**LAKESIDE CHRISTIAN SCHOOL**

**STUDENT-PARENT HANDBOOK**

***GENERAL INFORMATION***

**CONTACT INFORMATION**

* School’s Address: 1897 Sunset Point Road, Clearwater, FL 33765
* Phone Number: (727) 461-3311
* Fax Number: (727) 445-1835
* Web site: lakesidechristianschool.org

**OFFICE HOURS**

The school office is open from 8:00 a.m. until 4:00 p.m. Monday through Friday.

**DAILY SCHEDULE**

7:00 a.m. Before Care Starts

8:00 a.m. Building Opens

8:10 a.m. School begins

3:00 p.m. Dismissal of grades K5-5th

3:05 p.m. Dismissal of grades 9th-12th

3:10 p.m. Dismissal of grades 6th-8th

6:00 p.m. After Care Ends

**ADMINISTRATIVE PERSONNE**L

**Administration** – 461-3311

Administrator: Jim Jensen ext. 308

K-6 Principal: Denise Neilson ext. 314

Vice Principal: James Coffman ext. 307

Athletic Director: James Coffman ext. 307

7-12 Assistant Principal: Joanne Barlow ext 310

Customer Service: Clara Perez ext. 300, Sarah Rinas, ext. 301

**Office Staff**

Admissions/Records - Desiree Laurelli Ext 304 (dlaurelli@lakesidechristianschool.org)

Billing/Finances - Desiree Laurelli Ext 304 (dlaurelli@lakesidechristianschool.org)

Attendance/Front Office - Desiree Laurelli Ext 304 (dlaurelli@lakesidechristianschool.org)

**International Admissions Director**

Director: Joanne Barlow (jbarlow@lakesidechristianschool.org)

**ACCREDITATIONS/MEMBERSHIPS**

Lakeside Christian School is a fully accredited member of the Association of Christian Schools International (ACSI) and the Southern Association of Colleges and Schools (SACS). The school has been a member of ACSI since 1986. Lakeside Christian School holds a membership with the Florida High School Activities Association (FHSAA).

***LAKESIDE CHRISTIAN SCHOOL***

***ARTICLES OF FAITH-Condensed Version-See Expanded Version on School Website***

1. We believe that the entire Bible is the divinely inspired Word and revelation of God and, therefore, our only authority for faith and practice (2 Tim. 3:16-17; 2 Peter 1:21).

2. We believe that the Godhead eternally exists in three persons – the Father, the Son, and the Holy Spirit – and that these are one God (John 1:1-4; Matt 28:19-20; 2 Cor. 13:14).

3. We believe in the full Deity of our Lord Jesus Christ and that He is the very God by whom all things were created (1 John 1:1-3; Phil. 2:6-8). We believe in His virgin birth, that He was conceived by the Holy Spirit and is, therefore, God manifested in the flesh (Luke 1:31-35, 37).

4. We believe in salvation by divine sacrifice, that the shedding of His blood is the only sufficient payment for sin, and those who are truly born again are kept by God the Father for Jesus Christ (Phil. 1:6; John 10:28-29; Rom. 8:35-39).

5. We believe in His physical resurrection from the dead and in His bodily presence at the right hand of God as our High Priest and advocate (Luke 24:30; Heb. 9:11; 1 John 2:1; Heb. 10:12).

6. We believe in the personality and Deity of the Holy Spirit to fill and empower the believer to live the abundant Christian life (Rom. 1:14-16; Eph. 4:11-13).

7. We believe in the command, which our Lord has given to His church, to evangelize the world and that this evangelization is for the edification of the body of Christ (Rom. 1:14-16; Eph. 4:11-13).

8. We believe and teach the personal, visible return of Christ and the related events (John 14:3; Acts 1:11; James 5:8; Heb. 9:28; 1 Thes. 4:16).

9. We believe in a Heaven of eternal bliss for the righteous and in the conscious and eternal punishment of the wicked (John 14:1-3; 2 Thes. 1:7-10; Rev. 20:11-15; 21:1-5).

10. We believe and teach that the sign gifts of the Holy Spirit, such as speaking in tongues (unlearned languages) and the gift of healing, were limited to the Apostolic Age (1 Cor. 13:8; 2 Cor. 12:12; Heb. 2:1-4).

11. We believe and teach that God has commanded that no intimate sexual activity between a man and a woman is to be engaged in outside of marriage. We believe that any form of sexual activity other than this is a sinful perversion of what God intended and taught in His Word. (Gen. 2:24; Lev. 18:1-30; Rom. 1:26-29; 1Cor. 5:1, 6:9; 1Thes. 4:1-8; Heb. 13:4)

12. We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

***LAKESIDE CHRISTIAN SCHOOL***

***STATEMENT OF BELIEFS ON SALVATION***

Bible is a core subject taught at LCS from Kindergarten through the 12th grade. The ministry of LCS is to teach sound doctrine to students so that they are able to refute error when they hear it (Titus 1:9). The mission of LCS is to preach the gospel of Christ, that through faith alone, salvation is offered to all by God’s gift of grace (Eph. 2:8-9). Our objective is to show from scripture the true meaning of being a Christian that through repentance from sin and the bending of will and self to the Lordship of Jesus Christ, that one meets the biblical definition of a follower of Christ (Acts 20:21, 2:21, 32-36; Luke 14:26-33; Mark 1:15, 8:35-37; John 12:24-25).

Lakeside Christian School, a ministry of Lakeside Community Chapel, believes and teaches that regarding salvation:

* Our sin has separated us completely from God with the punishment of eternal death the result (Ro. 3:23; 6:23).
* God calls and irresistibly draws to Him those whom He elected and predestined for salvation. (Jo. 6:37-44, Titus 1:1-3; Ro. 8:28-30, 9:11, 11:28-29)
* Christ’s death on the cross paid the full penalty of our sins and purchased eternal salvation for the sinner. Christ’s death was an atoning sacrifice, a substitution for the penalty a sinner deserves. Because of His resurrection from the dead, a sinner can be declared righteous in God’s sight. (Ro. 3:24-26; 1Cor 15:54-57)
* Salvation is by grace through faith in the Lord Jesus Christ alone, with nothing being added or taken away. (Eph. 2:8-9)
* The gospel calls sinners to repentance, turning from their sin, repentance is not a work but a gift from God. Genuine repentance effects a change of one’s behavior as well. (Acts 2:38, 17:30, 20:21, 3:19, 11:18, 26:18-20; 2Pe 3:9; Luke 3:8, 24:47; 2Tim. 2:25)
* Unrepentant sinners cannot gain favor or salvation with God. (Ro. 8:8, Mt. 9:13; Mk. 2:17; Luke 5:32)
* No preparatory works or self-improvement is required by God to be saved. (Ro. 10:13)
* Eternal life is a gift of God. (Ro. 6:23)
* Believers are saved and fully justified without having produced any prior righteous works. (Eph. 2:10; Titus 3:5)
* The object of saving faith is Jesus Christ and saving faith involves a personal commitment to follow Christ. This faith is not about Christ but *in Him*. (Jo. 3:16, 10:27-28; 2Cor. 5:15; Gal. 2:16; Phil. 3:9)
* Christians can and do continue to sin and even the strongest Christians are in a continuous battle against sin in the flesh but will persevere. (Rom. 7:15-25; 1Jo. 1:8 -10; 1Cor. 1:8)
* The result of true faith is a changed life, a transformation of the inner self that brings a new nature. A person who is born again will no longer continue in an ***unbroken pattern*** of sin against God. ( 2Cor. 5:17; Gal. 2:20; Ro. 6:6; 1Jo. 3:9-10; Titus 2:12)·
* Eternal life is a gift of God and includes a transformation to a pattern of living a godly life as well as a heavenly reward. (2Pe.1:3; Ro.6:23)
* Jesus is Lord over all demanding unconditional surrender of even self. Obedient behavior is evidence of one’s real faith. (Ro. 6:17-18, 10:9-10; James 4:6; 1 Jo. 2:3-4)
* Water baptism is not a requirement for justification; it is not a condition of salvation and is not a meritorious act that can save. It is the first step in obedience following repentance. One’s salvation is assured before baptism occurs. Acts 2:36-38, 10:43-48; Romans 4:9-11; Mark 16:16; 1Cor 1:13-17.

***LAKESIDE CHRISTIAN SCHOOL***

***BELIEFS AND TEACHING ON CREATION***

Our doctrinal position on creation is founded on our views of the inerrancy of scripture and the authority of Jesus Christ and His inspired Word. Utilizing scripture to interpret scripture, we accept without reservation the plain, literal meaning of all of Genesis chapters 1 through 11. The authority of scripture, all being God-breathed out, precludes any alternative or syncretistic worldview of fallible man regarding the perspicuity of the creation account. This includes any views that would fall under the umbrella of “theistic evolution.” We understand the inspired usage of the Hebrew word yom used in Gen 1:4-5, 14, Ex.20:9-11, to refer to a literal 24 hour time period. We combine this literal usage with our belief in the authority and inerrancy of God’s Word and unreservedly come to the conclusion that He only needed six, twenty-four hour days to accomplish creation of the entire physical universe, along with the human race. Thus, we reject any belief system that teaches that He used any other method than his spoken word to accomplish His act of creation as inherently unbiblical.

In addition, the genealogies of Genesis 5 through 11 give us detailed information that leads us to believe that the week of creation was approximately 6000 years ago. The Lord Himself referred several times to “the beginning of creation” and “since the foundation of the world” not as the beginning of the human race, but to the creation of the universe ex-nihilo. To accept that there were billions of years of animals on the earth before man arrives destroys what is taught regarding the Fall of man and death as a result. An all-powerful creator who called His work very good but could not prevent disease, disaster, and extinctions without moral cause contradicts the character of God as taught throughout scripture. The Lord Jesus Christ regarded all of the Old Testament as trustworthy. This can be seen in instances where He speaks and treats as factual the accounts of Adam and Eve, The Fall, Noah and the flood, and Jonah, interpreting them in literally and historically. There is no evidence that The Lord trusted only scripture teaching on the theological, moral, or religious while disregarding the literal historical portions. Additionally, any interpretation of Genesis 1 through 11 as anything but literal-historical must inevitably lead one to question the veracity of the entire Bible. We believe and teach that the evolutionary theories of man are flawed science and that the flood of Noah recorded in Genesis 6-9 serves as a starting point regarding explanation for the earth’s features that lead humanistic scientists to conclude that the earth is billions of years old.

***LAKESIDE CHRISTIAN SCHOOL***

***PHILOSOPHY OF EDUCATION***

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 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).

***MISSION STATEMENT***

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

1. **With our talents –** by providing a high quality education
2. **With our love for the lost –** through various opportunities to witness Christ to them.
3. **With our love for Christ –** through various opportunities to disciple and mentor students to a deeper relationship with their Lord.

Our ultimate goal is that our students would know, love, and honor Jesus Christ.

***VALUE 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.

***LCS Statement on Marriage, Gender, and Sexuality***

Lakeside Christian School is a ministry of Lakeside Community Chapel. We, the staff and Pastoral oversight of LCS, believe the following to be Biblical truth that we agree on and are truths we uphold. Parents and students are to consider their differing position in reference to the schools in their choice of enrollment. The choice to enroll even if parent(s) or student(s) hold an alternative position indicates a choice to comply with the school’s request not to advocate for alternative positions at the school in any way or form; at LCS/LCC events on school property or otherwise, and through any LCS social media.

1. We believe that all human life is sacred and created by God in His image including pre-born babies, the aged, the mentally or physically handicapped, and every other stage or condition from conception through natural death. We therefore will defend and protect all stages of human life.
2. God wonderfully and immutably creates each person as male or female. These distinct, complementary genders together reflect the image of the nature of God (Ge. 1:26-27). Rejection of one’s biological sex is a rejection of the image of God within that person. All use of bathroom and locker room facilities within the LCC/ LCS campus is limited to one’s birth sex as recorded on one’s birth certificate.
3. We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive relationship as delineated in scripture (Gen. 2:18-25).
4. We believe that God intends sexual intimacy to occur between a man and a woman who are married to one another (1 Cor 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.
5. We believe that any form of sexual immorality (including adultery, fornication, homosexual or bi-sexual behavior, bestiality, incest, and the use of pornography) is sinful and offensive to God (Mt 15:18-20; 1 Cor 6:9-10).
6. All persons employed by LCC/LCS are employed or, who serve as volunteers, are part of this or local Body of Christ, or a like-minded local Body of Christ, and are to be Biblical role models to the students of the school and attest to the same beliefs stated in Points 1 to 5 above.
7. As employees of this ministry, we believe that God offers redemption and restoration to all who confess and forsake their sin, seeking mercy and forgiveness through Jesus Christ. We believe that every person must be afforded love, compassion, kindness, respect, and dignity. Hateful and harassing attitudes directed toward any individual are to be repudiated and are not in accord with scriptures. We do believe that it is part of our ministry to identify those things that the Word of God calls sin and do not believe that time has changed anything in this regard.
8. Students and parents who do not accept our position understand that continued enrollment is dependent on respect for our positions and the choice they and their students will not openly advocate for alternative positions at school, school functions, or using school connected social media.

***ADMISSIONS POLICIES***

The following criteria will be used in admitting and readmitting students to our school.

Lakeside Christian School (LCS) seeks students and parents who want to be educated in a Christian environment. LCS is a ministry of Lakeside Community Chapel and adheres to its doctrine and beliefs and exists to bring God glory. Educational excellence is just one of the ways we seek to glorify God. As an institution dedicated to God’s glory, we strive to be bearers of God’s image to our surrounding community. We believe and teach that the Bible is the inerrant Word of God and is all truth. All LCS staff members profess Jesus Christ as their Lord by exhibiting a possession of the indwelling Holy Spirit in the fruit of a life changed by God’s regenerating power.

Students will be accepted based upon the following:

1. Parents/Guardians must read our statement of faith and then signify in writing that they understand what we believe and teach in our school.
2. Parents with students from grades 6 to 12 must meet with school administration and signify their desire to be at LCS and willingness to abide by LCS rules of behavior and conduct.
3. Parents of students in grades K5 to 5th must meet with the Elementary Principal and agree in writing to help their students understand school behavioral and academic expectations and to hold their students accountable to meeting these expectations.
4. All students are subject to entrance examinations for correct placement by grade or course level.
5. Parents agree to meet financial obligations on-time or expect to have their students suspended from classroom privileges until all past due payments are cleared.
6. All parents must comply fully with the state of Florida (HRS) immunization policy.
7. It is the policy of Lakeside Christian School not to discriminate on the basis of an applicant’s race, color, sex, national or ethnic origin.
8. LCS will not enroll students if parents and students have any disagreement with our statement of faith or behavioral expectations. If after enrollment, a student or parent then shows disagreement with the school through his or her words or actions, the school has the right to expel that student at will.
9. LCS will accept high school credits from legitimate private schools, public schools, and home schools. A copy of the student’s complete transcript for all high school work is required. Students not able to work at the next grade level may be required to retake courses at LCS even if this course has been taken at another school. LCS accepts elementary and middle school students from other private schools, public schools, and home schools. Grade reports for the prior three years are required for LCS files. School records will be sent to a new school upon the receipt of a written request by the student’s new school. No records are sent out until all past due balances are paid in full.
10. All LCS students will receive daily Bible class and attend weekly chapel. When teaching science at LCS, we will, because of our Scriptural beliefs, always teach the creation of the universe and man based on our belief in the literal six-day account found in Genesis Chapter 1. Students are not permitted to opt out of Bible or LCS science courses at the parents’ or student’s request.

***CLASS SIZE EXPECTATIONS***

LCS seeks to produce the optimal instructional environment that is safe and secure for all students to learn. Classroom student-teacher ratios will be managed to meet the best educational outcomes. The key factors for determination of student ratios to teacher will include a) staffing levels at key instructional times, b) size of classroom, c) student(s) capable to self-regulate own behavior showing consistent ability to respond to staff requests to limit behaviors that impact the learning environment and/or safety of others, and d) teacher ability to manage student behavior effectively.

***FINANCIAL POLICY***

**TUITION**

Tuition, fees, payment options, and discounts for the current school year are available from the school office or on the school’s website (lakesidechristianschool.org).

**BILLING**

Billing will be sent out via email for all parents who have an email account and access to a computer. If you cannot accept an e-mail bill due to a lack of home computer or internet access at home or work, a billing statement can be mailed to you upon request. Payment of the bill must be sent in by the 10th of the same month.

**LATE FEE**

Monthly bills are due on the first of each month and become delinquent after the tenth (10th). If payment in full has not been received in the office by the tenth, a $25.00 late fee will automatically be charged. If circumstances prevent you from paying on time, please contact the Billing Office before the tenth to avoid late fees. If the bill remains unpaid through the twenty-fourth (24th), the child(ren) is/are subject to immediate suspension. If a student is suspended due to nonpayment, another student may be selected from the waiting list and the suspended student(s) will be placed on the waiting list.

**TUITION REFUND FOR WITHDRAWN STUDENTS**

Parents must notify the school administration immediately of student withdrawal in order to cease all tuition fees.

**Payment terms and conditions for refunds are printed on your annual DocuSign agreement relating to the current school term.**

***ACADEMIC INFORMATION***

**GRADING SCALE**

The grading system at Lakeside Christian School is designed to give parents a true indication of the student’s progress.

The following letter grade equivalents are applicable for test, assignments, and final grades:

90 - 100 = A Excellent = E

80 - 89 = B Good = G

70 - 79 = C Satisfactory = S

60 - 69 = D Needs Improvement = N

0 - 59 = F Incomplete = I

Withdrawn Passing = WP

Withdrawn Failing = WF

**CURRICULUM**

Lakeside utilizes best-practice, research and evidence based curriculum that include embedded technology and methodology that enhance instruction for all learners in a mainstream environment.

**ELEMENTARY REQUIREMENTS (grades 1-5)**

The elementary academic program emphasizes reading, Bible, science, social studies, language arts, and mathematics. Students will receive weekly time in music/art, computer, and PE. Homework is required in each of the major disciplines.

**MIDDLE SCHOOL REQUIREMENTS (grades 6-8)**

The middle school academic program emphasizes the development of self-discipline applied to learning, which is foundational to future academic studies.

One half credit is received each semester for a passing grade in a course meeting four or five days a week. Students who earn a failing grade for 2 or more core courses in middle school may not be progressed to the next grade.

**HIGH SCHOOL REQUIREMENTS (grades 9-12)**

9th grade: Successful completion of 5 - 7 credits

10th grade: Successful completion of 12 - 14 credits

11th grade: Successful completion of 19 - 21 credits

12th grade: Successful completion of a minimum of 24 credits

**GRADUATION REQUIREMENTS**

Lakeside Christian School requires a minimum of 24 credits for graduation from high school. Bible earns an elective credit and must be taken each year a student attends Lakeside.

Although students and parents will be counseled, the student is to assume responsibility for knowing and meeting the requirements for graduation.

Seniors taking FLVS courses, must complete all coursework one week prior to graduation in order to participate in the graduation ceremony.

The credits needed for graduation are listed below.

|  |  |
| --- | --- |
| **Class** | **Required Minimum** |
| English Language Arts | 4 |
| Science: (One must be Biology 1) | 3 |
| Social Studies (World History, US History, US Govt, and Economics) | 3 |
| Mathematics (Algebra 1 and Geometry are required.) | 4 |
| Foreign Language (2 years of the same language) | 2 |
| Fine Arts | 1 |
| Health Education (HOPE) | 1 |
| General Electives/Bible | 6 |
| **TOTAL** | **24** |

\*One credit must be earned through an online course.

**GRADUATION DEFICIENCIES**

Warning: Seniors who have not earned the required number of credits will not be allowed to participate in the annual graduation program. Seniors who are enrolled in an online course to earn a credit necessary for minimum graduation requirements will not be permitted to participate in the graduation program if they have not finished their online courses one week prior to graduation. The diploma will be held until the required credits are completed and all past due bills are paid.

**FLVS COURSES**

Students taking Foreign Language courses, Math for College Readiness or Liberal Arts Math through Florida Virtual School (FLVS) will be assigned a dedicated class period to work on the course. If a student misses more than 12 lab periods in a semester, the student will be dropped from the lab for the following semester and must finish the online course at home as an FLVS FLEX student with the parents assuming responsibility of ensuring their student completes coursework within the semester time frame.

All other FLVS courses, including those taken to recover a failing grade, must be taken as FLEX courses and will not be given a dedicated lab time in the student’s schedule. Students’ parents are responsible to manage their child’s progress through FLVS to ensure their child completes the course within the semester time frame.

Students who earn a failing grade in a core class will be required to retake the course on FLVS and earn a passing grade in order to be eligible for re-enrollment the next school year.

Students who receive the Step Up for Students Scholarship or McKay Scholarship may take up to two FLVS courses per without it affecting their scholarship eligibility. Students who receive the Gardiner Scholarship must pay for FLVS courses separately.

**REQUIREMENTS FOR HOMESCHOOL STUDENTS**

For a homeschool student to receive a diploma from Lakeside Christian School, the following requirements must be met:

1. Earn 13 credits from Lakeside Christian School (Not eligible for Valedictorian/Salutatorian Honors)
   * Students entering Lakeside after 9th grade, must earn a minimum of 3 credits per year.
   * Students must take at least 2 core subjects each year.
2. Submit transcripts for credits earned from schools other than Lakeside at the end of each semester.
   * Transcripts must be from accredited schools or state/district approved homeschools.
3. Earn the state required credits and a minimum of 24 credits for graduation.

**TRANSFER OF CREDITS**

Students must secure permission from the administrator before enrolling in courses from other schools, including summer school courses, FLVS courses, or dual enrollment courses.

**DROP/ADD**

Changes will only be considered for sound educational reasons and must be submitted within three weeks of the start of the semester. In order to have a change request considered, a Drop/Add form, which can be obtained from the Academic Assistant Principal, must be signed by the student’s parents, teacher, and principal. Students must follow their current schedule until all changes are approved and the student receives a new schedule.

**ACADEMIC PROBATION**

Students who do not maintain at least a 2.0 GPA may be placed on academic probation for the following grading period. This probation status may result in required attendance at an after school tutorial program. At the conclusion of the grading period, a review will be conducted to determine if sufficient progress is being made. If progress is inadequate, a parent conference may be requested, and the student will remain on academic probation. If sufficient progress is being made, the student will be released from academic probation. Students who develop a pattern of being placed on academic probation will be asked to withdraw from Lakeside.

**HOMEWORK**

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid students to advance in their studies. Therefore, each student is required to complete his homework assignments. The amount of homework will vary according to subject area and the student’s grade level. We do request parents’ full cooperation in seeing that the assignments are completed.

**LATE HOMEWORK**

All homework must be completed and turned in at the beginning of the class period that it is due to receive full credit. Any work that is not turned in at this time will be considered late.

* 9-12:
  + Next Day - 90
  + 2 days late - 50
  + After 2 days - 0
* K-8: Same as above except work will be accepted for 50% of original grade for one week.

**MISSED WORK**

* Students who miss assignments due to an excused absence have up to a maximum of five school days to make up the work, including tests and quizzes, unless granted extensions by the administration. **Students who miss coursework (including tests, quizzes, homework, and classwork) due to an unexcused absence will receive zeroes for all missed assignments.**
* Students are urged to check RenWeb and Moodle for any assignments missed during absences.
* It is the student’s responsibility to contact the teacher regarding making up missed work, quizzes, or tests.
* Parents may call the school office to request missed work. Parents must call before 10:00 a.m. and can pick up the assignments after 2:30. Parents are also encouraged to check ParentsWeb for missed assignments.

**INCOMPLETE GRADES**

Five days after the end of the grading period will be the maximum time allowed for making up an Incomplete (I). Any work not made up within that time will automatically receive a zero and will be averaged as such. Exceptions to this policy may be made by the administration.

**PLAGIARISM**

Plagiarism is taking credit for someone else’s words, thoughts, work, or ideas without acknowledging that person. If you use someone else’s work, you must document it using MLA style citation. Paraphrasing or rewording another’s work is not enough to avoid plagiarism. It does not matter whether the plagiarism was intentional. If you use another person’s material without giving them the credit, you are plagiarizing.

Plagiarism on any written paper, book report, or research paper will result in a zero on that assignment and will receive a referral. \*See Student Code of Conduct for additional consequences.

**REPORT CARDS/MID-TERM REPORTS**

Report cards will available on RenWeb after each grading period.

Mid-term progress reports will be e-mailed home each grading period for those students who are earning a D or F in any class.

**HONORS AND AWARDS**

Students earn High Honors by having at least a 3.5 GPA. Students earn Honor Roll by having at least a 3.0 GPA.

Certificates, plaques, letters, and trophies highlight the Awards Assembly in the spring. Examples of awards presented are Citizenship, School Spirit, and Individual Academic Achievement.

Senior Valedictorian/Salutatorian choices must have been full-time students at LCS for their 11th and 12th grade years with a minimum of 14 credits earned at LCS.

**NATIONAL HONOR SOCIETY**

Lakeside Christian School has a chapter of the National Honor Society (Grades 10-12). The Honor Society is for students who maintain a 3.0 grade point average or higher and demonstrate strengths in leadership, Christian character, scholarship, and involvement in school activities. Students must also have a minimum of 10 hours of community service per year to be considered for induction.

**NATIONAL JUNIOR HONOR SOCIETY**

Lakeside Christian School has a chapter of the National Junior Honor Society (Grades 6-8). Junior Honor Society is for students who maintain a 3.0 grade point average or higher and demonstrate strengths in leadership, Christian character, scholarship, and involvement in school activities. Beginning with their 7th grade year, students must also perform minimum of 10 community service hours.

\*Note: 6th grade students will not be considered for induction until after they have completed one semester of 6th grade.

**HS SEMESTER EXAMS**

At the end of each semester, exams will be given to students in grades 9-12 in English, Math, Science and History. A schedule will be distributed to the students. All exams will be two periods in length, and school will be dismissed at 12:00 noon each day during exam week.

**EXAM EXEMPTION POLICY**

Exams are administered to students in 9th-12th in Language Arts, Math, Science, and Social Studies at the end of each semester.

Students may exempt exams, provided they meet the criteria below for the semester preceding the exam.

* Must have a minimum average of 90% in the class with no more than 10 total absences in the class, not including school trips or other school functions.
* Must have a minimum average of 80% in the class with no more than 7 total absences in the class, not including school trips or other school functions.
* Must have no more than 3 unexcused tardies in the class.
* Students found to have cheated or committed plagiarism will not be permitted to exempt the exam for that class.
* Must not have earned an ISS in the class more than one time.
* Must not have earned an OSS in the class for any reason.

**End of Course Testing Required for the following courses, no exemptions.**

All LCS students taking Algebra I and Geometry will be required to take an End of Course Exam (EOC) at the end of each Semester. The grading for these tests will be 30% of the semester average. The tests will be similar to what students in Florida public schools are required to pass. Students’ test data will be archived with their transcripts.

**ACT ASPIRE nationally Norm Referenced Tests**

* All students in grades 3-11 will take the ACT Aspire test. LCS will add the K-2 ACT Aspire test when available. The costs and registration forms for Standardized tests are available in the Guidance Office in early September for Home-School Students.
* Students with the Step Up for Students Scholarship or the McKay Scholarship are required to participate in standardized testing in order to remain eligible for their scholarship.

**COLLEGE READINESS TESTING**

Students in grades 11 and 12 are urged to take such national tests as the SAT, and ACT in order to provide evidence of their academic ability for college admission. Application, information, and registration forms are available in the school Guidance Office.

Lakeside Christian School’s college-board code number is 100-266.

**SPC DUAL CREDIT POLICY AND PROCEDURES**

* Students must take English Comp (ENC1101/1102) and/or College Algebra (MAC1105) before attempting any other SPC courses. These courses require a pre-qualification of the student per the SPC guidelines.
* Students must take the Postsecondary Educational Readiness Test (PERT) or score high enough on the SAT or ACT to determine which course they are eligible to take. (SPC may change their requirements without notifying LCS)
  + Exceptions: If a student’s test scores indicate, and SPC approves, a student may qualify to take a class level **higher than the above listed**.
* Students must have a minimum 3.0 GPA to be eligible to take dual enrollment courses. Students, while enrolled in a dual enrollment class, must also maintain a minimum of a 3.0 GPA in all subjects taken at LCS during the same time frame in order to qualify for a second SPC dual enrollment course.
* Dual enrollment courses earn credit as an elective. They ***do not* take the place of a LCS CORE requirement.**  Students must still take the minimum required credits for math (4) and English (4) at LCS to meet the school’s graduation requirements.
* Seniors will be allowed to go off campus *only after they have satisfied their CORE and any other graduation requirements on the LCS campus*. **Do not schedule your student to go off campus until you know there isn’t a conflict with their requirements at LCS.**
* Those approved per the SPC guidelines must stay in the class once enrolled.
* The Private School Dual Enrollment Permission form for SPC must be turned in to LCS no later than 1 week prior to the first day of the SPC semester for which a student is registering.
* If SPC dual enrollment courses are taken during the school term, the SPC course must be taken with a minimum of **4 credits** in the same semester on the LCS campus for a total of 5, and not to exceed, 7 credits.
  + **This rule *does* apply to seniors and may mean they have excess credits over the minimum required to graduate.**
* Students are required to request that their SPC official transcripts be sent to LCS at the end of each SPC semester. SPC charges $5 per transcript. Should a student fail to request that their transcripts be sent to LCS in a timely manner, LCS will not approve further Dual Enrollment courses.

***ATTENDANCE POLICIES***

**ABSENCES**

Regular attendance is required if a student is to progress satisfactorily. In the event of absence, the parent must contact the school by phone (ext. 300) or by email (office@lakesidechristianschool.org). Please state the student’s name, grade, and reason for the absence. Failure to contact the office will result in an unexcused absence.

**EXCUSED ABSENCES**

Excused absences will be given for the following:

* Sickness
* Doctor/Dentist appointments
* Death in the immediate family
* Dire emergencies

**\*The school may withdraw a student once total absences exceed 25 days in a semester.**

Within five days of the student’s return to school, all class work and homework must be made up regardless of the reason for the student’s absence. Teachers may require work to be turned in before the five days.

# **UNEXCUSED ABSENCES**

Unexcused absences will be given for the following:

* Vacations without required prior notice and approval
* Any absence for which a note or phone call from the parent has not be received **within one week** of the absence.

If the absence is foreseeable, please contact the office in advance of the absence.

Absences other than sickness and emergency will be excused only if advance arrangements are made in writing (e-mail preferred) and turned into the office. The note must state the specific reason for the absence. The administrator must approve such absences.

**Students who miss coursework because of an unexcused absence will receive a zero for the missed assignments.**

Excessive absences will inhibit the student’s progress and may prevent him from completing sufficient work to pass a grade or course. Students who exceed 10 days of unexcused absences per semester risk being dropped from enrollment.

**Florida Law states:**

* All students between the ages of 14 and 18 who accumulate 15 unexcused absences within 90 calendar days are reported to the Department of Highway Safety and Motor Vehicles.
* Non-attendance may result in withholding of eligibility or suspension of driving privileges.
* The parent who refuses or fails to have the child under control and attending school regularly shall be guilty of a misdemeanor of the second degree punishable as provided by law.

**TARDIES**

A student is considered tardy to school if he is not in his classroom seat at the 8:10 bell.

Students in grades 6-12 who arrive to school after 8:20 will not be permitted to attend their first period class.

Students not arriving before 12:00 will be considered absent for the day.

***See the Student Code of Conduct for rules/consequences regarding unexcused tardies.***

**SIGNING OUT**

If a student will be leaving campus before the end of the day, a parent must sign him or her out at the front office. If the student is able to drive, a parent must contact the school office to give permission for the student to leave campus.

Unless there is a doctor’s appointment, family emergency, etc., students will not be permitted to leave campus until after their last class has ended.

# **SKIPPING CLASSES**

Skipping classes and leaving the LCS campus without permission are considered severe clause offenses, meriting immediate suspension. **Students who skip or are absent without a mandatory excuse more than 12 times in a semester will receive a failing grade for that course.** Please see the Student Code of Conduct for more information.

# **PASS SYSTEM**

Students who are late to class must have a pass from either the office or a teacher. Students who are late to class without a pass will be considered unexcused tardy.

**POLICY ON THREATS TO SCHOOL SAFETY**

Florida 1006.13

Updated-Nov. 2018

Lakeside Christian School promotes a safe and supportive learning environment and will take any threat against the school, students, or staff with the utmost seriousness. The school maintains a zero tolerance policy toward any type of threat of harm. All types of threats where harm is implied (Direct, Indirect, Veiled, Conditional, and even *falsely reported* threats) may result in immediate expulsion and law-enforcement involvement. The school will consult local Law Enforcement whenever any person exhibits patterns of behaviors indicating a potential threat to school, student, or staff safety. The school will request an at-home safety check be made by local Law Enforcement whenever there is a threat of harm made to school, student, or staff safety that meets certain conditions. Parents will be notified and given the opportunity to review with Administration the school’s disciplinary actions.

Any student expelled for making a threat against the school, its students or its staff, can expect a detailed report will be forwarded to the next school where the student requests enrollment. Students who have made low-level threats not meeting the need for immediate expulsion may expect that a behavior report detailing the threat made to be sent to their next school if the student is withdrawn from LCS or later expelled for other reasons.

Any student enrolled at LCS who is later found to have made threats of harm in another school environment will be expelled immediately. Any student enrolled at LCS who has been found to have committed, regardless of whether adjudication is withheld, or pleads guilty or nolo contendere to a felony violation from any of the following areas: s 782, 784, 787, 794, 800, 827, will be immediately expelled.

Everyone, the school staff, parents, and students, have a role in preventing school violence. School Administration asks anyone in the school community who has concerns, suspicions, or information about any student exhibiting concerning behaviors to the following email address: **schoolsafety@lakesidechristianschool.org**

***MISCELLANEOUS INFORMATION***

**LOCKS AND LOCKERS**

* Students must use their assigned lockers and are not permitted to change lockers without permission from the Principal.
* Hallway lockers should be kept neat. Only LCS locks may be placed on lockers.
* Students should report any problems with school locks to the Principal immediately.
  + Locks are the property of Lakeside Christian School. If locks are lost or misplaced, the student will be responsible for replacement. The cost is $5.00.
* Lockers are the property of Lakeside Christian School and will be inspected at-will. There is no implied expectation of privacy pertaining to student lockers.
* Students are not to share lockers.
* Tampering with another person’s lock or looking through another person’s locker without their direct permission can result in a parent conference and suspension. Expulsion is the result for any theft of another student’s belongings.

**LUNCHES**

LCS does not provide lunches. Each parent is responsible to send their student(s) with a lunch. If students bring lunches that need refrigeration, there are refrigerators available for middle school and high school in the lunchroom. LCS does have a variety of snacks and items that can be microwaved available daily for sale. LCS does not adhere to Public School nutrition guidelines and parents are responsible to monitor their students eating habits.

Note:

* Students are not to go to their cars during lunch without permission from the office.
* Students are not to leave campus during lunch.
* Students should not order food and have it delivered to the front office.
* Parents and Grandparents may join their students for lunch provided they have scheduled the visit with the school office in advance. Friends of students who are not enrolled at LCS are not permitted in the building.

**FIELD TRIPS**

In connection with their studies, students may have a number of field trips scheduled during the year. Although such off-campus learning experiences are of real enjoyment to the students, it is to be realized that these experiences are designed primarily as a broader source of knowledge. **There may be a fee associated with each field trip payable in advance of the trip.**

School dress is required for all field trips unless otherwise stated by the administration.

If a student fails to come to school on the day of a field trip, he or she will be considered absent. If a student comes to school but does not attend a field trip, he or she will be put in study hall.

Only students currently enrolled at LCS may go on field trips.

Students are not allowed to drive on official school field trips. Parents are permitted to drive; however, they are to transport their own children only, unless advance permission is given by the administration. Other students may not ride with another parent without the parent’s written consent.

## TRANSCRIPT POLICY

Transcripts will be sent to institutions when requested by the parents or by the student (if the student is 18 years of age). The first copy will be sent by the school free of charge. There will be a charge of $1.00 for each additional official transcript sent. Transcripts for withdrawn students will not be released unless a permission form, authorizing the school to do so, has been signed. **All financial obligations to the school must be met before any records or transcripts will be released.**

## CHAPEL

The chapel programs are designed to challenge the students spiritually. Students are required to bring their Bibles to all chapel services. All LCS students are required to attend their weekly designated chapel service.  **This also includes seniors who may not ordinarily have a first-period class.**

**PARENT CONFERENCES**

It is the desire of the administration and faculty to be of service to parents and students; therefore, each teacher welcomes a visit from any parent. We require, however, that any visit be made by definite appointment with the Principal and that any parent-teacher conference be scheduled at a convenient time before or after school. **TEACHER CONFERENCES WILL BE SCHEDULED BETWEEN 7:30 AND 8 AM OR BETWEEN 3:30 AND 4:30PM. PARENTS MUST CHECK IN THROUGH THE MAIN OFFICE AND RECEIVE A VISITOR BADGE BEFORE ENTERING THE SCHOOL.**

## SHADOWING

All visits must be requested and approved by the administrator at least one day in advance. Visits to the school by students are limited to those considering application for enrollment at Lakeside Christian School.

## LOST & FOUND

The Lost & Found will be kept in the lunchroom. Periodically, all items that have not been picked up will then become the property of the school.

## VALUABLES

Please do not bring to school excessive amounts of money, electronics, valuable jewelry, or any unnecessary items of value. We cannot be responsible for the safety of any personal belongings left unattended. Valuables should be locked in lockers or taken to the office for safekeeping.

**AFTER CARE/AFTER SCHOOL**

**K5 to 5th Grade**

Any student (K5-12th grade) who has not been picked up by 4:15 will automatically be placed in our After Care Program up to 6:00 PM. The parents will be billed for the applicable fees.

Students will not be dismissed to unauthorized people. Students are expected to follow classroom and playground rules and regulations and may be suspended from the program if they fail to comply.

**6th to 12th grade**

Any student (6th to 12th grade) who has not been picked up by 4:00 will automatically be placed in our After-School Program. These students will be supervised until 6:00, and the parents will be billed for the applicable fees.

Students will not be dismissed to unauthorized people. Students are expected to follow classroom and school rules and regulations. They may be suspended from the program if they fail to comply.

## MEDICAL GUIDELINES

For kindergarten children, medical reports completed by a physician are an annual requirement. This report must certify that the child is immunized in accordance with Florida law and must be notarized.

A medical report, including immunization records (DH680) must be provided for all students upon entry to Lakeside Christian School. All 7th graders must have the required Hepatitis B series and DTAP started before entering school. Documentation needs to accompany each 7th grader on the first day of school. Failure to do so will prevent a 7th grader from starting classes with the other students.

Please do not allow children who are sick to come to school. If a student becomes ill while at school, the parent will be asked to pick up the child. Students may rest in the office for a maximum of 30 minutes.

If a child needs immediate medical attention, the office will call the parent or the family doctor (in that order). Medical treatment forms will be sent home on the first day of school and must be returned by the third day of school. It is very important for the office to have updated medical information. **Parents can and should update medical information through ParentsWeb at any time.**

**WARNING!** All medicines will be dispensed from the office and only with parental authorization. ***Students may not keep medicines, prescription or non-prescription, in their possession during the school day. Student possession of medications on their person, in their backpacks, or in their lockers is grounds for immediate expulsion from LCS.***

**FIRE DRILLS**

Fire drills are held periodically throughout the year. When the signal is given, all class activities should cease and exits be made promptly and orderly. A fire drill chart is posted in each classroom. Observe the following rules:

1. Leave all belongings behind; do not go to your lockers.

2. Walk quietly in single file; do not run or push

3. Do not talk either in or out of the building. Listen for the teacher’s instructions.

**BAD WEATHER CONDITIONS**

If Pinellas County Public Schools close because of hurricane or storm conditions, Lakeside Christian School will close and reopen at the same time.

**SCHOOL SUPPLIES**

Teachers will announce the supplies needed by students. For purposes of common reference and Scripture memorization, all students must have an ESV, NASB, or NIV (elementary only) of the Bible. Through 5th grade, the Bible should be kept in the classroom for periodic use and reference. For grades 6-12, the Bible must be brought to Bible class and other classes when requested by the teacher. All students must bring Bibles to chapel.

## TEXTBOOK COVERS

Rented textbooks are the property of Lakeside Christian School and must be cared for properly. Hardback textbooks must be covered at all times. Students may make no marks of any kind in rented books. If a book is lost or it’s quality is severely degraded from student abuse, it will be the responsibility of the student to replace the book or pay an additional damage fee. Some paperback books and workbooks will become the student’s property at the close of school.

## TELEPHONE

* Students are to use the office phone for emergency purposes only.
* Permission for all calls must come from LCS staff.
* Students who are sick are to obtain a pass to the office and the secretary will call the parents.
* Students should arrange for transportation and activities with parents before coming to school each day.
* Students should not ask the office staff to make phone calls for them.

## TRANSPORTATION

These rules apply to **all** vehicles.

* Motor vehicles brought to school by students must be registered in the office.
* Car radios are not to be played loudly in the school parking lot
* Students will not congregate around or in cars before and after school
* Vehicles must not display unacceptable material.
* The campus speed limit is 10 mph.
* Students are not to return to their cars during the day without permission from the front office-this includes their assigned lunch period.

A complete list of regulations is available in the school office and must be agreed to before students can use the school’s parking lot.

Each student who registers a car with the school will receive a parking tag that must be placed in a visible location on the mirror of the car. There is a charge of $5.00 per tag, and the student does not have to return the tag at the end of the year.

**BICYCLES, SKATEBOARDS, SHOES W/ WHEELS AND ROLLERBLADES**

Bicycles must be parked and locked in the bicycle rack at the school. Students riding bikes to school must leave campus after their last class. No loitering is permitted.

Skateboards, rollerblades, scooters, shoes with wheels, and other “wheeled devices” may be ridden to school, but are not to be ridden anywhere on campus.

**PARENT VOLUNTEERS**

We appreciate and encourage parents to volunteer throughout the year. Lakeside Christian School is bound to guidelines issued by our liability insurance carrier which do not allow any parent that does not have at least a six-month relationship with the school to volunteer. In addition, we are required to run a formal background check on all volunteers. There is a $80.00 fee required to cover the cost of this background check and fingerprinting. We apologize for these new rules, but please understand that their intent is to provide a safer environment for our students. Please fill out the enclosed volunteer agreement and submit it to the school office with a check for $80.00.

## PUBLICATIONS

Lakeside Christian School has the right in its sole discretion to control what is published, circulated, or otherwise distributed to its students or staff. No student or parent has the right to publish, post, or distribute a student newsletter or any other publication without administrative approval and faculty supervision.

***ATHLETICS INFORMATION***

The most important goal of Lakeside Athletics is to use the program to help students athletes develop a deeper relationship with Jesus Christ. During practices and athletic competition, opportunities arise for athletes to apply God’s Word and His principles to their lives.

**ACADEMIC ELIGIBILITY**

An athletes must have a cumulative high school grade point average of 2.0 or above on a 4.0 unweighted scale, or its equivalent, in all courses taken that are required by s. 1003.43(1), Florida Statutes, at the conclusion of each semester to be eligible during the following semester. An athlete whose cumulative grade point average is lower than a 2.0 will be ineligible for interscholastic participation during the following semester.

**DISCIPLINE**

Coaches have the freedom to provide athletes consequences for certain behaviors that violate school conduct rules. Consequences will be enforced in regards to conduct, responsibility and other areas deemed necessary. The dean of students and school administrator also have the freedom to withhold a student from athletic practice or competition due to behavior or discipline issues.

**PARENT CONDUCT DURING GAMES**

We ask that all parents have a proper attitude and proper speech while they attend a sport competition. Parents, showing respect to the team and coaches, and keeping any negative comments to yourself, is the wise thing to do. Please do not yell anything disrespectful, argumentative, or hurtful from the bleachers. If your conduct ends up getting you removed from the competition area, Lakeside will be fined by the FHSAA and will have to pay that fine on your behalf. If you find that you cannot control your attitude, please remove yourself from the game before an official has to.

If a parent is communicating with referees or other parents in any way that is considered unsportsmanlike, said parent will be asked to stop or leave the field of play or building .

Your child may be subject to dismissal from the team if the parent(s) communicate in any way to the coaches in a derogatory, demeaning, or divisive manner.

***WITHDRAWAL POLICY***

A student may be withdrawn for any reason. Parents must immediately notify the school administration. Lakeside Christian School has the right, for any reason, to ask a student to withdraw without notice.

**TUITION REFUND**

Parents must notify the school administration immediately of student withdrawal in order to cease all tuition fees.

**Payment terms and conditions for refunds are printed on your annual DocuSign agreement relating to the current school term.**

***TECHNOLOGY POLICY***

ACCEPTABLE USES

Lakeside Christian School’s Internet access is for designated educational purposes only, including classroom activities and research. No other material may be accessed without express permission from a teacher or the Systems Administrator.

UNACCEPTABLE USES

* Students should not use the Internet to check or send personal email.
* Students may not install, download, copy, or store shareware, software, or freeware without permission from the Systems Administrator.
* Students may not buy or sell online products or services without permission from the Systems Administrator.
* Students may not use the network for advertising or political lobbying.
* Students may not “hack” or try to log in to someone else’s information or computer.
* Students may not access or try to access illegal, obscene, or pornographic material.
* Students may not access material that promotes illegal, obscene, or pornographic material.
* Students may not participate in “spamming” or sending junk email.
* Students may not introduce viruses, spy-ware, or any other harmful software into the network.

Violations of this policy may result in suspension of Internet privileges, suspension from school, or expulsion as determined by the Administrator.

SAFETY GUIDELINES

* Never give out personal information or school information over the Internet.
* Notify an adult immediately if inappropriate material is displayed on the computer.
* Though Lakeside Christian School uses Internet filters to prevent inappropriate material from being accessed, it is virtually impossible to block every site, as new sites are added every day. While Lakeside does everything possible to prevent students from accessing inappropriate material, it cannot be held responsible if a site does not get blocked. If an inappropriate site is accessed the student should
* Shut off the monitor immediately
* Not draw other students’ attention to the problem
* Notify a teacher or Systems Administrator so the problem can be fixed.

Parents should also talk to their children about other material that they do not want their child to access. Every effort will be made to support the parents in these decisions.

***MOODLE POLICY***

**Educational Uses:**

* Lakeside's Moodle site is intended for instructional use only.
* Faculty members will decide how Moodle resources will be used in their individual classes.

**Acceptable Use**

* Use of the LCS Moodle system is for educational purposes or those purposes that relate to LCS activities only.

**Prohibited Use**

* LCS Student Moodle accounts are not for private use.
* Students should not allow anyone other than their parents to access their accounts.
* Students should never share their passwords with anyone other than their parents.
* Students should never attempt to access another user’s account
* Students should never attempt to misrepresent their identities.
* Students should not use their accounts for private profit not related to school activities.
* Students should not use their accounts for junk mail, mass mailing, or spamming.
* Students should never knowingly send viruses, spyware, or other harmful software
* Students should never use their accounts to violate any law, regulation, or contract
* Students should never publish/create information that is profane, vulgar, threatening, harassing, abusive, defamatory or libelous.
* Students should never publish or distribute illegally copied music, movies, software or other Intellectual property, or otherwise infringe upon the copyrights of other persons or entities
* Students should never publish any information or software used to circumvent software licensing or registration.
* Students should never advocate or solicit violence or criminal behavior

**Assignment of Student Accounts**

* Lakeside’s System Administrator or other authorized personnel will assign all student accounts.

**Account Information**

* Accounts will be deactivated after graduation or withdrawal from the school.
* Lakeside reserves the right to copy and distribute any data created using the LCS Moodle system.

**Privacy**

* Lakeside Christian School owns all school-generated student accounts and all data created using those accounts.
* Administration reserves the right to monitor and/or access and disclose student created content at anytime. If evidence of criminal activity is discovered, the evidence will be turned over to law enforcement officials.
* Users should realize that the deletion of content does not prevent administration from accessing those files.
* Students should realize that their Moodle usage will be logged and can be accessed by Lakeside administration at any time.
* Content posted on Moodle may be available to all LCS Moodle users. If you don’t want it read, don’t post it.

**Security**

* Students should never share passwords, account information, or sensitive personal information to anyone for any reason.
* Students should never share their account passwords with anyone other than their parents.

**Consequences for Violation of LCS Moodle Policy**

* The consequences for violating Lakeside’s Moodle Policy include suspension of privileges, revocation of privileges, suspension from school, and expulsion from school, depending on the severity of the violation. LCS Administration has the final say in the assigning the appropriate punishment.

*Lakeside Christian School reserves the right to amend this policy at any time. Administration has the final say in all matters relating to the use of Moodle.*

**OFF-CAMPUS RELEASE AND INDEMNITY AGREEMENT**

Permission for Participation in any school or parent requested event that takes students off the LCS Campus.

Athletic Events, Field Trips, or SPC Class, etc.

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason:

Sport:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SPC Class:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Season or Time frame:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As the parent and legal representative of the above named student, I give my consent and permission for my child to participate in the event(s) listed above. I understand that participating in events and activities is a privilege and not a right and may be revoked at any time by the school administration and/or coaching staff in their discretion.

I understand that Lakeside Christian School cannot always be responsible or arrange for transporting my student to or from practices, games, field trips, off-campus classes, or any other events. I further understand and acknowledge that if Lakeside Christian School cannot arrange or otherwise provide transportation that I am solely responsible for transporting my child to and from events or making alternative transportation arrangements. If the school is able, on occasion, to provide transportation to an event, I hereby give my permission for my child to participate in the school-provided transportation.

I UNDERSTAND AND HEREBY AGREE TO ASSUME ALL OF THE RISKS WHICH MAY BE ENCOUNTERED WITH MY CHILD’S PARTICIPATION IN THE ABOVE NAMED SPORTS ACTIVITIES and/or EVENTS, INCLUDING ACTIVITIES PRELIMINARY AND SUBSEQUENT THERETO, INCLUDING TRANSPORTATION TO AND FROM EVENTS. I do hereby agree to hold Lakeside Community Chapel of Clearwater, Inc., Lakeside Christian School, and its agents and employees harmless from any and all liability, actions, causes of actions, claims, expenses, and damages on account of injury to my child or property, even injury resulting in death, which I now have or which may arise in the future in connection with the activity or participation in any other associated activities.

I expressly agree that this release, waiver, and indemnity agreement is intended to be broad and inclusive as permitted by the laws of the State of Florida and that if any portion thereof is held invalid it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. This release contains the entire agreement between the parties hereto and the terms of this release are contractual and not a mere recital.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE, WAIVER, AND INDEMNITY AGREEMENT, KNOW THE CONTENTS THEREOF, AND I SIGN THIS DOCUMENT AS MY OWN FREE ACT.

This is a legally binding agreement that I have read and understand.

I assume liability for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to drive his/her own vehicle to the off-campus class or event listed above.

BY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Guardian Date

BY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Guardian Date

**PLEASE LIST BELOW ALL MEDICAL CONDITIONS AND MEDICATIONS TO BE AWARE OF.**

All medications must be turned in to the school office with instructions. Students cannot have medications of any kind in their possession.

TELEPHONE NUMBER WHERE I MAY BE REACHED IN CASE OF EMERGENCY:

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***VOLUNTEER-SCHOOL AGREEMENT***

IN ORDER TO SOLEMNIFY the desire of the undersigned parties to glorify the Lord with their obedience to Him and to promote a clear understanding of the duties and responsibilities of each party, the undersigned parties adopt the following Agreement:

I, the undersigned, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for and in consideration of being awarded the position of **Volunteer** by Lakeside Christian School/Lakeside Community Chapel do hereby accept such volunteer position and the duties and responsibilities entailed therein. I understand that I am a volunteer and as such am not entitled to any pay or other benefits.

1. Lakeside Christian School/Lakeside Community Chapel shall have the right to terminate this Agreement for any reason whatsoever, and I will joyfully submit to the decision of the ministry leadership. I likewise agree that, as a volunteer, I shall have the right to terminate this Agreement at any time for any reason.
2. I am a member or regular attender of (church) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, faithfully attending all public services and taking an active part in the total church program, and I am loyal to the pastor and the program of the church in word and in deed. I understand that no person who is out of fellowship with the church will be allowed to remain on the staff, since this would be inconsistent with the lifestyle this ministry is trying to teach to its students through both word and deed.
3. I agree that since complaining leads to dissention and unrest, I will refrain at all times from complaining about differences and problems concerning the church, other staff members, and/or my particular ministry. If I have a genuine complaint or problem, I will discuss it in private with the classroom Teacher or someone of the Administrative Staff.
4. I subscribe without reservation to the Articles of Faith and the Standards of Conduct as set forth in this Agreement, in the church constitution and bylaws, and in the school’s Parent-Student Handbook, and I agree that the school shall have the right to terminate this Agreement for my failure to satisfactorily comply with the provisions of each.
5. As I am a Christian and Lakeside Christian School/Lakeside Community Chapel is a Christian ministry organization, both parties agree that they would never make demands, threaten to sue, or actually litigate any matter whatsoever relating to or resulting from this Agreement. To do otherwise would be in clear violation of Biblical teaching and practice. Accordingly, the parties agree to resolve all potential legal claims, disputes, or causes of action through binding arbitration using the procedures outlined in the attached procedures.
   1. I agree to follow the Biblical pattern of Matthew 18:15-17 and Galatians 6:1 and always give a good report. All differences are to be resolved by utilizing Biblical principles always presenting a united front. Appropriate confidentiality will be observed in regard to pupil, parent, and school matters.
   2. The parties agree that the methods outlined in this section (5) shall be the sole remedies for any and all controversies or claims arising out of the employment relationship or this Agreement and expressly waive the right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.
   3. I acknowledge that I have read and understand the Procedures for Arbitration adopted by Lakeside Christian School/Lakeside Community Chapel and agree to abide by the procedures outlined therein.
6. I have read and agree to abide by the regulations set forth in the Parent-Student Handbook, as well as any additions or changes made by the administration. I agree to cooperate in every way and adhere to the policies adopted by the administration.
7. I understand that this Agreement shall to take effect until fully executed by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement on the \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_, 200\_\_.

BY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer for Class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Administrator

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***This document serves as a reminder of the items to which you agreed when filling out and submitting your child’s application for Lakeside Christian School.***

***PARENT-SCHOOL AGREEMENT***

IN ORDER TO SOLEMNIFY the desire of the undersigned parties to glorify the Lord with their obedience to Him and to promote a clear understanding of the duties and responsibilities of each party, the undersigned parties adopt the following Agreement:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for and in consideration of my child,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, being admitted as a student at Lakeside Christian School, a ministry of Lakeside Community Chapel, do hereby accept such admission and the duties and responsibilities entailed therein and agree to be bound by the terms of this Agreement.

1. I have read and understand the Articles of Faith and the Standards of Conduct of Lakeside Christian School, a ministry of Lakeside Community Chapel, and understand that these doctrines and standards of conduct will be taught to my child as a student at Lakeside Christian School. I will, as a parent, hold my student accountable to respect and obey the standards of conduct and teachings of Lakeside Christian School as long as they are enrolled as a student.

2. I have read and understand the Parent-Student Handbook. I agree that my child and I must abide by all of the policies, rules, and regulations of the school, including those listed in the Parent-Student Handbook, and I agree to support Lakeside Christian School in its efforts to uphold and enforce these policies, rules, and regulations.

4. I understand that changes to the Parent-Student Handbook may be made by the leadership of Lakeside Community Chapel or Lakeside Christian School at any time at their discretion, with or without cause.

5. I understand and agree that the education of my child will be guided by the instructors and other school officials. I agree that my purpose in obtaining a Christian education for my child will be achieved by following the curriculum set by the instructors and school officials to the best of his/her ability to their satisfaction. I will support the decisions of the instructors and school officials and will never attempt to undermine their authority. I understand and agree that during my child’s enrollment the courses offered and the instructors teaching them may change from time to time in the discretion of the school leadership.

6. I understand and agree that my child has no right to publish and distribute a student newsletter or any other publication. I understand and agree that Lakeside Christian School, a ministry of Lakeside Community Chapel, has the right, in its sole discretion, to control what is published, circulated, or otherwise distributed at its school to its students or staff, and I will ensure that my child understands this provision.

7. I understand and agree that attending Lakeside Christian School is a privilege and the school reserves the right to suspend or expel my child from the school in accordance with its official policies as determined by the school. Notwithstanding anything to the contrary contained herein, this Agreement does not bind either party to any specific period of enrollment. Either party may terminate this Agreement without cause upon seven (7) days written notice. I understand that no rights or presumptions of continued enrollment are conferred or implied by the Agreement or by a number of consecutive Agreements. I further agree that no right to notice of renewal or non-renewal of the Agreement is conferred or implied.

8. I agree to pay all tuition and fees in a timely manner as set forth in the LCS Financial Information Statement. I understand that monthly tuition payments are due on the first day of each month. I further understand that if I fail to make a timely payment, my child may be withdrawn from the school and I may be subject to late-payment fees and other costs, including any necessary costs of collection in accordance with school policy.

9. As Lakeside Christian School, a ministry of Lakeside Community Chapel, is a Christian ministry organization, both parties agree that they would never make demands, threaten to sue, or actually litigate a matter whatsoever relating to or resulting from this Agreement. I understand that making demands, threatening to sue, or actually litigating a matter against Lakeside Christian School, a ministry of Lakeside Community Chapel, clearly violates Biblical teaching and practice and shall constitute sufficient grounds for immediate withdrawal of all my children from enrollment at Lakeside Christian School. I understand that retaining or instructing an attorney to contact the ministry with regard to a potential claim or dispute will be interpreted as a threat to sue. Accordingly, the parties agree to resolve all potential claims, disputes, or causes of action through binding arbitration using the procedures outlined in the attached procedures.

* 1. I agree to follow the Biblical pattern of Matthew 18:15-17 and Galatians 6:1 and always give a good report. All differences are to be resolved by utilizing Biblical principles – always presenting a united front.
  2. The parties agree that the methods outlined in this section (8) shall be the sole remedies for any and all controversies or claims arising out of the enrollment relationship or this Agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.
  3. I acknowledge that I have read and understand the Procedures for Arbitration adopted by Lakeside Christian School, a ministry of Lakeside Community Chapel, and agree to abide by the procedures outlined therein.
  4. I agree to do everything in my power to avoid involving Lakeside Christian School, a ministry of Lakeside Community Chapel, in any legal proceedings that may take place or legal requests for documents or testimony of school officials concerning custody and/or education and upbringing of my child. I understand that if, in spite of my and my attorney’s best efforts, any school official is legally compelled to provide testimony or documentation beyond a copy of my child’s standard academic records, that my child may be immediately dis-enrolled from Lakeside Christian School and that my account may be charged for any and all expenses incurred in complying with such legal process.

10. The parties agree that there are no other agreements or understandings between them relating to the subject matter of this Agreement. This Agreement supersedes all prior agreements, oral or written, between the parties and is intended as a complete and exclusive statement of the agreement of the parties. Neither this Agreement nor its execution has been induced by any reliance, representations, stipulations, warranties, agreements, or understandings of any kind other than those expressed herein. If any provision of this agreement if found to be void or voidable, it shall not affect the validity of any other provision. Both parties shall remain bound by all other provisions.

11. I certify that I will explain the agreement and its meaning to my child. I will assist the school in every way necessary to ensure my child abides by all the terms of this agreement.

12. I understand that this Agreement shall not take effect until fully executed by all parties.

IN WITNESS WHEREOF, the parties have executed this Agreement on this date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother Father

I understand this agreement and its content and agree to abide by its terms and all rule which apply to students.

BY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student (6th Grade and Above)

### ACCEPTED AND APPROVED

BY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Principal/Administrator

***PROCEDURES FOR ARBITRATION***

**SECTION 1**

**SCOPE OF ARBITRATION**

The parties must, prior to the selection of arbitrators, agree to the scope of the matters to be considered by the arbitrators. In doing so, the parties must conduct themselves with the utmost courtesy as befits believers in Jesus Christ. If the scope of the dispute for arbitration cannot be agreed upon by the parties, the scope shall be determined by the arbitrators.

**SECTION 2**

**SUBMISSION TO ARBITRATION**

2.1 The parties, as Christians, believing that lawsuits between Christians are prohibited by Scripture, and having agreed, according to the Employee Handbook and Staff Member Agreement to submit disputes to binding arbitration, and to waive any legal right to take the dispute to a court of law, will refer and submit any and all disputes, differences, and controversies whatsoever within the agreed scope of arbitration to a panel of three administrators, to be selected as follows:

a. All arbitrators must be born-again Christians of good reputation in the community and who affirms the Ministry’s Statement of Faith in its entirety.

b. Each party shall submit a list of three proposed arbitrators to the other party, and the other party will choose one of the three proposed arbitrators to serve on the panel.

c. The third arbitrators will be selected by mutual agreement of the other two arbitrators.

d. In selecting the arbitrators, each party shall act in good faith in choosing Christian arbitrators who have no prior knowledge of the facts leading up to the dispute, are not related to or close friends with the selecting party, and who will act impartially and with fundamental fairness.

e. No arbitrator may be an attorney.

f. No arbitrator may be employed or ever have been employed by, or under the authority of, either party or any other arbitrator.

g. The arbitrators will be selected as soon as possible but no later than 30 days after the parties have agreed to the scope of the arbitration.

h. The arbitration will be held at a neutral site agreed to by the arbitrators.

2.2 The arbitrators shall, subject to the provisions of the procedures, arbitrate the dispute according to the terms of these procedures, the Bible as interpreted by the Ministry’s Statement of Faith, and any applicable ministry documents.

2.3 Each party may be represented by counsel throughout the process at the party’s own expense. Discovery will be allowed as needed, as determined in the discretion of the arbitrators. Formal rule of evidence shall not apply.

**SECTION 3**

**TERMS AND CONDITIONS OF ARBITRATION**

3.1 The arbitrators shall have full power to make such regulations and to give such orders and directions as they shall deem expedient in respect to a determination of the matters and differences referred to them.

3.2 The arbitrators shall hold the arbitration hearing as soon as possible, but no later than thirty (30) days after the selection of the third arbitrator.

3.3 There shall be no stenographic record of the proceedings, and all proceedings shall be closed to the media and any other individuals not directly involved in the proceedings.

3.4 Normally, the hearing shall be completed within three (3) hours. The length of the hearing, however, may be extended by the arbitrators in their discretion or an additional hearing may be scheduled by the arbitrators to be held promptly.

3.5 There will be no post-hearing briefs.

3.6 The arbitrators are to make and publish their award, in writing, signed by each of them concerning the matters referred, to be delivered to the parties no later than 48 hours from the conclusion of the hearing, unless otherwise agreed by the parties. The arbitrators may, in their discretion, furnish an option.

**SECTION 4**

**CONDUCT AND RULES OF HEARING**

4.1 The arbitrators may, in their absolute discretion, receive and consider any evidence they deem relevant to the dispute, whether written or oral, without regard to any formal rules of evidence.

4.2 The parties and their respective witnesses must, when required by the arbitrators, attend and submit to examination and cross-examination under oath as to all or any of the matters referred to in the proceedings, and to produce and deposit with the arbitrators all or any evidence within their possession or control concerning such matters.

4.3 If a party defaults in any respect referred to in Subsection 4.2, above, the arbitrators may proceed with the arbitration in their discretion as if no such evidence were in existence, insofar as it may be favorable to the party in default.

4.4 All presentations shall be controlled by the arbitrators. Any disputes regarding procedure shall be decided solely by the arbitrators.

**SECTION 5**

**DUTIES OF ARBITRATORS**

5.1 The arbitrators are to receive all evidence, prayerfully consider such evidence in an impartial manner, and render a decision which, based upon Scriptural principles, is fair to all parties.

5.2 The arbitrators have full power to order mutual releases to be executed by the parties, and either of the parties failing, such orders shall have the effect of a release, and may be duly acknowledged as such.

5.3 In the event that either party or a witness for either party shall fail to attend the arbitration hearing, after such written notice to such party as the arbitrators shall deem reasonable, the arbitrators may proceed in the absence of such party or witness without further notice.

**SECTION 6**

**DECISION OF ARBITRATORS**

6.1 It is preferred that the arbitrators reach a unanimous decision, but if a unanimous decision cannot be obtained, a majority decision will be accepted. The written decision of a majority of the arbitrators shall be final and binding on all parties, and judgment upon the award rendered by the arbitrators may be entered in any court having jurisdiction thereof. There is no appeal from the decision of the arbitrators.

6.2 The decision of the arbitrators is to be kept confidential by all parties for a period of one year. For purposes of these procedures, the ministry membership may be informed of the decision if the ministry or any ministry leaders, officers, trustees, employees, or board members were a party to the proceeding.

6.3 Should any party commence legal proceedings against another party with respect to the agreed scope of the dispute or the binding decision of the arbitrators, with the exception of an action to enforce the decision of the arbitrators, that party shall pay to the other party all expenses of said proceedings, including reasonable attorneys’ fees. In the event it becomes necessary for one party to commence legal proceedings to enforce the decision of the arbitrators, the non-prevailing party must bear all of the costs of said proceedings, including reasonable attorneys’ fees.

**SECTION 7**

**PARTIES TO COOPERATE**

No party shall unreasonably delay or otherwise prevent or impede the arbitration proceedings. No party will involve the news media in the dispute in any way. No party shall publicize the dispute in any way to anyone not a party to the proceedings, except as permitted by the arbitrators, and except that a party may disclose the proceedings of this arbitration to his or her spouse, legal counsel, accountants, insurance carrier, and as otherwise required by law.

**SECTION 8**

**COSTS AND EXPENSES**

Each party shall pay his or her own costs and expenses related to presenting the party’s case to the arbitrators. The costs of the arbitration, including any fees for the arbitrators is to be shared equally by both parties.

**SECTION 9**

**AMENDMENTS**

These Procedures for Arbitration may be revised or amended by a majority vote of the school committee present and voting at any regular committee meeting.

BY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Guardian Date

BY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Guardian Date

BY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Administrator Date

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