, the foundation of what we do is found in what we believe and what we value:

We believe:

- God's word, the Bible, is the ultimate, infallible source of truth about God, his character, his creation, and his plan to redeem his people. (2 Tim 3:16)
- Every student has been created in God's image and has value and dignity because of this fact. (Gen 1:27)
- Every student sins. (Rom 3:23)
- Christ died so that we can be restored to a right relationship with God. (Rom 5:10-11)
- Those who have a relationship with Christ are in a process of being refined into his likeness. That process will only be completed upon his return. (Phil 1:6)
- Even during this process, those who are being refined will bear the fruits of his work. (Gal 5:22-23)

We value:

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

Because of these things, we will:

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

## Code of Conduct

The code of conduct for students at Lakeway Christian Academy can be summarize in the acronym PRIDE. Not only is a group of lions referred to as a pride, but pride is also a characteristic of the way that we carry ourselves. Pride, in this regard, is not a haughtiness or self-importance, but rather a realization of the privilege that we have been granted through the grace of God. The letters of the acronym give us a means to stay mindful of the response that we should have because of this great privilege:

P – Pursue an active relationship with Jesus Christ

R – Respect and serve one another in love

I – Insist on living a life of integrity

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

E – Engage in building a Kingdom community at Lakeway Christian Academy

## Disciplinary Procedures

The purpose of this plan is to establish a clear and consistent hierarchy of punishment to enable the administration to deal promptly and fairly with students who violate school rules. It is also the purpose of this discipline plan to establish a safe and orderly school environment in which the rights of all students are protected and the efforts of the teachers to maintain order and teach students are supported. All students are expected to conduct themselves in a manner that reflects respect and consideration for the rights and property of others. The handbook and disciplinary policies are not fully encompassing; school administration will make determinations to the best of their ability. The hierarchy of punishments ranges from the less severe to the more severe, ultimately reaching the point where expulsion is recommended. It is the philosophy of the faculty and administration that although expulsion from school is a matter with serious implications for the student and his/her family, it is a step which circumstances necessarily dictate either because of the severe nature of the offense(s) committed or because of the habitual nature of the violations committed by the student. The guiding principle of this or any other good system of school and classroom management is that its purpose is not to punish, but to teach and encourage students to accept responsibility for their actions and decisions, and to regard the rights of others with as much reverence as their own.

School administration reserves the right to make adjustments as needed to the discipline policy and procedures.

Student may be placed on a behavior contract at any time throughout the year.

Students, faculty, and staff are encouraged to communicate frequently. Conferences with the students, teachers, administrators, and parents will be held for students experiencing behavioral difficulties.

Before the administrative discipline plan will take effect, the student will be referred to an administrator. Student may be referred to the administrator for 3 classroom violations or severe infractions. Classroom infractions restart at the beginning of each nine weeks grading period.

1. **First referral to an administrator**, the student may be given a warning, (1) day of Detention, ISS, OSS or expulsion. Additionally, the parent is contacted by way of a conference, email, or a phone call. If a conference is required, the administrator is to set it up with the parent.
2. **Upon the second referral to an administrator**, the student may be given two (2) days ISS, OSS or expulsion. Additionally, the parent is contacted by way of a conference, or a phone call. If a conference is required, the administrator should set it up with the parent. Parent in-person participation is required.
3. **Upon the third referral to an administrator**, the student may be given three (3) days ISS, or OSS, or recommended for expulsion (depending upon the severity/nature of the offense). A parent conference is also required with the school administration.
4. **Upon the fourth referral to an administrator**, the student may be given four (4) days OSS or recommended for expulsion (again depending upon the nature/severity of the offense). A parent conference is required with the administration of Lakeway Christian Academy. Failure to attend the conference will result in the student being placed on the fifth level of the Administrative Discipline Plan.
5. **Upon the fifth referral to an administrator**, the student will be recommended for expulsion.
6. Disciplinary plans written in a student's academic educational plan will take precedence over the standard Discipline Plan.
7. Consequences of disciplinary actions that cannot be served at the end of a school year due to time constraints will be carried over to the beginning of the next year.

## Specific Discipline Policies

### Alcohol

Students will not possess, distribute, consume, or be under the influence of alcoholic beverages, in school buildings, school grounds, in school vehicles or buses, or at any school sponsored activity at any time, whether on or off school grounds. Students that violate this policy will be expelled.

### Assault

Any assault and battery or vandalism which endangers life, health, or safety which is committed by a student on school will be expelled.

### Bullying

**Definition of Bullying** - Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening. Bullying can happen in person or online, via various digital platforms and devices and it can be obvious or hidden. Bullying behavior is

repeated, or has the potential to be repeated, over time. Bullying of any form or for any reason can have immediate, medium, and long-term effects on those involved, including bystanders. Single incidents and conflict or fight between equals, whether in person or online, are not defined as bullying.

What bullying is not:

- single episodes of social rejection or dislike
- single episode acts of nastiness or spite
- random acts of aggression, harassment, or intimidation
- mutual arguments or disagreements

These actions can cause great distress. However, they do not fit the definition of bullying and they are not an example of bullying unless someone is deliberately and repeatedly doing them.

Bullying will not be tolerated. Students that bully or others will be subject to assertive discipline plan, including but not limited to detention, ISS, OSS and expulsion.

### Harassment

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

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

Students who engage in harassment will be recommended for expulsion.

### Drugs

Students shall not consume, use, possess, give, exchange, transfer or be under the influence of any narcotic drug, amphetamine, barbiturate, hallucinogenic drug, marijuana, or intoxicant of any kind. This also includes, but is not limited to, abuse of inhalants and prescription drugs. The above violations are subject to disciplinary action if they occur on school real property; at a school activity at any time whether on or off campus; or in a school vehicle. Students who possess any drug including any controlled substance, legend drug and/or drug paraphernalia shall be expelled. Abuse of prescribed drugs and/or over-the-counter drugs and/or look-alike drugs shall be considered in the same manner as illegally obtained substances. Students shall not attempt to market or distribute any substance, which is represented to be or is substantially similar in color, shape, size, or markings to a controlled substance. Students under prescribed medications must identify themselves to appropriate school officials upon arrival at school and the prescribed medication shall be retained during the school day and administered by the principal's designee. All prescriptions shall bear the name of the medication, directions for administration and the name of

the issuing pharmacy. When a principal or designee determines that a student is in violation of the above policy and will be subject to expulsion.

### Electronic Devices

Students shall not make any use of a cellular phone on any school campus during the hours of the school day. Device should be powered off when entering the building until students are dismissed. This includes all forms of message modes currently available in electronic communication devices, i.e., voice communication, text messages, and transmission of visual images. **Personal electronic devices must be completely out of sight and stored in a locker, backpack, or student vehicle. Phones should not be kept in a pocket during the school day.** Use or improper storage of the personal electronic device will result in confiscation of the device until such time as it may be released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary action. At Lakeway Christian Academy (or any facility under the supervision of school officials) any student who violates this policy shall receive the following discipline:

1. **First offense:** Warning, Device confiscated for remainder of day (to be released to parent/legal guardian only at end of day).
2. **Second offense:** Office Referral, Device confiscated for remainder of the day (to be released to parent/legal guardian only at the end of the day).
3. All subsequent offenses will result in additional office referrals, with device confiscated until parent pick-up.

**Note:** All components of cell phones (SIM cards, etc.) will be confiscated with the cell phone. The electronic device policy includes all forms of message modes currently available in electronic communication devices, (i.e., voice communication, text messages, and transmission of visual images). Use of cameras on personal communication devices is strictly prohibited during school hours. Failure to surrender a phone or electronic communication device will result in a violation of the disrespect policy.

### Fighting

Students that are involved in a fight, defined as an exchange of physical blows will be subject to:

1. **First Offense:** Five days out of school suspension, placement on a behavior contract.
2. **Second Offense:** Students that are involved in a second fight in a school year shall be expelled.

### Public Display of Affection

No inappropriate display of affection between students is permissible. Students who violate this policy will be disciplined according to the Discipline Plan.

### Threatening of Harm

Students who communicate verbally or nonverbally including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee at any time will be recommended for expulsion.



## Tobacco

Students shall not possess or use tobacco products (including e-cigarettes or vapes) at any school event or activity, nor while being transported by school or school system-provided vehicles. At each level of offense for possession or use of tobacco, matches, lighters, etc., these items will be confiscated permanently. Students who violate this policy shall receive the following discipline:

1. **First Offense:** Three days OSS and behavior contract for the remainder of the school year.
2. **Second Offense:** Recommendation for expulsion.

## Weapons

Students shall not possess, handle, transmit, attempt to use, or threaten to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function, or event. Dangerous weapons for the purposes of this policy shall include, but are not limited, to a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury, or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury. Students are further forbidden to use any substance such as chemicals or any instruments such as pencils, scissors, razors, or compasses when they are used or attempted to be used in a manner which renders the item dangerous or with the intent to do harm. Upon information that a student is suspected of violating this policy, the principal of the school will be notified immediately. The principal will notify the student's parent/guardian, and the appropriate law enforcement officials as required by law. If, after appropriate inquiry and obtaining of the facts of the accusations, the student is found to be guilty, he/she will be recommended for expulsion.

## Consequences

### Detention

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

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

### Suspension

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

If a student is removed from school for a disciplinary reason, the suspended student is not permitted to be on school property or to participate in any school activity. Before a suspended student is permitted to return to school, the student and his/her parents must give assurance that the student is able to control his/her behavior and to follow

the school's Standards of Conduct. The student will be put on behavior probation for the remainder of the school year and will be asked to reapply for the following school year.

Any student receiving a school suspension will automatically be suspended from all co-curricular activities for the length of the suspension. Club sponsors and coaches may also have a specific code of conduct for the students with which they work.

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

### Behavior Contract

To ensure that students who have made mistakes seek to change behavior on a long-term basis, students may be placed under direct supervision of a member of administration. A behavior contract will be used to monitor the noted behavior change(s). A student found to have a pattern of inappropriate behavior will be given guidelines of expected behavior. A meeting with the administration and parents will review the terms of the contract. Parents, student, and principal must sign the guidelines of such a contract.

### Expulsion

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

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

### Search of Personal Property

Any individual(s) who is reported or under suspicion of possessing a weapon, illegal drugs, tobacco, vaporizer, or stolen property will be subjected to search. The search may include but not limited to person, personal property, locker, and/or automobile. The guardian will be notified of any student searched.

### Dress Code

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

- School uniforms help create a team identity.
- School uniforms promote modesty and appropriateness.
- School uniforms help establish an atmosphere of order and respect for each other and for authority while minimizing distractions.
- School uniforms establish habits conducive to future success in life.
- School uniforms help us to avoid extreme fashions that draw negative personal attention.

- School uniforms take peer pressure and economic issues of style out of the classroom which may serve as a distraction.

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

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

### Violation of Dress Code Policy

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

Dress code violations will be addressed as follows:

- 1st offense - Student and Parent are notified by the school. Dress code violation is corrected.
- 2nd offense - Student and Parent are notified by the school. Dress code violation is corrected.
- 3rd or higher offense - Student and Parent are notified by the school. Dress code violation is corrected, and additional discipline will be given.

### General Dress Code Guidelines

#### Girls

1. Shorts, Skorts, Skirts, or Pants
  - Must be LCA designated items from approved uniform vendors (Land's End or French Toast)
  - Short, skort, skirt, and dress length should not be shorter than 3 inches above the top of knee while standing.
  - Modesty shorts, tights, or leggings must be worn with all skirts, jumpers, and dresses.
2. Polo Shirts- Gray/White/Navy with LCA wordmark
  - Must be LCA designated items from approved uniform vendor (Land's End)
  - T-shirt beneath the uniform shirt, if worn, must be school colors. Tees with lettering or designs are not considered to be uniform standard.
3. Button-Down Collared Shirts - Light blue or White with LCA wordmark
  - The LCA wordmark uniform polo shirts and light blue, or white Oxford shirts from Land's End are permitted.
4. Dresses- charcoal heather or navy with LCA wordmark from Land's End
  - Modesty shorts, tights, or leggings must be worn with all skirts, skorts, and dresses.
5. Socks, Tights, and Leggings
  - Socks and knee socks must be white, navy, gray, or black.
  - Modesty shorts, tights and leggings must be solid white, black, or navy.

## 6. Shoes

- Tennis shoes colors can only consist of black, white, navy.
- Ballet flats in brown or black may be worn.
- A brown or khaki colored “docksider” type shoe may be worn.
- No shoes that appear ragged or torn.
- All shoes must have closed toes and closed heels. Sandals, flip-flops, crocs, boots (including ankle-top hiking boots), rain boots, and shoes with retractable skates are not permitted for any grade.

## 7. Jewelry, Hats, Belts, and Accessories

- Jewelry and hair accessories should be kept simple and non-distracting.
- Earrings are permitted for girls only.
- Headbands in school approved colors are permitted.
- Black or brown belts are permissible. It should not have ornamentation such as studs, stones, etc., with no large or inappropriate buckles.
- No body piercing other than ears for girls is acceptable.
- No tattoos, even temporary.
- No hats, scarves, bandanas, sport-type, sock caps, visors, or sunglasses are allowed during school hours.

## Boys

### 1. Shorts or Pants

- Must be LCA designated items from approved uniform vendors (Land’s End or French Toast)
- Length of shorts should not be shorter than 3 inches above the top of knee while standing.

### 2. Polo Shirts– Gray/White/Navy with LCA wordmark

- Must be LCA designated items from approved uniform vendor (Land’s End)
- T-shirt beneath the uniform shirt, if worn, must be school colors. Tees with lettering or designs are not considered to be uniform standard.

### 3. Button-Down Collared Shirts – Light blue or White with LCA wordmark

- The LCA wordmark uniform polo shirts and light blue, or white Oxford shirts from Land’s End are permitted.
- T-shirt beneath the uniform shirt, if worn, must be school colors. Tees with lettering or designs are not considered to be uniform standard.

### 4. Socks must be white, navy, gray, or black.

### 5. Belts are encouraged, but not required.

- Must be one solid (black, brown, or school) color.

### 6. Shoes

- Tennis shoes colors can only consist of black, white, navy
- A brown or khaki colored “docksider” type shoe may be worn.
- No shoes that appear ragged or torn.
- All shoes must have closed toes and closed heels. Sandals, flip-flops, crocs, boots (including ankle-top hiking boots), rain boots, and shoes with retractable skates are not permitted.

### 7. Jewelry, Hats, and Accessories

- No earrings.
- No body piercing is acceptable.

- No tattoos, even temporary.
- No hats, hoods, sock caps, sport-type headbands, visors, or sunglasses are allowed during school hours.

### Outerwear for Boys and Girls

Outerwear that has the LCA wordmark from Lands' End can be worn over the primary uniform Monday-Friday.

- An LCA wordmark polo or button-down shirt must be worn under all outerwear.
- During the school day, while in the building, the only outerwear permitted to be worn throughout the school is LCA wordmark Lands' End items.
- LCS spirit wear items provided/purchased through the school can be worn over the primary uniform on Fridays.

### Spirit Wear Days

Spirit Wear Days are typically scheduled on the last day of the week. Students are more than welcome to wear their regular school uniform. However, on Spirit Wear Days, a more relaxed dress code is permitted as outlined below. Please remember to follow modesty guidelines during Spirit Wear Days.

1. Jeans
  - Must be made of denim fabric, constructed in jean fashion.
  - May only be blue jeans – no other colors may be worn.
  - Jean shorts are allowed. Short's length should not be shorter than 3 inches above the top of knee while standing.
  - Baggy, ripped, torn jeans, raw hem, or jeans with holes are not allowed.
  - Jeggings are not allowed.
  - Extremely low-rise jeans are not allowed.
2. Shirts
  - Must be LCS spirit wear from The Den or provided by a school-sponsored activity. Tournament shirts from an event that a team or group participated in are not permitted
3. Shoes
  - Any type or color shoe may be worn on Spirit Wear days as long as they have a closed toe and closed heel.

### Field Trip Uniforms

The expected uniform for field trips will be by teacher or school administrator for that trip.

### Physical Education

- Students who participate in any Physical Education or Weight Training class in 6-12th grades must purchase the approved PE Uniform from LCS and wear that approved PE Uniform t-shirt, athletic shorts, or sweatpants. Students are required to dress out for all PE or Weight Training classes in the school-approved PE uniform.
- Sturdy athletic shoes in approved colors with non-marking soles must be worn.

## Hair Styles

Hair for all students must be neat, clean, and well groomed. Only natural hair colors are permitted; no exotic hair color or hair bleaching is allowed for any student. For boys and young men, hair must not extend below the middle of the ear or the top of the collar and must be above the eyebrows. Sideburns should be no longer than the bottom of the ear. Extreme hairstyles are not allowed. Beards, mustaches, and unshaven faces are not permitted.

## Additional Comments

- All clothing and shoes must be in good condition – no tears, cuts, rips, etc.
- Clothing should be replaced when faded, worn out, or outgrown.
- Tight-fitting shirts or pants are not to be worn.
- Pants, shorts, skirts, skorts, etc., are not to be sagging below the hip.

## Student and Staff Relation Guidelines

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

1. Staff members are to remember that they serve as professional, adult role-models before the students (Titus 2:7, 8). Relationships between staff members and students are to be friendly and courteous, not familial or intimate.
2. Staff members are to be careful that any physical contacts and verbal interchanges with each other and with students avoid even the appearance of impropriety (I Peter 2:12).
3. Flirtation, sexual innuendoes, casual disrespect toward authority, excessive familiarity, etc. are examples of the kind of unprofessional and inappropriate behavior that will not be tolerated. Necessary and cautionary measures required to limit these kinds of behaviors should be corporately and individually taken.
4. If it is necessary for a male staff member to spend time alone with a female student or staff member, it should be arranged that they are easily visible to the public (e.g. an open door, windowed room, etc.).
5. Staff members shall not travel alone in a car with one student.
6. Staff may only communicate with individual students in a recorded and easily retained format such as LCS email or the Remind App. Staff members should never communicate with students via Text Messaging or any other direct-messaging platform.

## Student Drivers and Student Parking

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

1. Students are required to adhere to all road rules and drive in a safe and responsible manner. Current speed limits on all campuses of Lakeway Christian Schools should NOT exceed 10 m.p.h.
2. All vehicles must be registered with LCS Security.
3. Students are only to use their car for traveling to and from school. Students are not permitted, under any circumstances, to drive from the school grounds during the day.
4. Students may only park in the designated student parking area.

5. Students are not permitted to carry other students as passengers, except in accordance with state law, and with the written permission of their parent/guardian and the passenger's parent/guardian.
6. Student drivers, a parent/guardian and, if relevant, the parent/guardian of any passenger must sign the Parent Permission and Student Agreement Form.
7. Students who fail to meet these obligations will have their driving privileges revoked. Any unsafe driving behavior or breaches of road rules will be reported to the parents and, if required by law, the police.
8. Students under age 18 who have 15 unexcused absences or fail 3 classes in a semester cannot obtain a drivers' permit or a drivers' license. Those who already have them must forfeit them. Each school is required to send to the state the names of students who fall into either of these categories.