

Student Code of Conduct

Obedience, respect, and responsibility are key virtues that students must develop in order to honor the Lord and live a profitable earthly life. Obedience to rules and guidelines is essential to the development of maturity. Cultivation of these qualities results in genuine freedom in life. Respect is necessary for all successful and meaningful relationships, and the building of personal responsibility fosters a sense of achievement. The presence of such standards is also necessary for any institution that seeks to provide a stable learning and working environment for its students and employees.

As we seek to provide a balanced and disciplined learning environment for the students of LCS, we realize that our highest human wisdom falls short of God's infinite wisdom. We do not claim to be perfect in all of our decisions, but we do try our best to discipline in a way that is honoring to God and profitable for the student. As partners in the discipline process, it is important that the school and the home work cooperatively for the students' good. We can instill in students proper Christian educational and moral principles only through a program that includes clear disciplinary procedures, and as students and parents, your cooperation in that program is crucial.

While holding to this philosophy, we recognize that observance of these outward standards of obedience to authority, respect for others, and personal responsibility is not necessarily a valid indication of one's heart condition. It is our desire at LCS that these character traits would grow out of our students' love for the Lord Jesus Christ as visible demonstrations of the work of the Holy Spirit in their lives (Galatians 5:22-23). We realize that not all of our student body has a true relationship with Christ, and thus any conformity to these standards is merely outward compliance, rather than true obedience to Christ and the authority that He has set up in their lives. Even for these students, however, it is our expectation that they will observe the standards of conduct that we have set up for our student body, for the reasons given above, and it is our prayer that the Lord would regenerate their hearts so that they would have the ability, as new creatures in Christ, to honor Him with their obedience to authority.

The standard for conduct at Lakeside Christian School is based upon the authority of God's Word (2 Tim 3:16-17). We believe that students who profess to be Christians and understand salvation know that this requires active and willful obedience to Christ as their Lord (John 14:15). We also believe that students who profess to be Christians are accountable to those in authority over them (Rom. 13:1-2). There are some behaviors that the world calls acceptable, but God calls them out as sin. We do not expect our students to be perfect, but we do expect that all of our students, Christian or non-Christian, will follow the rules of conduct, accepting the consequences for any violations.

Our goal should always be to obey the command of 1st Corinthians 10:31: "So, whether you eat or drink, or whatever you do, do all to the glory of God." In the best interest of the entire school community, certain guidelines of conduct must be maintained by all students of LCS, both on and off campus, so that we might all live and work effectively together.

Guiding Documents for LCS

Lakeside Christian School Values Statements

- **We value opportunities to disciple the saved and to evangelize the lost.**
 - We value the opportunity to disciple the saved student to a closer relationship with their Lord Jesus Christ.
 - We equally value the unsaved student and the opportunity to witness and mentor them to an understanding of the Gospel. We desire to be used by the Lord in His divine plan where He effectually calls His chosen into an eternal relationship with Jesus Christ as their Lord and Savior.
- **We value the priority of equipping all students with knowledge of God's Word, elevating their ability to reason with the absolute truths of Scripture, and learning how to apply that truth to their own lives.**
 - We affirm the sole authority of Holy Scripture as Divinely inspired, inerrant, infallible, and totally sufficient and trustworthy.
 - We affirm that the authority and sufficiency of Scripture extends to the entire Bible, and therefore that the Bible is our final authority for all doctrine and practice.
 - We affirm Scripture's power for training in righteousness and equipping for every good work.
- **We value training students to think as Christians in all areas of life and to learn to rely upon God's power to help them yield and submit to God's will for their lives.**
 - We value leading students to see the world through the lens of Scripture. Teaching them to understand the value of not conforming to worldly desires but to see the everlasting value in being transformed and renewed by the Word of God in how they think, act and live in this present age.
 - We value the need to help students use God's word for all wisdom forsaking secular wisdom that does not conform to the Bible.
- **We value time spent as a corporate body in prayer for the express purpose of seeking God's wisdom and God's will concerning all truth.**
 - We acknowledge our weakness and our inability to be the leaders God would desire us to be without the application of His Truth to us as individuals.
 - We value time spent seeking God's direction for this ministry and our own lives acknowledging God as the supplier of our every need and His will as sufficient for our guidance.
- **We value the Christian Teacher as the living curriculum that defines us as a Christian School.**
 - We acknowledge that as slaves of Christ, every aspect of our lives must be submitted to His Lordship, including our role as teachers; that we must represent Him in every thought, speech, and action for His glory; and that when the curriculum is secular we will expose any error that is contrary to His Word and Doctrine.
 - We value the opportunity to be living examples of Christ and that His light in us would illuminate Him for His Glory.

- We acknowledge our personal need to spend time in the Word.
- **We value bringing God glory through our teaching to the extent that we seek the constant and continuing improvement of our professional skills and knowledge of education so as to have the necessary individual ability to meet the educational needs of all students.**
 - We affirm that our education does not stop. That there is additional knowledge that can help us become more effective in teaching the subject matter we teach.
 - We understand we honor Christ when we are capable to professionally educate students of differing educational abilities.
 - We acknowledge that we honor Christ by appreciating and applying high standards upon our teaching community.
 - We acknowledge that as a ministry we accept students with a broad range of educational needs and that this requires us to stretch to understand how to meet their varied needs.

Purpose

The purpose of LCS is to prosper our community by seeking for its peace and welfare (Jer. 29:4-7) and:

- That many students might find restored peace with God and eternal salvation through faith and trust in His gospel.
- Through improved academic outcomes, our students benefit themselves and our community socially and economically.
- Through prayer, we seek God's prospering of our community such that His church finds peace and welfare within its borders.

Mission

Our mission, as representatives of Christ, is to fully equip our students for life. We will actively pursue this mission through the following means.

- *With our talents:* By providing a high quality education.
- *With our love for the lost:* Through various opportunities to witness Christ to them.
- *With our love for Christ:* Through various opportunities to disciple and mentor students to a deeper relationship with their Lord.

*Our ultimate goal would be that our students would know, love and honor Jesus Christ.
K-L-H HIM!*

Philosophy of Education Statement: Lakeside Christian School

As a ministry of Lakeside Community Chapel, Lakeside Christian School embodies its distinctive doctrinal positions, all of which permeate and influence our educational philosophy. The basis for our doctrine is the absolute sovereignty of God over His creation and that God's Son, the Lord Jesus Christ, is the only one through whom we can attain eternal life. We ascribe to the presupposition that God is and that He created man for the purpose of glorifying Him. The Scriptures are His authoritative voice by which we predicate man's intelligibility for knowing God and for understanding His reason for man's existence (Ro. 11:36; 1Cor. 6:20; Rev. 4:11; Ps. 33:9; He.13:8; Ja. 1:17). Our goal is to equip our students with fundamental academic skills to succeed at each grade level and upon graduation, at a post- secondary level. Our priority is to provide our students with the opportunity to attain knowledge that builds towards a successful career choice. To instill the understanding that all knowledge and the ability to comprehend His Word is God-generated, and not man-derived, is one of our predominant priorities. We believe and teach that the Holy Scriptures are God-breathed and that they provide the total epistemological evidence regarding the origin, nature, methods and limits of human knowledge (Ge. 1:1; Ro. 1:19-20; Jo. 1:1-2; Ps. 86:11; Dt. 4:2; 2Tim. 3:16).

Lakeside's staff seeks to help students find answers to life's great questions, such as "*Why are we here?*" and "*Where are we going?*" We believe that God in His sovereignty has controlled and mandated the goals of humankind through history for His good purpose since the time of creation. Education integrated into God's determinate plan for every man provides meaning, assurance, and hope for a student's future. Our desire is to equip our students to find direction for their lives and to live without fear by knowing the God of creation through His Scripture and through a personal relationship with His Son, Jesus Christ.

Lastly, God's sovereignty over man provides students with answers about how they should live in this world. We want them to know that God's call on man to be obedient to His Word and to love Him with his whole heart, soul and mind is unchanging. Lakeside Christian School supports an environment where all education acknowledges God's creation of the universe and His sustaining power over the natural and physical world in which we live (Ge.1:26-28; 1Tim.6:1-10; 2Tim.4:1-5; 2Pe.1:2-10, Mk. 12:33; Is. 46:3-5).

Search and Seizure Policy:

To maintain order and discipline on school property and at school-related events and to protect the safety and welfare of students and school personnel, LCS has the right to perform unannounced searches and to seize contraband, and has the right to perform physical searches of students to determine whether they pose a danger to themselves and others. LCS administration and authorized staff members may search a student's pockets, purse, backpack, gym bag, or other personal property; student lockers, desks, or other school property; or student automobiles under the conditions described below.

No Student may possess any illegal substance, object, or contraband that constitutes a threat to the health, safety, or welfare of any person or persons on school property. Contraband is all substances or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, drugs, alcoholic beverages, cigarettes, guns, knives, weapons, or incendiary devices. All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by staff. Storage, return, or destruction of such items will be at the discretion of LCS administration, subject to legal impoundment.

To maintain overall school safety and security, LCS has the right to perform random and blanket searches of lockers, desks, and other school property to review student possessions for health and safety compliance.

School-Wide Rules and Consequences for School-Wide Discipline Policy:

The school-wide discipline plan will be the same for every student. Any LCS teacher or staff member may stop a student at any time and apply the proper consequences if they see a student breaking any school rule.

A. Dress Code

LCS dress code is as follows:

All students are expected to be in "dress code" at all times during the school day in order to be admitted to class. The LCS uniform consists of the following:

1. LCS-issued polo shirt. Uniform polos are to be purchased exclusively from the school. See the uniform order form for a complete list of Lakeside Christian School approved polo shirt colors.
2. Khaki pants/ shorts or school purchased skirts.
3. Pants and shorts must be either tan, black, or navy blue
4. No cargo pockets are permitted on either pants or shorts
 - a. Shorts must come to at least the top of the knee. There should be no tears or holes in pants or shorts. No skin above the knee should be exposed
 - b. "Low cut" waist styles are not permitted and are considered to be a violation of the dress code
 - c. Pants or shorts must not fit too tightly. Acceptable fabrics would include twill, cotton, and polyester as long as the pants are loose-fitting. Acceptable colors are black, navy blue, and khaki. Pants may not be form-fitting or contain a stretchy fabric such as spandex. They should not be "stretch," "skinny," cargo, or denim pants, even if the color is appropriate. The final definition of what constitutes "too tight" lies with LCS administration and staff. Clothing should also not be so loose that it exposes more than is appropriate for school (i.e. shoulders, undergarments, etc.)

- d. Young ladies are permitted to wear skirts that have been purchased through the school office. Any skirt that has not been purchased through the school office will be considered out of dress code. This includes all dress-down days.
5. The dress code is in effect during regular school days and at all events on school campus.
6. All clothing must be clean, fit properly, and be in good condition.
7. Students may wear the socks, stockings and shoes of their choice as long as they are tasteful and safe.
8. Elementary may not wear flip flops.
9. No hats may be worn during school hours.
10. Sweatshirts/Hoodies/Coats/Sweaters - student choice, **but must be “zip up”** where we can see required clothing. (see garment definitions for warnings)
11. At no time should the midriff be visible.
12. No undergarments should be visible at any time
13. Students may dress down on Fridays, providing they have purchased and are wearing the current year’s senior Friday dress-down t-shirt. The shirt must be visible.
 - a. Proper dress-down attire must include the current school year’s dress down t-shirt that has been purchased through the school. Students who dress down without this shirt will be considered as being out of dress code.
 - b. All pants, jeans, shorts, skirts, etc. must reach to at least the top of the knee and not fit too tightly nor too loosely. See the above definitions on “normal” dress code days -Students are permitted to wear pants with holes and/or tears on dress-down days. However, no skin above the knee should be exposed. Pants, jeans, shorts, skirts, etc. that do not meet this standard will be considered out of dress code, even on dress-down days
14. Students’ hair must be tastefully styled, clean, and well-kept. No bizarre styles or coloring are allowed. The final determination of “bizarre” lies with LCS administration.
15. Any jewelry should not exceed modest and tasteful limits as determined by LCS administration.
16. Young men are permitted to wear only one stud per ear. No male student may wear a nose ring of any type.
17. Female students are permitted only one nose stud.
18. Young men’s facial hair must be kept neat and well-trimmed as determined by LCS administration.
19. Garments, tattoos, and/or jewelry which display or suggest sexually suggestive, vulgar, drug or alcohol-related wording or graphics, or wording or graphics which provoke or may tend to provoke violence or disruption in school, or, in the estimation of the administration, contradict the values of LCS may not be worn.

LCS administration reserves the right to make final decisions regarding dress code violations and/or changes.

Students who do not meet LCS dress code will not be permitted to remain in the classroom. They will be assigned to the appropriate ISS area until a parent can provide them with the proper school uniform. The student will remain in the ISS area until they are within the LCS dress code requirements.

B. Personal Electronics Policy

All students are expected to abide by the electronics policy during the school day. This applies to all cell phones, ipods, cameras, tablets, reading tablets, video games, or any other electronic device.

1. If a student is caught using any of these items without permission from an adult, the item will be confiscated. Confiscated items will be placed in an administrator's office and returned at the end of the school day.
2. Texting during class will be assumed to be a case of academic cheating, and the burden of proof is on the student if they wish to demonstrate they were not giving or receiving answers. Students must show the administrator the text or messages sent and received.
3. Parents who need to contact their student during the school day should call the school office. Please do not call or text a student's cell phone.
4. The taking of photographs of any nature in school restrooms or locker rooms is strictly prohibited. Taking another student's picture without permission and transmitting that picture is prohibited. Breaking this rule may be considered a severe clause offense at the discretion of LCS administration and a student may be expelled for their first offense.
5. Students are encouraged not to bring any valuables to school with them. The school is not responsible for lost or stolen articles.

C. Food & Drink Policies

Food and drink is to stay in the lunchroom. Unopened food is allowed to be stored in lockers for consumption during lunch. Students are not to have open items in their locker and encouraged to keep food/beverages in the refrigerators downstairs.. Food/Beverages found on the hallway shelves will be thrown away. Students are permitted to bring water in a clear, plastic bottle to class.

Consequences for Violations of Rules A, B, & C

Students who break a rule found in A, B, or C once in a week will forfeit their Friday dress down day for that week. A list of students who have lost their dress down privileges will be posted each Thursday. A student who breaks a rule found in A, B, or C two times in a week will receive a referral. Any students who breaks a rule found in A, B, or C five times during the course of the year will permanently forfeit dress-down privileges for the remainder of the school year.

D. Inappropriate behavior in school or at school events

1. At no time will a student use profanity and/or abusive/inappropriate language towards a teacher or another student. The student will receive a referral each time this rule is broken.
 - a. After three referrals and the consequent in-school suspensions, the student will receive a one week out-of-school suspension (OSS).
 - b. Breaking this rule after OSS would become a severe clause offense with the same consequences found under the severe clause guidelines.
 - c. At the discretion of LCS administration, this may also be classified as a severe clause offense for the first offense.
2. Sexual, ethnic, racial, religious, or any type of harassment, either in written or verbal form, against any employee or student will not be tolerated. This refers to physical or verbal actions that result in the creation of a hostile, offensive, or intimidating environment or have an ethnic, racial, religious, or sexual basis. This includes physical contact of a sexual nature or sexual, racial, ethnic, or religious comments or insults.
 - a. All complaints and incidents will be investigated on a case-by-case basis. The final judgment in any situation of this type lies with LCS administration.
 - b. Cases of "bullying" also fall under this clause. The final definition of exactly what constitutes "bullying" lies with LCS administration.
 - c. Depending on the discretion of LCS administration, this may qualify as a severe clause offense.
3. Students should, at all times, refrain from physical displays of affection while at school or at a school-sponsored activity. This includes, but is not limited to: kissing, hugging, hand-holding, etc. Students who break this rule will automatically receive a referral.

F. Items Prohibited from Campus

1. Flammable items, cigarettes, e-cigarettes, smokeless cigarettes, tobacco, alcohol, weapons, look-alike weapons, illegal drugs, drug paraphernalia, or obscene materials, including what may be contained on personal electronics.
**The police may be called if a student is found to be in possession of any of the previous items. Possession of any of these items on campus or at any off-campus school function also qualifies as a severe clause offense. Administration reserves the right to determine severity or nature of infractions and to expel at will.*
2. Students may not be under the influence of illegal drugs or alcohol while on campus or at a school function. This would automatically qualify as a severe clause offense.
3. Information may be obtained by the administration that indicates that a student may be involved in the use of illegal drugs. In these cases, physical evidence is not required for LCS administration to pursue consequences for drug use. LCS Administration reserves the right in all cases to obtain and use said information/evidence.

In a situation where a student is suspected of illegal drug usage, the parents of the student will be called and given the choice between one of the following two options:

1. The student will be required to submit to random drug testing. The school will choose when these tests will occur. The results will be submitted directly to LCS Administration by the testing facility.
 - The costs involved with the testing will be the responsibility of the family. If the result of any test comes back positive, or if a test is not taken when requested, the student may be expelled immediately, pending the judgment of LCS administration.
2. The parent may withdraw the student from LCS.

G. Theft

Students who commit any act of theft have committed a severe clause offense and will be subject to the appropriate consequences.

H. Skipping class

1. All students are to be in their assigned classroom when the second bell rings.
2. If a student leaves the classroom, he must have a pass from the teacher.
3. When class starts, no students will be allowed out of class without a pass unless accompanied by a staff member or authorized adult.
4. Students may not wander into other classrooms or visit with any staff member while class is in session.
5. Students tardy more than two minutes without a pass will be considered skipping and written up as such.
6. Any student breaking this rule will be given a three-day in-school suspension.

I. Tardiness

- ◆ Students must be on time for class. Any student entering a room after the bell rings to signal the beginning of class will be marked unexcused tardy.
- ◆ Students who are unexcused tardy three times in a grading period will receive a one-day in-school suspension for the third tardy and for each successive unexcused tardy.
- ◆ Students who arrive tardy after 8:30 am will spend the remainder of the current period in ISS.
- ◆ Only documentation from a doctor, dentist, orthodontist, etc. is acceptable to excuse a tardy.
- ◆ If a student earns three in-school suspensions for tardiness during a grading period, a meeting between the parent(s) and the Dean of Students will be required or the student will serve the suspension out-of-school.
- ◆ Upon earning another UT following the third ISS, the student will automatically serve their suspension out-of-school for each successive UT. All normal consequences for OSS will apply, and further consequences may be assessed by the Dean of Students.

SEVERE CLAUSE

There are certain behaviors that will demand immediate suspension and/or expulsion, depending on the circumstances and/or number of incidents by any student. As always, the final decision in any disciplinary situation lies with LCS administration.

1. Any form of fighting (hitting, kicking, or physical violence) towards another student or staff member.
 - ◆ If a student begins to fight another student and that student does not immediately take any and all necessary steps to remove themselves from the situation, both students will be considered to be fighting.
 - ◆ If a student is being attacked and is physically cornered in such a way that they cannot remove themselves, they may defend themselves for the purpose of removing themselves from the situation.
 - ◆ Other students who encourage the fight or keep a student from leaving a fight in any way will also be considered guilty of fighting and subject to the same consequences as if they were physical participants
2. Any form of harassment, threatening, intimidation, or repeated behaviors intended to physically or psychologically abuse or demean a student or faculty member. This includes direct verbal or physical action. Students also may not use any web or electronic media intended to harm another student via words or visual images. The taking of photographs without consent or in inappropriate areas (i.e. restrooms, locker rooms, etc.) is considered to be a severe clause offense. The school will involve law enforcement if any Florida or Federal laws are broken.
3. Continued cursing or disrespect of a teacher.
 - ◆ LCS recognizes that there is a difference between a stimulus, a quick response or error of judgment and the continuous choice to curse or disrespect a teacher.
4. Possession of weapons, cigarettes, e-cigarettes, alcoholic beverage, illegal drugs, or medications of any kind on campus or at a school function. Depending on the circumstances, the police may also be called.
5. Theft of any nature. This applies to items belonging to Lakeside Christian School, Lakeside Community chapel, LCS staff, or other students.
6. Possession of flammable items, cigarettes, tobacco, alcohol, weapons, look-alike weapons, illegal drugs, drug paraphernalia, or obscene materials either on campus or at a school function. The police will be called and the student will face expulsion if caught with any of the previous items.
7. Misuse or abuse of school property. This includes LCS computing equipment. Students are prohibited from intentionally navigating around the network firewall to access blocked sites.
8. Dangerous or reckless use of automobile; whether student or parent.

Any student who commits a severe clause infraction will immediately be suspended (out of school). The parents will be required to have a conference with LCS administration before any decision is made as to the student's status at LCS. A student may be expelled for their first severe clause infraction.

Expulsion:

Expulsion may result for:

1. A severe clause infraction or an exhibition of a pattern of behavior that is not in harmony with the spirit of LCS or the Biblical views of LCS.
2. Failure to respond positively to repeated efforts at correction.
3. Patterns of speech or behavior considered to be disruptive to the school, the school's religious views, or the classrooms.
4. Parent/Student involvement in, advocating for, or identifying with behaviors, lifestyles, or worldviews the school considers sinful or un-Biblical by the school's definition.
5. A student who does not reside in the home with their parent or legal guardian.

The final decision to expel a student will be made by the Dean of Students and is final.

Note to parents with state scholarships: If your student is expelled from LCS, their scholarship will be forfeited in most cases. Please take this into consideration when dealing with discipline issues with your student.

Universal Classroom Management Plan Kindergarten-12th Grade

These rules apply to every classroom and all grade levels. Individual teachers, at their discretion, may have additional class rules.

Lakeside Christian School students choose to

1. Follow directions the first time given
2. Raise their hands and get permission from the teacher before speaking or leaving their seats, unless otherwise directed.
3. Keep their hands, feet, and all other objects to themselves, unless otherwise directed by the teacher.

CONSEQUENCES

1. Verbal warning—student is advised of specific rule violation(s)
2. Written warning—name on board; student again advised of rule violation(s)
3. Time out (elementary)/Action plan (upper school)
4. Referral written/Sent to in-school suspension (ISS) (or to the Elementary Principal for Grades K-5)
Note: elementary procedures differ by utilizing a color coded, visual system of student progression toward consequences for continued misbehaviors.

Progression Steps After First Referral

1. A student who receives a referral will receive one day of ISS. Parents will be notified via phone call.
2. If a student receives a second referral in any 9-week grading period, he will receive two days of ISS. Parents will be notified via phone call.
3. If a student receives a third referral in a 9-week grading period, he will receive three days of ISS. A parent/student conference with the Dean of Students will be held at school the next day or the student will serve the suspension out of school.
4. If a student receives a fourth referral in any 9-week grading period, he will receive three days of out-of-school suspension (OSS). A student/parent conference with the Dean of Students is required before the student is allowed to return to the classroom.
5. A student who receives a fifth referral in a 9-week grading period will be expelled from LCS.

Cheating

- Cheating on schoolwork is a serious offense and will be dealt with accordingly. Cheating includes any form of work that a student turns in that has not been completed honestly and fully by him or her.
- The exchanging of answers on homework, as well as plagiarism, is considered to be cheating.
- A grade of zero is given for any assignment on which cheating has taken place.
- The student who provides answers is dealt with in the same way as the student who receives them. The student(s) may also be subject to further penalty at the discretion of the teacher and Dean of Students.

Restroom (during teaching time). Note: Students in grades 6-12 must use the 5 minute passing period for restroom breaks.

- Students will raise their hands, giving the RR signal. Students will refrain from verbal exchanges regarding restroom needs during class-time.
 - The teacher will confirm “yes” by shaking head in an up-and-down affirmative motion or “no” by shaking their head in a left-to-right negative motion.
 - Upon receiving the affirmation from the teacher the student will quietly leave his seat, sign out, take the pass, go to the restroom, and return within a five minute period.
 - Upon returning, the student will sign in and put the pass back in its appropriate place. The student will then return quietly to his seat.
- At no time will the student speak or interrupt the teacher or other students during the entire procedure.
- There will never be more than one student out of the classroom at any one time.
- The teacher will allow students to go to the restroom in the order they requested. The sign-out sheet is the documentation of their usage of this procedure.
- Students are allowed three restroom visits per class per grading period.

Pencil sharpening/needling pencil or paper

- If, during teaching time, a student needs a new pencil or piece of paper, he will leave his seat and silently walk to the place in the room where the spare pencils and paper are located and take what is needed. The student will then silently return to his seat. The student will return the pencil as he leaves the classroom.
- At no point will with student speak or interrupt the teacher or other students during the entire procedure. Students may not ask the teacher or any other student to borrow a pencil or paper. Only one student may be out of his seat at any time. No permission is needed to get pencil or paper.
- Students are not allowed to disrupt class with pencil sharpening.

Heading papers:

- All students will head their papers in every class using the following format:

NAME:
DATE:
SUBJECT/CLASS:
ASSIGNMENT:

Changing classes:

- **Students in grades 6-12 are to use the east stairway nearest the lunch room.**

- **Students in grades 6-12 are not to be within the lower elementary wing unless proceeding to their assigned classroom.**
- At no point during the day are upper school students to use the west staircase or the west end of the downstairs hallway.
- Upper school students who break this rule one time in a week will forfeit their Friday dress-down day for that week. A second violation will result in a referral to the Dean of Students.

Student ISS (In-School-Suspension) Procedure:

- If a student needs to be referred to ISS due to an accumulation of classroom rules broken on a given day or school rules broken in a given week, the teacher will fill out the appropriate section on the action plan and send the student out of the classroom to the ISS room. The student must immediately report to ISS.

ISS Procedures:

- Work that is assigned to the student in ISS must be turned in to the ISS teacher at the end of each day. The ISS teacher will place the work in the teachers' mailboxes at the end of each day. Any work not received by the end of the day will become a zero.

Academic ISS

- Students in grades 6-12 will have grade-book checks periodically during each week. Students who accumulate zeroes on assignments may be sent to ISS at the discretion of the Secondary Principal.
 - Students will be required to complete missing work while in ISS.

Out-of-school Suspension (OSS):

- A student who commits a severe clause offense or receives four referrals to the Dean of Students in a grading period will be assigned to OSS.
- Any student who is assigned to OSS is not permitted to be on campus or in attendance at any school-sponsored activity for the duration of the suspension.
- Students in OSS will receive a grade of zero for all work that is due during their suspension.

Statement of Policy:

- LCS reserves the right to make changes, amendments, and corrections of the rules and policies of the school at any time with or without prior notice, as determined by the administration. The foregoing provisions are general guidelines, and notwithstanding anything to contrary stated or implied in the handbook, LCS reserves the absolute and unconditional right to suspend or expel any student whose conduct, influence, industry, progress, or academic standing is deemed undesirable, unsatisfactory, or out of harmony with the spirit and/or goals of LCS.
- Any decisions regarding student discipline are ultimately at the discretion of LCS administration and are final. The school reserves the right to administer discipline in all cases without the right of a parent hearing.

In-School Suspension Program (ISS)—Overview

The ISS program model has proven to be a successful approach for effectively disciplining the disruptive student in a positive and supportive environment.

As a dropout prevention initiative, the ISS class is a proven, effective discipline strategy which serves students by offering them the chance to overcome a potentially negative learning situation with a positive one. Through this program a student is assigned to attend ISS class in preference to receiving an out-of-school suspension (OSS). ISS assignments are given for one, three, or five days.

The ISS program benefits the student in several important ways. These benefits include, but are not limited to, attendance, academics, self-esteem, self-discipline, and extra-curricular activities. For attendance purposes, the student in ISS is not marked as absent from school. Academically, this option permits the student the opportunity to continue to receive full credit for all work completed as assigned by their regular academic teachers. Students in ISS may also be allowed to participate in extracurricular activities (the final decision in these situations lies with the Dean of Students and the coach).

Students who attend ISS are made aware that it is very important for them to start and finish their in-school suspension. Additionally, they are made aware that to be successful, it is the individual student's responsibility to stay on-task and follow all rules. These two requirements are clearly and consistently communicated and enforced at all times for all students.

Students who do not complete their suspension assignment will be removed from the ISS classroom and assigned to OSS. Students who receive OSS are marked unexcused absent in their classes and may not participate in extracurricular activities.

The role of the ISS teacher is threefold. He serves as a disciplinarian, tutor, and counselor.

As a disciplinarian, the ISS teacher explains, clarifies, and enforces the rules that have been implemented to insure the integrity of the ISS program. The rules that have been established for the ISS classroom are administered in a fair and consistent manner for all students. As a tutor, the teacher assists the student with problems they may have in academic areas. As a counselor, the teacher offers the student the opportunity to discuss the specifics of the violations(s) that led to his/her suspension. Additionally, he may suggest or assist the student in formulating possible alternative behaviors or solutions for future situations that the student may face upon returning to his regular school environment.

Once a student is assigned to ISS, his teachers are notified. The teachers will send the appropriate assignments to the ISS teacher. Students are expected and required to stay on-task at all times. It is the sole responsibility of the ISS student to complete all assignments. The student will receive the grade of zero for all assignments not completed as required.

ISS students are also required to be present and on-time. They must report to the ISS classroom at 8:20. They will receive an orientation for the purpose of clearly communicating the expectations for success and the consequences for non-compliance.

The administration of Lakeside Christian School agrees that a strong, effective ISS program at our school is a successful dropout prevention strategy that benefits everyone in the educational community by meeting or exceeding program objectives.

ISS Rules

1. Students must report for ISS by 8:10 am.

2. Students who miss any ISS time due to early dismissal, tardiness, absence, or emergency school closing will make up the time missed on their next day of attendance.
3. Students must report to ISS with all needed textbooks, materials, and supplies.
4. Students will eat lunch in the ISS classroom. No food/drink is permitted in this classroom other than during lunchtime.
5. Students are required to stay on task and follow all rules.
6. All other LCS school rules and guidelines apply in the ISS classroom.

Any violation of these rules in the ISS classroom will result in the student being immediately reassigned to OSS.