



# Parent/Student Handbook

*August 2011*

*Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity.*

I Timothy 4:12

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Dear School Families,

As we stand on the threshold of a new school year, I am reminded of the great responsibility we have to supplement the training your children are getting at home. Although the school cannot replace godly home instruction that every child needs, we desire to help train all of our students to grow in the “nurture and admonition of the Lord.”

Our prayer is that each student has an outstanding educational experience here at Land O' Lakes Christian School. Even more importantly, we pray that every student will trust Christ as his own Savior (if he hasn't already) and grow spiritually. We make no apologies for sharing that faith in Jesus Christ is our only hope of eternal salvation.

First Baptist Church has other ministries to help you in the spiritual training of your children. We have Sunday school, children's church, and children's choirs on Sunday. Along with the school's schedule, we have AWANA clubs every Wednesday evening for children two years old through high school ages.

As a staff we want to be accessible to you as well. If there is anything we can do for you as a parent, please do not hesitate to call. If you and your family do not have a church that you attend regularly, we would love to have you visit here at First Baptist Church of Land O' Lakes.

Pray with us that God would give us a wonderful school as He increases the student body to which we may minister.

Working with parents to rear godly children,

Dr. David Peterson, Senior Pastor  
First Baptist Church of Land O' Lakes



Dear Students and Parents,

On behalf of the Land O' Lakes Christian School faculty and School Board, I take this opportunity to welcome you. We consider it a privilege to be able to minister to your family at Land O' Lakes Christian School. We believe the years that each student spends in this school will be profitable academically, physically, socially, and spiritually (Luke 2:52).

You will find the atmosphere at Land O' Lakes Christian School to be Christ-honoring, and the faculty dedicated to Christ. We believe a child's education should be centered in Christ and that in Him "are hid all the treasures of wisdom and knowledge." Because of this, we endeavor to provide an education that is built upon the foundational truths of the Bible--God's Word.

The faculty of Land O' Lakes Christian School will seek to train our students:

- To be Christ-like in all areas of life.
- To develop Christian leadership.
- To be submissive to Jesus Christ, His teachings, and the leading of the Holy Spirit.
- To serve Jesus Christ faithfully in every area of life.
- To discover biblical truths and learn principles that will guide now and in the future.

We trust that our students will learn:

- To prepare to the best of their ability.
- To attend school regularly and participate in all scheduled programs.
- To seek to please the Lord in every area of life.
- To develop self-discipline and thus realize academic potential.

This handbook has been designed to help you to understand the philosophy, policies, procedures and expectations of our school. To be sure, it will not totally answer every question that may arise, but it will serve as an overall guide to make the upcoming school year a successful one.

As the administrator, I am excited about the new school year and looking forward to partnering with you in your student's Christian education. Let us pray together that we may continue to make a difference in the lives of our students as we educate them for eternity.

In Christ,

Dave Nichols  
Administrator

## **Statement of Faith**

**The Bible:** We believe that the Bible is the Word of God and is supernaturally inspired (II Timothy 3:16). The Bible is inerrant (without error), without contradiction, and preserved by God (Psalm 12:6-7, Matthew 24:25-26). It is our absolute authority and is complete in its revelation (Rev. 22:18-19). The King James Version (KJV) is the best translation in the English language and is the only version used at Land O' Lakes Christian School and First Baptist Church of Land O' Lakes.

**God:** We believe there is one God, Creator of the heaven and earth, Who is eternally existent in three persons: Father, Son, and Holy Spirit.

**Jesus Christ:** We believe that the Lord Jesus Christ is fully God who took on flesh and dwelt on earth. He was born of a virgin. He was sinlessly perfect and gave Himself as a substitutionary sacrifice by shedding His blood and dying on the cross. He then came back bodily from the dead. He later ascended to heaven, where He sits at the right hand of the Father and will one day return to reign on earth.

**Man:** We believe that each member of the human race is fallen, sinful, lost, and stands in need of salvation. A new birth through regeneration by the Holy Spirit is absolutely essential for the salvation of men.

**Salvation:** We believe that man is saved by undeserved mercy through faith and that nothing of man enters into his salvation; it is a free gift. Man's efforts, regardless of how good or well-intended, before or after salvation, have nothing to do with it. Salvation is by the finished work of Christ, and nothing can be added to it. We believe that the death and shed blood of Christ on the cross paid for the sins of *all* mankind. We believe that God has given man a free will to accept or reject this payment. We reject any teaching that states that God has chosen some for heaven and some for hell.

**Eternal Security:** We believe that every true child of God possesses eternal life and is, therefore, safe and secure for all eternity, being justified by faith, sanctified by God, and sealed by the Holy Spirit; he cannot lose his salvation. However, a Christian can through sin, lose his fellowship, joy, power, testimony, and reward, and can incur the Father's chastisement. Relationship is eternal, being established by the new birth; fellowship, however, is dependent upon obedience.

For further information on the doctrinal beliefs of Land O' Lakes Christian School, please refer to the *Constitution and Bylaws of First Baptist Church of Land O' Lakes* (available by request in the church office).

## **Philosophy of Education**

Land O' Lakes Christian School's philosophy is based upon the Word of God. The primary objective and purpose of the school is to train the student in the way of life presented in the Scriptures while giving him a good general education.

Since the primary reason for the existence of the school is to provide a spiritual ministry, evangelistic efforts are made to make sure that all students have a saving knowledge of Jesus Christ so that the teaching of spiritual truths may have a firm foundation. This is followed by instruction in right thinking, good conduct, and clean living in the light of the principles of God's Word.

The academic program, through the traditional approach, is developed with the goal of providing students with the best possible program of studies. We emphasize the mastery of the fundamental blocks of material necessary for satisfactory achievement and stress the acquisition of facts and concepts

in the various areas of study, leading to the development and exercise of the powers of reasoning. Methods of teaching proven to be effective are utilized with a constant search for better methods. Realizing the differences in innate abilities, we encourage and expect each student to do his best. We believe the traditional system of education strengthens the mind and builds character. It encourages competition and teaches the value of living under a free enterprise system of government.

Character training is an important element in Land O' Lakes Christian School. We believe that the heart of character training is teaching obedience (deciding to do what is right), which will eventually cultivate an inner self-discipline. This training is essential to the emotional, physical, social, and spiritual well-being of the student. The teacher is the authority in the classroom. Discipline is administered firmly but fairly. To obey, to do right, to love God and country, and to always measure one's attitudes against the principles laid out in the Scriptures are practices we strive to instill in each student, thus equipping him for his role in God's plan for his life and for his proper place in society.

### **Mission Statement and Purpose**

The school is a ministry of the First Baptist Church of Land O' Lakes. Therefore, the school takes a fundamental position in its beliefs regarding the Word of God and separation from the lack of standards and morality of the world. As Christian leaders of the students, the faculty at Land O' Lakes Christian School must be qualified both spiritually and academically. Our purpose is to train young people in a wholesome environment so that they have the opportunity to meet their fullest potential under the direction of a Christian faculty, staff, and administration.

### **Objectives in Education**

- To make sure that each student understands the gospel in its purity and has the assurance of his/her salvation.
- To instill in each student a love for God, a personal sense of responsibility to be all He wants him to be, and a desire to follow Christ as Lord of his life.
- To direct each student in the process of developing Christ-like character and actions.
- To instill in each student love and honor for home and parents.
- To prepare each student to be successful as measured by God's standards, not the world's (Joshua 1:8).
- To prepare each student for spiritual leadership in school, home, church, community, state, nation, and the world.
- To develop each student's sense of responsibility as a Christian citizen.
- To develop within each student a Christian world-view and a Biblical philosophy of life.
- To enhance each student's appreciation and understanding of God's world and to teach him how to live productively in it.
- To provide each student opportunities for developing skills necessary for making a living.
- To develop within each student a moral, ethical, and spiritual sensitivity that will lead to an appreciation of his own personal worth and the worth of others.
- To teach each student to take responsibility for his actions, words, and choices.
- To offer each student an instructional program that is centered on God's Word and which meets his academic need.
- To teach each student the thinking skills that will enable him to meet intellectual challenges.
- To motivate each student to master the tools of learning and communication.
- To provide each student opportunities to develop an understanding of and appreciation for the arts, as well as to contribute to them.

- To provide each student opportunities to participate in wholesome forms of recreational and social activities.
- To encourage each student to seek vocational Christian service unless God should lead him otherwise.

### **Church Affiliation**

Land O' Lakes Christian School is an integral part of First Baptist Church of Land O' Lakes. The school is a ministry of this local body of believers, seeking primarily to partner with families of like-faith. The School Board and the pastor reserve the right to set and maintain standards for student conduct, morality, dress, and scholarship.

### **Accreditation & Professional Affiliation**

Land O' Lakes Christian School is a member of the following organizations:

- Sunshine State Association of Christian Schools (SSACS)
- Florida Association of Christian Colleges and Schools (FACCS)
- American Association of Christian Schools (AACCS)
- North American Christian School Accrediting Association (NACSAA)

Land O' Lakes Christian School is accredited by the FACCS, which in conjunction with the National Council for Private School Accreditation (NCPSA) is recognized by the Florida Department of Education. In addition, Land O' Lakes Christian School will complete the joint accreditation process through AACCS and NACSAA in the fall of 2009.

### **School Board**

The LOLCS School Board, along with the Board of Deacons of the church, serves as the governing body of the school. The board meetings are closed to the public; however, parents may bring a concern or business before the school board by submitting a request in writing to the school administrator at least ten (10) days prior to the scheduled meeting. Should the ministry of LOLCS be dissolved by First Baptist Church of Land O' Lakes, all current and previous student records would become property of the State of Florida, Department of Education, through the Pasco County School Board.

### **Administrator**

The administrator is responsible for the day-to-day operations of the school. It is his responsibility to supervise instructional and non-instructional staff, see to the maintenance of the facilities, provide the proper spiritual and academic environment for the students, work as the liaison between the school board and the community, develop the curricular program, provide spiritual guidance, and act as the final authority in disciplinary matters. The administrator, in conjunction with the pastor of First Baptist Church of Land O' Lakes, reserves the right to deny admission to the school, remove or expel students, and enforce or change any of the policies contained or not contained in this handbook.

## **Admissions**

### **Non-Discrimination Policy**

Land O' Lakes Christian School admits students of any race, color, and ethnicity to all the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate on the basis of race, color, or ethnicity in the administration of its educational policies, admission policies, scholarships, or athletic and other school-administered programs.

## **Re-Enrollment**

Our present students may apply for re-enrollment during the month of February. Places will not be held for current students once the period of open enrollment begins. Places cannot be held without a registration fee. If a current student applies after the open enrollment period begins, he may be subject to placement on the waiting list if classes are full. There will be no exceptions to this policy.

## **Physical Examinations**

Students entering Land O' Lakes Christian School (first-time enrollment) must have an up-to-date physical examination health form (form DH 3040-doctor's original) on file before they can be admitted to class. A student transferring from another school within the state of Florida during the current year may be admitted by transferring a physical examination health form (doctor's original form-DH 3040) with the required immunization record to Land O' Lakes Christian School. A student transferring from another state must have a physical examination in the state of Florida. A grace period of 30 school days is given to out-of-state transfer students to meet the physical examination requirements.

## **Immunizations**

Florida law requires that, prior to entry, attendance, or transfer to any Florida preschool or school (K-12), each student shall have on file an original Florida Certificate of Immunization (form DH 680). Students transferring to Florida schools from other states or who are transferring to different schools between Florida counties shall be allowed up to a maximum of 30 school days to present proof of their immunization status. Except for transfer students, no grace period can be granted.

## **New Student Testing**

All 1<sup>st</sup> – 12<sup>th</sup> grade students new to Land O' Lakes Christian School will take a test to determine best placement and academic recommendations. The cost for this school-administered test is \$50.00, payable at the time of testing. Additionally, new students transferring in must have standardized test scores reflecting a minimum baseline 40<sup>th</sup> percentile competency in the areas of mathematics and reading.

## **Homeschooled Students Admissions**

When a student transfers from a home-education program to Land O' Lakes Christian School, the administration will make the final determination of grade placement. Placement in the same grade as that recommended by the home school is not automatic. Parents must make available to the school office a portfolio, which includes (but is not limited to) a log of educational activities which was made contemporaneously with the instruction and which designates by title the reading material used. Samples of any writings, worksheets, workbooks, or creative material used or developed by the student must also be submitted. Parents must also provide the school office with a copy of the three most recent annual evaluations. All progress reports, report cards, achievement test results, or other standardized testing should be submitted for enrollment.

## **Withdrawal/Dismissal**

Withdrawal from school must be made in person by a parent in the school office. An official withdrawal form will be processed and the necessary signatures obtained. All tuition charges will continue until the bookkeeper has received this form. Records will not be released until all accounts are paid in full and all materials returned.

A student may be dismissed from school when he is found to be out of harmony with the rules and policies of the school or is failing in academic areas. Lack of parental support of the ministry or administration is also grounds for dismissal. Students who are dismissed from Land O' Lakes Christian School will not be considered for re-enrollment during the current school year. The student and the

parents must meet with the Administrator, or in the absence of the Administrator, Pastor or the School Board, for approval to be granted before re-enrollment will be considered for the following year. A student who has been dismissed or asked to withdraw from enrollment will not be allowed to attend school-sponsored activities without prior approval from the Administrator, or in the absence of the Administrator, Pastor or the School Board.

## **Financial Policies**

The bookkeeping office is unable to accept cash payments over \$25.00.

### **Registration Fee**

The registration fee is to be paid when the application form is submitted. This fee is non-refundable for those who choose not to attend Land O' Lakes Christian School.

### **Student Comprehensive Fee (SCF)**

The student comprehensive fee is to be paid no later than August 10. This fee covers the cost of most books and supplies, lab fees, testing materials and scoring, and the school yearbook. This fee is non-refundable after the beginning of the school year.

### **Tuition Payments**

All tuition payments are due on the 10<sup>th</sup> of the month--beginning in August and ending in May. Payments made after the 10<sup>th</sup> of the month are considered late. All tuition payments are non-refundable. Students attending one or more days of any month will owe the full month's tuition. No student records will be transferred until all accounts are paid in full.

### **Delinquent Accounts**

A late fee of \$20.00 will be charged if tuition is received after the 10<sup>th</sup> of the month. Accounts, including tuition and extended-school-day charges, not paid by the end of the month may result in dismissal of the student from school until the account is brought up-to-date. (It may be possible for the parents to work out a payment plan with the school in order to avoid student dismissal.) Report cards will not be released at the end of the nine-week period if any account is in arrears. (This includes Extended School Day charges.)

### **Returned Check Fee**

There will be a fee of \$20.00 for all returned checks.

### **Refund Policy**

If for any reason your student is not accepted by Land O' Lakes Christian School, all fees will be refunded, with the exception of the new student testing fee.

### **Financial Scholarship Opportunities**

Scholarships are awarded based on financial need as determined by a third-party verification process through Tuition Aid Data Services (TADS). Interested participants are responsible for the applications fee charged by TADS. The maximum amount of scholarships is not to exceed 25% of the tuition amount and is based on the funds actually available. The family is responsible for all other fees and costs associated with enrollment and school participation. Scholarship participants must reapply through TADS each school year. Interested applicants may ask for scholarship applications from the school office.

# General Policies

## Attendance

Absences are excused for the following reasons: student illness, death in the family, and medical or dental appointments. In order for any planned absence to be considered for an approved excusal, a note to the school must be received at least three (3) days prior to the absence (maximum of 5 days per semester). All other absences are considered unexcused and the student may be given a zero as a daily grade. Students with more than ten (10) unexcused absences during the year may be retained in their present grade. When a student is absent for any reason, he must bring a written excuse signed by a parent/guardian (or parent may email) stating the cause of the absence. No absence will be excused at any time without this written parental statement. Twelfth grade students with an 'A' average in any class who incur one (1) or more unexcused absences may lose final exam exemption privileges.

## Tardiness

Students are expected to be on time. Class begins promptly at 8:30 A.M. Parents must accompany a tardy student to the office to sign in. Only medical appointments and emergencies will be excused. Three (3) unexcused tardy arrivals per quarter will be equal to one (1) unexcused absence. Four (4) unexcused tardy arrivals per quarter may result in before-school detention (1<sup>st</sup> grade and above). Students arriving after 10:30 A.M. will be considered absent for a half-day.

A student is considered late if he is not in class and seated at the appointed time. It is important to establish the good habit of promptness at an early age. It is very difficult for the other students and the teacher when class must be disturbed from a student arriving late to class. Parents should not accompany late students to class. Parents should not go to the classroom to talk with teachers before or during school hours. A note, email, or telephone call is the best communication during this time. Teachers will return the communication as soon as possible.

## Leaving School Early

All parents coming during the school day to pick up students for medical reasons or other excused absences must report to the office and sign their student out. If a student must leave school early, the student must have a written note signed by a parent stating the reason for early dismissal. At no time should a parent go directly to the classroom for the student without first signing the student out at the office. Parents should wait in the school office or outside of the classroom building while awaiting a properly signed-out student.

First through twelfth grade students leaving school before noon will be counted absent for the day; those leaving prior to 1:30 P.M. or arriving after 10:30 A.M. will be considered absent for a half-day. Upon dismissal students must be either with a parent, in the supervised Extended School Day program, or awaiting pick up in the appropriate designated car-line waiting area. Student-drivers must handle their after-school needs in a timely manner and leave campus without delay. There is to be no loitering on campus after school.

## Weather-Related School Closure

If Pasco County School Board cancels school county-wide due to impending weather, LOLCS will be closed as well. Listen for news outlets to announce those closures. Local television and radio stations carry county-by-county school closures as well as several websites ([www.tbo.com](http://www.tbo.com) and [www.baynews9.com](http://www.baynews9.com)). In addition, we will attempt to update our website ([www.fbclol.org](http://www.fbclol.org)) with a scrolling marquis containing the latest closure information.

## **Emergency Procedures**

In accordance with local and state fire codes, Land O' Lakes Christian School conducts regular **fire drills**. Fire evacuation charts are posted at the door of each classroom and teachers review these regularly with students. Students are to walk silently out the designated building exit and report to their respective teacher for attendance at a safe distance away from the building. Upon the completion of the fire drill, students are to return and be ready for class immediately. In the event of an actual emergency, parents will be notified and students will be evacuated to a safe location.

In accordance with local and state emergency codes, Land O' Lakes Christian School conducts regular **tornado drills**. Tornado shelter location charts are posted at the door of each classroom and teachers review these regularly with students. Students are to walk silently to the designated shelter area with their teacher and remain there until the 'all clear' is announced. Upon the completion of the tornado drill, students are to return and be ready for class immediately. In the event of an actual emergency, parents will be notified with pertinent information.

In addition to meeting the above mandated emergency codes, Land O' Lakes Christian School educates in the area of and conducts routine **lock down drills**. Training the students in emergency areas that could be of a non-fire or non-weather related event, we provide a level of safety beyond what is required by statute. Our ministry plans, trains, and prepares for a variety of potential local, state, and national crisis events. Details of our Crisis Response Plan are available in the school office.

## **Child Abuse**

Florida law requires that all teachers and administrators report child abuse or suspected child abuse to the proper authorities.

## **Communicable Diseases**

Land O' Lakes Christian School desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean "an illness which arises as a result of a specific infectious agent, which may be transmitted to someone either directly or indirectly by a susceptible host or an infected person". A teacher or administrative official who reasonably suspects that a student or staff member has a communicable disease shall immediately notify the school administrator. The reportable diseases include but are not limited to the following:

*Acquired Immune Deficiency Syndrome (AIDS), Hepatitis, AIDS Related Complex (ARC), Herpes Simplex, Amebiasis, Histoplasmosis, animal bite by a potentially rabid animal, Human Immunodeficiency Virus (HIV), Anthrax, Legionnaire's Disease, Botulism, Lepto Spirosis, Brucellosis, Lymphogranuloma Venerreum, Campylobacteriosis, Malaria, Chancroid, Measles (rubella), Chicken Pox, Meningitis, Conjunctivitis, Meningococcal Disease, Dengue, Mumps, Diphtheria, Paralytic Shellfish Poisoning, Encephalitis, Pertussis, Giardiasis, Gonorrhoea, Plague, Granuloma Inguinal, Poliomyelitis, Hansen's Disease, Psittacosis, Hemorrhagic Fevers, Rabies, Relapsing Fever, Tetanus, Toxoplasmosis, Rocky Mountain Spotted Fever, Trichinosis, Rubella (inc. congenital), Tuberculosis, Salmonellas, Tularemia, Shigellosis, Typhoid Fever, Schistosomiasis, Typhus, Smallpox, Vibrio Cholera, Syphilis, and Yellow Fever.*

Any student or staff member with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and staff members with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, Land O' Lakes Christian School may require an independent physician's examination of the student or staff member (at the student's/staff member's expense) to verify the diagnosis of communicable disease. The school reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary actions to control the spread of communicable diseases within the school community.

## **Head Lice**

In accordance with Pasco County policy, students must be free of lice and nits to attend school. Students will be individually checked periodically for head lice. If the student is found to have head lice, he will be isolated, and the parent(s) will be notified to pick up the student. Before the student returns to school, the parent must verify treatment, and then the student will be checked. No student will be allowed in school with active lice or their remaining nits.

## **Illness**

For the welfare of a sick student and others in the school, all students who are sick must be kept at home. If the office calls to notify the parents that their student has become ill, they are responsible to see that their student is picked up within forty-five minutes.

*Students should stay at home if they have any of the following symptoms:*

Fever: Any student with a temperature of 100 degrees or higher should not attend school. Please be aware that artificially lowering a fever via medication does not change the fact that the student is still contagious to others and should not attend school. Medical professionals recommend waiting 24 hours after the first normal temperature reading in order to determine the illness has passed (again, without fever reducing medication).

Diarrhea/Stomach Flu/Rotavirus: Any student with these conditions should stay at home. A student is deemed over the illness once 24 hours have passed since the last episode. This 24-hour period includes eating normal meals without having any ill effects.

Runny nose/coughs/sneezes/colds: A runny nose is a concern when the discharge is thick or discolored. If the discharge is thin and clear, it could be allergies, which are not contagious. A cough/sneeze is more difficult to determine—usually other symptoms will appear when the cough/sneeze is of concern (fever, thick discharge of the nose, lethargy). Of course, it is always a good thing to teach your student to cover his mouth with a tissue when he coughs or sneezes.

Any illness requiring antibiotics (strep throat, pink eye, etc.): According to medical professionals, a student who is given antibiotics must wait at least 24 hours from the first dose of the prescription medication prior to returning to school. Many doctors are now recommending up to 48 hours before allowing a student to return to school. This allows the antibiotic sufficient time to ensure the student is not contagious and will allow the immune system time to contain the infection.

## **Medication**

A student may have an illness that does not prevent his attending school but which requires medication for relief or cure. If possible, such medication should be given by the parent at home. The medicine may be taken at school only if failure to take it could jeopardize the student's health. The following rules must be adhered to:

Permission: The parent or guardian must provide written permission on the form supplied by the school for the school office to assist in the administration of each prescribed medication. An explanation of the necessity for the prescribed medication to be provided during the school day must be included. School personnel should be informed of any side-effects or complications which may result from the medication.

Over-the-Counter Medications: If the physician or dentist orders a non-prescription medication such as aspirin or cough medicine, it will be necessary for the physician or dentist to provide a written note to be brought to the school. The container of non-prescription medication must be labeled with the student's name and directions concerning dosage. No over-the-counter (non-prescription) medication will be given without a written statement from the physician or dentist.

Containers: The medication must be received in school and stored in its original container, labeled with the student's name, name of the drug, directions concerning dosage, time of day to be taken, physician's name, and date of prescription. The parent may ask the pharmacist for an extra labeled container when buying the drug. When the medication is not in use, it shall be stored in its original container in a secure fashion under lock and key in the school office.

Medication Administration: The student should be responsible for coming to the office at the appropriate time for the medication.

### **Volunteers**

An open-door policy is practiced toward Land O' Lakes Christian School parents. A number of activities are promoted and staffed by parents during the school year. Additionally, individual teachers may give opportunities to parents to serve in their student's classroom.

School **volunteers** are in a position of direct assistance within a classroom or with a teacher. We support respect for the position of volunteer and request your help in this emphasis by implementing 'professional' attire. Parents who assist with students or help in the classroom (including helping with parties) are respectfully requested to follow the dress code guidelines listed below.

#### Ladies:

- No part of the outfit should be revealing, sheer, or too form-fitting.
- Dresses or skirts must be at least as long as the bottom of the knee. All slits and openings must be sewn at least to the middle of the knee.
- Tops must have a neckline no lower than four fingers below the collarbone in front and no lower than a hand's width from the prominent bone of the neck in back.

Gentlemen: 'Docker'-style dress pants (non-denim) and a collared shirt (either button-front or polo-style) are suitable for most events.

### **Visitors**

School **visitors** are those who are at LOLCS briefly to see their student or observe student participation in an event (day-time program, assembly, presentation, etc.) Parents or other authorized visitors (i.e., grandparents or other family members, graduates of LOLCS, pastors, and youth pastors) are always welcome to observe our school provided that prior arrangements have been made with the teacher and the administrator. Authorized visitors must first report to the office to sign in, and they will be issued a visitor badge to be worn for the duration of the stay. Friends (non-LOLCS students) are not allowed to come on campus for lunch or to loiter in parking areas, etc.

All visitors, especially parents, are asked to respect the standards of the school when on campus, even if only for a brief stop. Visitors are requested to wear modest apparel whenever appearing on campus for any reason. Specific guidelines include the following:

- Clothing should not be revealing or too form-fitting
- No sheer or tight clothing
- No low necklines

- No styles that expose the top of the shoulders, the midriff, or the undergarments
- Pants/shorts must be loose-fitting and no shorter than 2 inches above the knee; culottes should be long enough to cover the knee.
- Clean, un-torn, t-shirts without tobacco or alcohol emblems/advertising and without offensive emblems/insignia and wording are acceptable for casual visitor attire and short parental campus visits.

A student may bring a visitor only if the visitor is considering enrollment in Land O' Lakes Christian School and the following steps have been completed:

- A written request and consent from both the student's parents and the visitor's parents.
- The written approval of the administrator and teacher at least one (1) day in advance.

Note: The parents of the LOLCS student will be totally responsible for the actions of all authorized student visitor(s).

Visitors are never to go directly to the classroom. The secretary can arrange a time and place for a parent-teacher conference if desired. Parents should not meet the teacher before or after school as this detains the teacher from other responsibilities. Consideration should be shown, and a conference should be pre-arranged.

### **School Office**

The school office opens at 8:00 A.M. and closes at 4:00 P.M, Monday through Friday. Please help us maintain a professional environment by not congregating in the school office. Lunches, homework, books, messages and other items may be left in the office to be delivered to the student.

### **Telephone Use**

Students are not to use the telephone in the school office except for emergencies. Emergencies do not include student's forgetting PE clothes, books, homework, signed papers, lunches, etc. Students are permitted to use a personal cell phone or texting only when given expressed permission from a staff member, otherwise all personal cell phones and pagers are to be turned off and kept in the student's locker (See Cell Phone policy on page 28.)

### **Lunch Program**

Lunches are the responsibility of the parents. Lunch containers are to be marked with the student's name and kept in the classroom or locker until lunchtime. LOLCS does not offer a hot lunch program, however, we allow student use of microwaves for grades 5 – 12. The school does sponsor pre-paid, pre-ordered lunches through local food vendors.

### **Restrictions on Student Pick Up**

Once school begins, parents are required to list the names and phone numbers of the people authorized to pick up their student from school as well as noting any emergency contact information. This information is kept on file in the school office. If someone other than those listed on file are to pick up the student, a note signed by the parent giving permission must be submitted. The note must specify the name of the person who will pick up the student, the make of the car he will be driving, and the time and day(s) he will be picking up the student. The driver's license may be checked for identification. This note is not blanket permission to pick up a student. A new note must be sent for subsequent requests, or the name must be added to the authorized pick-up list on file.

If parents are divorced or separated and one parent is not allowed to see or pick up the student, the school must have on file at the office a certified copy of the court order of Final Judgment. All student files are kept confidential.

### **Property Damage to Church or School**

Any damage to church or school property as a result of student action will be repaired or replaced at the student's expense. We must be good stewards of that which God has given.

## **Academic Policies**

### **Standardized Testing**

Stanford, Tenth Edition Achievement Test: Land O' Lakes Christian School administers the Stanford, Tenth Edition Achievement Test yearly in the spring. Test results are available with the student's final report card. Test scores will reveal your student's placement within the nation among those taking the Stanford 10.

Otis Lenin Ability Test (IQ): The Otis Lenin Ability Test measures the ability and potential of each student. This test is given every year in the spring, and the results will be available with the student's final report card.

PLAN and PSAT: Testing is done on campus in the fall of each year for all 10<sup>th</sup> and 11<sup>th</sup> grade students, respectively.

### **Report Cards**

Our reporting system is designed to give parents an indication of the progress of their student in all areas of study. Report cards are issued every nine (9) weeks, and the dates of distribution are listed on the school calendar. Report cards must be signed by the parent/guardian and returned to the teacher the following school day. There will be charge of \$1.00 to re-issue a report card for one that is lost.

### **Grading Scale**

Land O' Lakes Christian School uses the State Unified Grading Scale in all grades. The academic grade is based upon the actual work done on homework, quizzes, tests, projects, participation, etc. The grading scale is as follows:

A	90-100	D	60-69
B	80-89	F	59 and below
C	70-79		

### **Conduct Grading Key**

The Christian character or conduct code is indicated by an alphabetical letter used to reflect attitude, effort, and conduct. This is an important part of the student's report card.

<b>E</b>	Excellent	Indicates that the student always does what is required (sometimes going above and beyond), has an exceptionally cooperative attitude, and behaves in accordance with the rules of the classroom.
<b>S</b>	Satisfactory	Indicates that the student has a positive attitude and is no particular discipline problem in the classroom.
<b>N</b>	Needs Improvement	Indicates that the student is not working up to his ability and/or is inconsistent in attitude or conduct.
<b>U</b>	Unacceptable	Indicates the student's effort, attitude, and behavior are unacceptable. Students given a grade of U in two or more classes will jeopardize their privilege to attend Land O' Lakes Christian School.

### **Progress Reports**

Progress Reports are issued midway through a quarter. The purpose of the progress report is to give parents and students an insight to the student's progress or lack thereof, so that appropriate measures may be taken.

### **Probation - Academic**

A student with a 'D' or 'F' average in any subject may be issued probationary status (approximately the fifth week of each grading period). This probationary status may also be issued to students who are not working up to their ability. Most new students to LOLCS are routinely placed on academic probation to assure a smooth transition into our learning environment. This is designed to create a heightened awareness of academic status on the part of the teacher, the student, and the parent.

### **Probation - Behavioral**

Behavioral probationary status may be issued to students who, by reason of continued poor choices, display poor character in areas described as punishable by demerit and detention. This status is conferred upon students solely at the discretion of the Administrator and the school board with proper notice being given to parents. Continued improper choices may result in suspension or expulsion.

### **Homework**

#### Purpose

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students to advance in their studies. Therefore, each student is required to complete his homework assignments on time. Homework is given for several reasons:

- *Reinforcement:* Most students require adequate review to master material essential for their education.
- *Practice:* Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
- *Preparation:* Reading assignments may be given to prepare students for upcoming instruction.
- *Remedial Activity:* As instruction progresses, various weak points in the student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
- *Special Projects:* Book reports, compositions, research assignments and projects enable the student to apply the material learned. Independent study is a skill students do well to master early in the educational process.

## Procedures

Students are expected to use assignment books (planners) to write down carefully the assignments for each night. Students in grades 3-12 are required to use their school planner and fill it in on a daily/weekly basis. Student planners are also used for hall passes throughout the school year.

## Policies

Each student is expected to complete the assigned homework and return the assignment the following school day. There is a difference between assigned homework and unfinished class work. Be sure to follow up with the teacher if your student routinely is unable to complete their daily class assignments. If a student receives three homework notices in the same subject, the nine-week average for that subject will be lowered one percentage point.

The older the students get, the more homework they will have. The following is a suggested guideline (for average students).

Grade	Time (minutes)	Grade	Time (minutes)
Kindergarten (K-4 and K-5)	0-10	Fifth and Sixth Grades	45-60
First Grade	15-20	Seventh and Eighth Grades	60-80
Second Grade	20-30	High School	80-120
Third and Fourth Grades	30-40		

Homework waivers are available in cases of special church meetings on school nights. The student's pastor should contact the school administrator for information.

## **Part-Time Student Policy**

Part-time student participation is extended to families of FBCLOL and FBCLOL active non-members. Each part-time student must:

- Be approved by Administrator and Pastor,
- Read and abide by policies set forth in the current LOLCS Parent/Student Handbook,
- Meet all academic and conduct/behavioral eligibility requirements,
- Adhere to LOLCS student handbook uniform dress code guidelines, and
- In addition to their parents, agree to and sign the Statement of Cooperation in student/parent handbook.

Upon approval, 7 – 12 grade students may participate in any class/activity\* offered at that level as space permits. Students in grades 1 – 6 may participate in special classes/activities\* offered at that level (Band, Choir/Music, Physical Education, Computer, Art, and Library) as space permits.

*\*LOLCS defines activities to include academic and fine arts competitions, and college visitation trips. Field trip participation is permitted only as it relates to class being taken by part-time student.*

## **Standards of Conduct**

Land O' Lakes Christian School holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. Spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Corinthians 3:18), begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the biblical demands for a holy life which fulfills both God's moral law and His high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 5:14). The result is a life consecrated to God and separated from the world.

Land O' Lakes Christian School must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following biblical commands is necessary to provide such an environment. All of a Christian's activities must be subordinated to the goal of bringing glory to God, Who indwells us (I Corinthians 8:9; 13:13; 10:32). The Christian should endeavor to avoid practices which decrease his sensitivity to the spiritual needs of the world and endanger his physical, mental, or spiritual well-being (I Corinthians 9:27).

A sense of the need for spiritual growth in the light of these principles has led Land O' Lakes Christian School to adopt the following standards which it believes are conducive to the environment that will best promote the spiritual welfare of the student.

The school, therefore, asks each student—whether at home, school, or elsewhere—to:

- Refrain from swearing, indecent language, smoking, drinking alcoholic beverages, drug use, gambling, dancing, pornography, premarital sex, homosexuality, sexual perversions, and involvement in rock and roll music or so-called "Christian rock" music and Contemporary Christian Music. Student discussion about the items listed above will be limited to the context of a classroom teaching environment.
- Maintain Christian standards in courtesy, kindness, honesty, morality, and modest attire.

A few of the restrictions mentioned above may appear arbitrary to some, but, while not condemning others who see differently, Land O' Lakes Christian School believes the above standards promote the type of outstanding conduct which the school has established as its objective. Students are expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere. Students found to be out of harmony with the school's ideals of work and life may be asked to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and genuine personal interest between faculty and student, there is fine opportunity for the development of strong Christian character. Additionally, we request your support of the following school procedures for each student:

- No criticism of any teacher or school policies by students will be tolerated.
- Disrespect and disobedience to an authority will not be tolerated.
- A proper response to a yes-or-no question is "Yes, Sir/Ma'am" or "No, Sir/Ma'am."
- Talking in class without permission is not allowed.
- Getting out of a seat without permission is not allowed.
- No writing, passing, or reading of notes is allowed throughout the school day.
- Students participating in social activities which contribute to low moral standards will be subject to disciplinary measures.
- Students are not to have any articles that distract from academics. Trading cards, baseball cards, radios, tape or CD players, iPods, MP3 players, electronic hand-held games and electronic devices, etc., will be confiscated by the teacher. The parents will be required to take these items home.
- No mutilation or destruction of any property will be tolerated. Parents will be billed for any damages caused by a student.
- Horseplay of any sort is considered out of order.

- Gum is not allowed on school property during the school day.
- No songbooks, tapes, CD's, or iPods are allowed at school except those being used for music class or special school programs at a teacher's request.
- Students should show respect for God, country, family, faculty, and fellow students.

Note: Parents are asked to keep in mind that their student's behavior off campus has a bearing on the image and testimony of Land O' Lakes Christian School. Anything that the administration or School Board feels would bring reproach upon the name of the school, and thus the name of Christ, will be dealt with accordingly.

Including but not limited to the areas mentioned within this section (*Standards of Conduct*), students are expected to conduct themselves in a manner that is honoring to Christ and to live a life above reproach. If the ministry of LOLCS feels there is cause for reasonable suspicion that a serious breach has occurred, the student may be suspended. Following a reasonable time to investigate the allegation and prayerfully consider the appropriate response, the administrator will communicate the final decision to the parents (full re-instatement to the student body if allegation is unfounded and continued suspension/expulsion if allegation is discovered to be accurate). The serious breaches include but are not limited to:

- Cheating: "But let every man prove his own work, and then shall he have rejoicing in himself alone, and not in another" - Galatians 6:4. It is the policy of Land O' Lakes Christian School that any student caught cheating will receive a zero on that specific project, paper, test, quiz, etc. Parents will be notified and demerits will be given. Cheating is considered stealing and will not be tolerated.
- Use of Drugs, Alcohol, or Tobacco: Any suspected use or possession of drugs, alcohol, or tobacco (on or off campus) will result in suspension while the allegation is investigated, followed by disciplinary action up to and including possible expulsion.
- Dangerous Items: Any student who brings any item to school that would endanger lives or cause serious injury will immediately be suspended and parents notified. This includes but is not limited to firearms, knives or other sharp implements, or explosives.
- Deviant Behavior and Sexual Immorality: "Marriage is honorable in all, and the bed undefiled" - Hebrews 13:4. Any sexual contact outside of marriage will not be tolerated, on or off campus, and will result in immediate suspension from Land O' Lakes Christian School while allegation is investigated. This includes but is not limited to improper touching, homosexuality, lesbianism, fornication, adultery, use of pornography, and indecency. Improper behavior, talk, or gestures between boys and girls may result in suspension or expulsion.

Students who will not cooperate spiritually, morally, or scholastically may be required to withdraw. Any student displaying an uncooperative spirit either spiritually, morally, or scholastically may not be permitted to return. If parents cannot conscientiously support the school, it would be best for those parents to have their children in a school where there will not be open dispute or major disagreement.

### **Questionable Social Activities**

We expect our students to participate only in those social activities that agree with the biblical principles taught at Land O' Lakes Christian School. Students participating in questionable social activities are subject to disciplinary measures up to and including expulsion.

### **Internet Policy**

LOLCS Administration reserves the right to view any internet postings, including but not limited to websites, chat rooms, web logs, etc. Students will be accountable for content on their own sites, whether

their own posting or that of another. Content should conform to the same standards to which all other forms of expression are held (see Standards of Conduct and Questionable Social Activities).

### **Discipline Policy**

Land O' Lakes Christian School provides for classrooms which are conducive to a good learning environment and a joyful atmosphere. Effective classroom discipline is a necessary key ingredient. The teacher is responsible for maintaining appropriate classroom behavior. However, teaching discipline to the individual student is mainly the responsibility of the home, not the school. Therefore, parents should be involved in handling discipline problems and may be called if a problem continues that requires parental support. Failure to respond immediately with proper assistance in this area could result in the dismissal of the student from Land O' Lakes Christian School. The teacher's discipline cannot be effective without parental cooperation.

If a problem arises, parents should feel free to discuss it with their student's teacher at a convenient time. Classroom time should not be taken up for this purpose. If it is necessary to speak with someone during the school day, the office may be contacted. Parents and teachers must cooperate fully with each other. Anything said or done which undermines respect and confidence for either one will harm the student. When there is a misunderstanding or a problem, the parent should encourage the student to take it quickly to the teacher involved and try to resolve the problem. If the problem is still not completely resolved, often a phone call, a conference, or even a note can clear up the difficulty. A minor problem should not turn into a major one because of lack of communication.

If, after sufficient communication, the problem cannot be solved with the student's teacher, parents should feel free to contact the administrator.

If needed, various forms of correction may be used at school, depending upon the nature and severity of the problem. The more the parents become involved in correcting behavioral problems at home, the more the home will be strengthened and the less discipline the student will require at school. Actions resulting in the need for discipline of a more serious nature will result in suspension until adequate time has passed to investigate the situation and prayerfully consider final disciplinary action. Following consultation with the Pastor and/or the School Board, parents will be notified of final action by the Administrator, or in the absence of the Administrator, the Pastor or the School Board.

### **Violence Prevention Policy**

Land O' Lakes Christian School does not tolerate violence or harassment in any form. LOLCS, including staff, students, parents, and volunteers, is committed to the school's mission of providing a safe and friendly environment that fosters appropriate expression and facilitates the dynamic educational process. Every student, teacher, parent/guardian, support staff, board member, pastor or others while on school property and at school sponsored events, is governed by these policies and shares in the responsibility for creating an environment that is safe, harmonious, and respectful.

LOLCS does not tolerate any intentional, unintentional, attempted or threatened use of force, threats, harassment or abuse against school personnel or students. Verbal or written taunts and threats (including sarcasm, ridicule, and humiliation), racial/ethno-cultural harassment, physical and/or sexual harassment, or abuse perpetrated by anyone in the school, whether intentional or unintentional, is condemned as unacceptable. For full explanation of LOLCS Violence Prevention Policy, please see the Violence Prevention Manual in the school office.

### **Sexual Harassment Policy**

All students and school personnel are expected to conduct themselves with respect for the dignity of others. If a student has concerns about the nature of any conduct or physical contact by a school or

church employee, a fellow student, or a member of the public, the student should immediately report this concern to the Administrator, supervisor, or teacher, as well as discuss this concern with his parent or guardian. The school will investigate all such reports immediately.

A student found to be in violation will be subject to disciplinary action up to and possibly including expulsion from school. An employee will be subject to disciplinary action up to and possibly including termination of employment. All such reports will be handled discreetly to maintain confidentiality, avoid embarrassment, and protect the student making the report. However, it should be understood that Land O' Lakes Christian School is required by law to report child abuse to the Department of Social Services.

# **Kindergarten & Elementary Section**

The information contained within this section pertains specifically to K4 through 6<sup>th</sup> Grade students and parent volunteers and visitors.

Kindergarten and Elementary parents are required to sign on page 44 and return it no later than Friday of the first week of school.

## Dress Code - Kindergarten and Elementary

### Uniforms

Students are required to wear the school uniform each day (unless otherwise specified for certain field trips, etc.). The standard uniform is available through Lands' End School ([landsend.com/school](http://landsend.com/school)).

<b>Girls Uniforms</b>	
Jumper/Skirt	Lands' End plaid jumper (PK3-2 <sup>nd</sup> grades) and pleated plaid skirt (3 <sup>rd</sup> -6 <sup>th</sup> grades); hem of the garment should come below the knee.
Shirt	Lands' End navy or white knit polo-style logo shirt (white is mandatory attire for chapel services)
Socks	Navy or white knee socks or anklets; no emblems are permitted. Navy or white tights are permitted on cold days. 'No-show' athletic socks are not acceptable.
Shoes	<ul style="list-style-type: none"> <li>• <u>Style</u>: Conservative, dress or semi-dress, fastened by either shoelace or Velcro closures. Slip-ons are permitted provided the shoe remains on the foot when the student walks. No platforms, slings, or open toes. Athletic shoes with non-marking soles are permitted for K-5 – 12 grades; all sneakers are permissible for PK3 and K-4 students (non-marking soles, please.)</li> <li>• <u>Color</u>: Entire shoe must be solid black . Any stripes, lettering, emblems, etc. must be blackened with a permanent ink marker.</li> <li>• <u>Soles</u>: Non-marking soles are preferred.</li> <li>• <u>Material</u>: Leather, vinyl, suede, Nu-buck, etc. No canvas material.</li> <li>• <u>Heels</u>: Heel height at the back of the shoe must not exceed 2 inches (including sole).</li> </ul>
Jewelry	Small stud earrings only, one pair at a time. No gaudy necklaces, dangling or drop earrings, or pins.
Makeup	No makeup is permitted.
Fingernail Polish	Clear nail polish is permitted

<b>Boys Uniforms</b>	
Shirts	Lands' End white or hunter green polo with logo (white is mandatory for chapel services)
Undershirt	Plain white t-shirt (optional).
Pants	Lands' End navy blue, in good repair; hem should touch the top of the shoes while standing.
Shorts	Lands' End navy blue walking shorts, in good repair ( <b>PK3-3<sup>rd</sup> grade boys only</b> )
Shoes	<ul style="list-style-type: none"> <li>• <u>Style</u>: Conservative, dress or semi-dress, fastened by either shoelace or Velcro closures. Slip-ons are permitted. provided the shoe remains on the foot when the student walks. Athletic shoes with non-marking soles are permitted for K-5 – 12 grades; all athletic shoes are permissible for PK3 and K-4 students (non-marking soles, please.)</li> <li>• <u>Color</u>: Entire shoe must be solid black . Any stripes, lettering, emblems, etc. must be blackened with a permanent ink marker.</li> <li>• <u>Soles</u>: Non-marking soles are preferred.</li> <li>• <u>Material</u>: Leather, vinyl, suede, Nu-buck, etc. No canvas material.</li> </ul>
Socks	Solid black or navy blue only. 'No-show' athletic socks are not acceptable. White crew socks are acceptable in PK3 & K-4 and when sneakers are approved for field trips
Belts	Black or navy.
Additional	No earrings or other piercings, necklaces, bracelets, or tattoos.

## Outerwear

The two sweater options and the fleece jacket from Lands' End are optional purchases. However, these are the only outdoor garments that may be worn in the classroom. Other jackets and sweaters may be worn to school but must be removed upon entering the classroom.

<b>Physical Education (PE) Uniforms</b> Available through Lands' End.	
Shorts	LOLCS Uniform--2" or less above knee (note: recommended purchasing long so shorts will last all year as student grows)
Shirts	The LOLCS PE shirt should be long enough to meet the shorts when the arms are raised and may not contain any additional writing
Socks	White athletic or sport socks
Shoes	Athletic shoes, lace-up or Velcro-style to prevent shoes from being inadvertently removed while participating in PE
Cold Weather Wear	Solid-color sweat pants and solid-color turtlenecks or sweatshirts (preferably school colors, white, or black) Long-sleeved PE shirts, sweat pants, and sweatshirts are also available from Lands' End.

## Hair Code

Boys are to have their hair cut regularly, not allowing it to become too long. Hair is to be cut in such a way that it is off the eyebrows and tapered neatly off the collar and ears. It is to be combed neatly and styled in a modest fashion, without any added or altered coloration so as not to draw undue attention. Sideburns are to be no longer than the middle of the ear. Hair is not to be sculpted, stepped, or spiked. Bowl cuts are not acceptable. When hair begins to flip up on end, it is too long. Shaggy or bushy hair, even if in accordance with the above requirements, is not acceptable. Faddish haircuts are not acceptable. The Administrator will make final decisions on all questionable haircuts.

## Dress Code (When Not in Uniform)

It is not too early for the kindergarten and elementary students to be thinking about modesty and appropriateness of attire. LOLCS requests that when the uniform is not being worn (for certain field trips, games, field days, programs, etc.), students adhere to the following guidelines:

### Girls:

- No part of the outfit should be revealing, sheer, or too form-fitting.
- Dresses or skirts must be at least as long as the bottom of the knee. All slits and openings must be sewn at least to the middle of the knee.
- Tops must have a neckline no lower than four fingers below the collarbone in front and no lower than a hand's width from the prominent bone of the neck in back.

Boys: 'Docker'-style dress pants (non-denim) and a collared shirt (either button-front or polo-style) are suitable for most events.

## Discipline Policy

Land O' Lakes Christian School defines discipline as "the control and guidance of behavior". It is the goal of the school to guide and develop within students self-discipline rooted in recognition of Christ-like character and a godly respect for others rather than a fear of punishment.

Discipline is learned; we recognize that it is taught in the home, as well as at school. This learning process should assist each student in developing a godly, biblically-based sense of responsibility toward

their own behaviors, attitudes, and actions. The clearly communicated, firm, fair, and consistent application of biblically-based principles is the guiding factor in every aspect of developing a safe and harmonious school environment.

In keeping with the goal of helping students become more conformed to the image of Christ, our character-based approach to discipline will utilize a written form when necessary to identify specific areas within which students need to improve. The guidelines for Kindergarten and Elementary Character/Behavior Notices are:

- More than 3 per week will require a parent/teacher conference
- More than 7 within any 10 day period will require a meeting with Mrs. Smith
- More than 15 within any quarter will result in behavioral probation

Students with over 15 character notices within any quarter are subject to ‘Behavioral Probation’ and may be asked to withdraw during the next grading term should the behavior not alter or if sufficient parental support is not forthcoming. The quarterly report card will reflect these same areas of character, behavior, and work habits as the Behavior/Character Notice.

# **Junior & Senior High Section**

The information contained within this section pertains specifically to 7<sup>th</sup> through 12<sup>th</sup> Grade students.

Please read the section carefully. Junior/Senior High students and their parents are required to sign on page 45 and return it no later than Friday of the first week of school.

# Admissions

Students are tentatively accepted at Land O' Lakes Christian School after submission of a registration application and an interview with the Administrator. Final acceptance is contingent upon the content of former records, pastoral reference forms, and the result of testing and placement of the student. Each student's status will be reviewed yearly, and the student will be accepted for re-enrollment on the basis of academic progress and disciplinary records. A student who does not agree and cooperate with the overall purpose and program of the school will not be admitted or allowed to remain at Land O' Lakes Christian School. This decision rests with the administration and the School Board. Parents are notified if the student's enrollment status is in jeopardy.

Land O' Lakes Christian School reserves the privilege of setting and maintaining specific standards of conduct, dress, cleanliness, and scholarship for its students. The desire of the school is to provide a Christian atmosphere in the academic world. Land O' Lakes Christian School expects full cooperation from both students and parents. The school maintains the right to refuse admission to anyone who fails to meet entrance requirements or to whom, in the opinion of the administration, the school cannot minister effectively. Furthermore, the school also maintains the right to suspend, dismiss, or expel any student who violates the standards set down in the handbook or any other rule of conduct as defined by the school administration.

## Admission Requirements - Junior High

- The prospective student and his parents should faithfully attend a like-faith and -practice church and have trusted Jesus Christ as their personal Savior.
- The prospective student must provide a pastor reference from the pastor of his church attesting to his character and church attendance.
- The student and his parents must meet with the administrator and/or the pastor for an interview.
- The prospective student must meet minimum academic requirements (standardized Math and Reading scores of greater than 40<sup>th</sup> percentile).

## Admission Requirements - Senior High

- The prospective student and his parents should faithfully attend a like-faith and -practice church and have trusted Jesus Christ as their personal Savior.
- The prospective student must provide a pastoral reference from the pastor of his church attesting to his character and church attendance.
- The prospective student must provide character and academic references from three former teachers. Previously home-schooled students must provide three references excluding family members.
- The student and his parents must meet with the administrator and/or the pastor for an interview.
- A prospective student should come from a Christian-education background and be in good standing with the Christian school he is leaving. It will be up to the discretion of the administration to waive this requirement. This would be on a case-by-case basis.
- The school administrator, the pastor of First Baptist Church of Land O' Lakes, and the School Board of Land O' Lakes Christian School make the final decision in the acceptance of any student to the academic programs of Land O' Lakes Christian School.
- The prospective student must meet minimum academic requirements (standardized Math and Reading scores of greater than 40<sup>th</sup> percentile).

## Lab Fees

A lab fee may be assessed to students enrolled in classes that require lab work or extensive additional funding such as Home Economics, Computer Science, and Science.

## Testing: Scholastic Aptitude Test (SAT) and American College Test (ACT)

All eleventh grade students will be strongly encouraged to take the ACT or SAT with the option of retaking the test in twelfth grade. Students may take the test as many times as they desire, and only the highest score is maintained. There is a fee, however, every time the test is taken. Taking the SAT or the ACT is a requirement for application to college. No college scholarships are made available unless one of these tests is taken.

## Curriculum

Land O' Lakes Christian School has a strong academic program and a dedicated faculty. ABeka Book and Bob Jones University Press are the primary curriculum used in grades 7-12.

Recommended Courses of Study				
Course	7th	8th	9 <sup>th</sup> -12 <sup>th</sup>	
			Course	Credits
Bible	✓	✓	Bible Life Management	4.0 0.5
Social Studies	World History	American History	U.S. History World History American Government Economics Geography	1 1 0.5 0.5 1.0*
Science	✓	✓	Science (2 credits must be earned with lab components)	3-4
English	✓	✓	Concentration in grammar, composition, and literature	4
Mathematics	General Math	Pre-Algebra	Algebra I and higher	4 (beginning with class of 2011)
Physical Education	✓	✓	Physical Education Personal Fitness	0.5 0.5
Fine Arts	✓	✓		
Foreign Language			Same foreign language must be taken consecutively*	2
Practical Arts/Arts Career Education or Performing Fine Arts			Practical Arts/Arts Career Education or Performing Fine Arts	1 (or 0.5 credit in each)
Electives			Electives	3.5
<b>Minimum Graduation Requirements:</b>			<b>24 credits</b>	
*Considered elective course work				

- In addition to the academic course work, the student must complete a total of 120 service hours (30 hours per year) approved by the administration. All service hours must be completed before the end of the senior year.
- In grades 7-12, a student must pass English, Math, and Bible in order to be promoted to the next grade.
- Participation in a regular chapel program is a required part of the curriculum.

### **Additional High School Coursework**

High school students are also permitted (by approval) to take online classes or “dual enrollment” classes while enrolled at LOLCS. Many students take online classes free of charge through Florida Virtual School (FLVS.net). Students who take dual enrollment classes receive both high school and college credit. This may be done through our articulation agreement with Pasco-Hernando Community College or several Christian colleges that now offer courses to high school students.

### **Sports**

Students participating in athletic activities are responsible for all homework assignments regardless of game or activity schedules. A physical health form must be submitted yearly (before practice begins) for those who participate in sports (see the Athletic Handbook for details).

### **Cell Phones, Pagers, and Other Electronic Devices**

- Cell phones may be brought to school and left in the student’s locker; however, they must be turned off (not on beep, ring, or vibrate). There can be no calls or texting when students are on campus until after dismissal (3:20 P.M.)
- Electronic devices such as portable digital music and video players (iPods, MP3’s, etc.) are not permitted at school or school-sponsored activities.
- Laptop computers, scientific calculators, PDA’s, etc. are permitted for classroom instructional use only.
- Personal electronic video games (PS2, Nintendo DS, GameBoy, etc.) may be allowed during travel on school-related activities but not on campus during school hours (8 a.m. – 4 p.m.).

Specific exception may be granted by a teacher or administrator. Any device used in an unauthorized manner shall be subject to confiscation and deemed ‘contraband’. Electronic content contained within confiscated contraband is subject to administrative search.

### **Attendance**

School attendance is extremely important. Regular attendance is one of the most important factors in succeeding in school. It also shows integrity and prepares one for success in the job market.

All high school students enrolled at Land O' Lakes Christian School are obligated to attend classes regularly and punctually and to satisfy all course requirements. Participation in classroom activities is an important part of the credit earned in any course. Twelfth grade students with an ‘A’ average in any class who incur one (1) or more unexcused absences may lose final exam exemption privileges.

### **Excessive Absences**

Students with ten (10) or more total absences (excused or unexcused) in any one class during a semester, even if they have a passing grade, may receive an ‘F’ (59% value). A student may make an appeal to the School Board within the prescribed time established in each semester. All absences will be considered unexcused unless and until a legibly signed note or email from the parent is received by the office and approved by the Administrator (or his designee). The School Board shall have the authority to reinstate the student’s passing grade by imposing additional requirements on the student if deemed necessary.

### **Truancy**

The Florida Legislature has enacted F.S. 322.091(1) stating that minors (ages 14-17) must satisfy school attendance requirements in order to apply for and maintain their driving privileges. The Administrator is required to submit to the Department of Highway Safety and Motor Vehicles (DHSMV) the name of any student (along with date of birth, sex, and social security number) who does not satisfy attendance requirements.

If a student's name is sent to the DHSMV for lack of attendance, the student is in danger of having his driving privilege suspended. For students who are under age 16, future application for licensure may be denied. Following a license suspension by DHSMV, the driving privilege may be reinstated if the student submits written verification to DHSMV that he has completed 30 days of attendance in school without unexcused absence.

**Tardiness**

Punctuality is expected from all students. They are to be ready to begin class on time at each appointed hour. Demerits may be given to students who are late.

**Make-Up Work**

All work missed because of an excused absence must be made up within a time frame equivalent to the amount of days missed unless other arrangements are made. The time period for make-up work to be completed begins immediately upon the student's return to school. It is the student's responsibility to contact his teachers and complete all make-up work.

## Dress Code – Girls

**School Uniform**

Students are required to wear the school uniform each day (unless otherwise specified for certain field trips, etc.). The standard uniform is available through Lands' End School ([landsend.com/school](http://landsend.com/school)).

<b>Girls Uniforms</b>	
<b>Skirt</b>	The pleated plaid skirt from Lands' End is required. The hemline of the skirt should come to the bottom of the knee.
<b>Blouse/Polo</b>	Girls should wear the oxford logo blouses (short-, ¾, or long-sleeved) for chapel. They may choose to wear the navy or the white knit polo for the remainder of the week. Only the top button is allowed to be unbuttoned on either top.
<b>Socks</b>	Girls are required to wear white or navy knee socks or anklets (with no emblems) or select a color that matches their uniform. 'No-show' athletic socks are <u>not</u> acceptable. High school (9 <sup>th</sup> -12 <sup>th</sup> grade) girls may elect to wear hosiery.
<b>Shoes</b>	<ul style="list-style-type: none"> <li>• <u>Style</u>: Conservative, dress or semi-dress, fastened by either shoelace or Velcro closures. Slip-ons are permitted provided the shoe remains on the foot when the student walks. No platforms, slings, or open toes. Athletic shoes with non-marking soles are permitted.</li> <li>• <u>Color</u>: Entire shoe must be solid black . Any stripes, lettering, emblems, etc. must be blackened with a permanent ink marker.</li> <li>• <u>Soles</u>: Non-marking soles are preferred.</li> <li>• <u>Material</u>: Leather, vinyl, suede, Nu-buck, etc. No canvas material.</li> <li>• <u>Heels</u>: Heel height at the back of the shoe must not exceed 2 inches (including sole).</li> </ul>

**Outerwear**

The two sweater options and the fleece jacket from Lands' End are optional purchases. However, these are the only outdoor garments that may be worn in the classroom. Other jackets and sweaters may be worn to school but must be removed upon entering the classroom.

<b>Physical Education (PE) Uniforms</b> Available through Lands' End .	
Shorts	LOLCS Uniform--2" or less above knee (note: recommended purchasing long so shorts will last all year as student grows)
Shirts	The LOLCS PE shirt should be long enough to meet the shorts when the arms are raised and may not contain any additional writing
Socks	White athletic or sport socks
Shoes	Athletic shoes, lace-up or Velcro-style to prevent shoes from being inadvertently removed while participating in PE
Cold Weather Wear	Solid-color sweat pants and solid-color turtlenecks or sweatshirts (preferably school colors, r white, or black) Long-sleeved PE shirts, sweat pants, and sweatshirts are also available from Lands' End.

### **Jewelry**

No gaudy necklaces, earrings, or pins are allowed. Small stud earrings without a dangle or drop are permitted for all female students in grades 7-12. Hoop earrings are permitted for female students in grades 9-12 with the hoop being smaller than the size of a dime (less the  $\frac{3}{4}$ ""). Only one earring on each ear may be worn at a time and must be worn in the lobe of the ear. No other body piercing is allowed.

### **Make-Up**

In grades 7 and 8, no make-up is permitted; non-tinted lip balm is not considered make-up and may be worn. Girls in grades 9-12 may wear natural-looking make-up that is not excessively obvious, specifically in the color and degree of application of foundation, blush, eyeliner, eye shadow, and mascara. Make-up should be worn in such a way that it enhances the face and natural features.

### **Hair Code**

Hair color and style must be such that the hair does not draw undue attention to itself. Hair should remain a natural color. Subtle, natural-looking highlights are acceptable, but extremes in hair coloring, chunky streaking, bleaching, or styling are not allowed.

### **Fingernail Polish**

Clear or light-colored nail polish is permitted, as is a clear-polish French manicure.

### **Tattoos**

Girls are not allowed to get tattoos, nor are they allowed to put anything on the skin which may resemble a tattoo.

### **Casual Dress**

It is not too early for students to be thinking about modesty and appropriateness of attire. LOLCS requests that when the uniform is not being worn (for certain field trips, games, field days, programs, etc.), students adhere to the following guidelines:

- No part of the outfit should be revealing, sheer, or too form- fitting.
- Dresses or skirts must be at least as long as the bottom of the knee. All slits and openings must be sewn at least to the middle of the knee.
- Tops must have a neckline no lower than four fingers below the collarbone in front and no lower than a hand's width from the prominent bone of the neck in back.
- No styles that expose the top of the shoulders, the midriff, or the undergarments.
- Students are permitted to wear non-denim slacks or Capri slacks to sporting events.

- No pieces of attire should advertise or represent drugs or alcohol, or contain symbols or insignias that represent groups or ideals contrary to biblical standards.
- When permitted, denim garments may not be torn nor show signs of extreme fading or wear.
- Pants and shorts, if permitted at the event, must be loose fitting and no shorter than 2 inches above the knee.

### Dress-Up Occasions

When an event calls for something other than the uniform or casual dress, girls must abide by the following standards.

- Dresses or skirts must be at least as long as the bottom of the knee. All slits and openings must be sewn at least to the middle of the knee.
- Tops must have a neckline no lower than four fingers below the collarbone in front and no lower than a hand’s width from the prominent bone of the neck in back.
- Dresses that bare the shoulders or those with only spaghetti straps are not modest and may not be worn. However, those types of dresses, if worn with a shawl or a jacket that remains on during the entire event may be permissible.
- Dress checks may be scheduled before the event. The girls may be asked to try on their dresses before they are approved. (The tag and the receipt should be kept just in case a dress does not pass inspection.)

## Dress Code – Boys

### School Uniform

Students are required to wear the school uniform each day (unless otherwise specified for certain field trips, etc.). The standard uniform is available through Lands’ End School ([landsend.com/school](http://landsend.com/school)).

Boys Uniforms	
Shirts	On regular school days, boys may choose to wear the white polo-style shirt or the green polo-style shirt. Only the top button is allowed to be unbuttoned. The blue and white striped oxford shirt worn with a navy-blue tie is mandatory for chapel (with top button buttoned).
Undershirt	Only plain white t-shirts are allowed.
Pants	Boys are required to wear the Lands’ End uniform navy-blue pants. Pants should not be dirty or torn. They must touch the top of the shoes.
Shoes	<ul style="list-style-type: none"> <li>• <u>Style</u>: Conservative, dress or semi-dress, fastened by either shoelace or Velcro closures. Slip-ons are permitted provided the shoe remains on the foot when the student walks. Athletic shoes with non-marking soles are permitted.</li> <li>• <u>Color</u>: Entire shoe must be solid black . Any stripes, lettering, emblems, etc. must be blackened with a permanent ink marker.</li> <li>• <u>Soles</u>: Non-marking soles are preferred.</li> <li>• <u>Material</u>: Leather, vinyl, suede, Nu-buck, etc. No canvas material.</li> </ul>
Socks	Boys are allowed to wear solid-black or navy blue socks only. ‘No-show’ athletic socks may <u>not</u> be worn.
Tie	A navy blue tie must be worn with the uniform dress shirt on chapel days.
Belt	Boys are required to wear a navy blue or black belt. It should be of the dressy leather style rather than a casual style.

## Outerwear

The Drifter sweater and the fleece jacket from Lands' End are optional purchases. However, these are the only outdoor garments that may be worn in the classroom. Other jackets and sweaters may be worn to school but must be removed upon entering the classroom.

<b>Physical Education (PE) Uniforms</b> Available through Lands' End.	
Shorts	LOLCS Uniform--2" or less above knee (note: recommended purchasing long so shorts will last all year as student grows)
Shirts	The LOLCS PE shirt should be long enough to meet the shorts when the arms are raised and may not contain any additional writing
Socks	White athletic or sport socks
Shoes	Athletic shoes, lace-up or Velcro-style to prevent shoes from being inadvertently removed while participating in PE
Cold Weather Wear	Solid-color sweat pants and solid-color turtlenecks or sweatshirts (preferably school colors, white, or black) Long-sleeved PE shirts, sweat pants, and sweatshirts are also available from Lands' End.

## Jewelry

No earrings or other piercings, necklaces, or bracelets. The only acceptable jewelry for boys will be a medical warning necklace or bracelet, a watch, and a LOLCS class ring.

## Tattoos

Boys are not allowed to get tattoos, nor are they allowed to put anything on the skin which may resemble a tattoo.

## Hair Code

Boys are to have their hair cut regularly, not allowing it to become too long. Hair is to be cut in such a way that it is off the eyebrows and tapered neatly off the collar and ears. It is to be combed neatly and styled in a modest fashion, without any added or altered coloration so as not to draw undue attention to it. Sideburns are to be no longer than the middle of the ear. Hair is not to be sculpted, stepped, or spiked. Bowl cuts are not acceptable. When hair begins to flip up on end, it is too long. Shaggy or bushy hair, even if in accordance with the above requirements, is not acceptable. Faddish haircuts are not acceptable. The Administrator will make final decisions on all questionable haircuts.

## Casual Dress

It is not too early for students to be thinking about modesty and appropriateness of attire. LOLCS requests that when the uniform is not being worn (for certain field trips, games, field days, programs, etc.), students adhere to the following guidelines:

- 'Docker'-style dress pants (non-denim) and a collared shirt (either button-front or polo-style) are suitable for most events.
- No pieces of attire should advertise or represent drugs or alcohol, or contain symbols or insignias that represent groups or ideals contrary to biblical standards.
- Clothing should be in good repair, not torn or faded, and securely fastened at the natural waist without revealing any portion of an undergarment.
- Students will be permitted to wear non-denim slacks to sporting events.
- Collared shirts (polo-style or button front) are required at sporting events.
- When permitted, denim garments may not be torn nor show signs of extreme fading or wear.

# Discipline Policy

Land O' Lakes Christian School defines discipline as "the control and guidance of behavior". It is the goal of Land O' Lakes Christian School to guide and develop within students self-discipline rooted in recognition of Christ-like character and a godly respect for others rather than a fear of punishment.

Discipline is learned; we recognize that is taught in the home, as well as at school. This learning process should assist each student in developing a godly, biblically-based sense of responsibility toward their own behaviors, attitudes, and actions. The clearly communicated, firm, fair, and consistent application of biblically-based principles is the guiding factor in every aspect of developing a safe and harmonious school environment.

## Demerit System

In keeping with the goal of helping students become more conformed to the image of Christ, our character-based approach to discipline in junior and senior high utilizes a demerit system when necessary to identify specific areas within which students need to improve. The demerit system is a guide for behavior at Land O' Lakes Christian School. The school expects students to be well disciplined and maintain the highest standards of conduct and behavior at all times. Failure to comply with codes and regulations will result in the issuing of demerits or other disciplinary action.

A student demerit report is written by the teacher for a student who is not complying with school policies. Offenses not listed in the handbook will be dealt with at the discretion of the administration.

A continued attitude problem and/or negative influence upon other students may result in demerits, detention, probation, suspension, or expulsion. Accumulating demerits or being a behavioral problem will jeopardize both a student's participation in school activities and enrollment at Land O' Lakes Christian School. The following guidelines are for each nine-week grading period:

No. Demerits	Disciplinary Action
10 demerits	Detention
15 demerits	Parental contact and additional detention
20 demerits	Parent conference with the Administrator and in-school suspension
25 demerits	Three-day out-of-school suspension and disqualification from participation in extra-curricular activities for the remainder of the 9-week grading period

A student who accumulates a total of 40 demerits in two successive semesters will not be permitted to attend the school without the approval of the administration or the School Board. A student who accumulates 30 demerits in one semester may lose the privilege of attending Land O' Lakes Christian School.

<b>Offenses and Corresponding Demerits</b>			
<b>Offense</b>	<b># Demerits</b>	<b>Offense</b>	<b># Demerits</b>
Book uncovered	1	Horseplay	1-10
Chewing gum, eating without permission	1	Inappropriate language or behavior	1-10
Tardy without excuse	1	Direct disobedience	5-10
Unprepared for class	1	Cheating	5-15
Failure to return parental notices	1	Profanity, vulgarity (written or verbal), or obscene gestures	5-15
Talking without permission/disrupting class	1	Bullying or physical violence	5-15
Writing, reading, or passing notes	1-5	Lying	5-15
Dress-code violation	1-5	Stealing	5-15
Disrespect	1-10	Drugs or alcohol	expulsion
Inappropriate physical contact	1-10	Pornography	expulsion

This list is not intended to be complete but to represent the types of behaviors that will result in demerits. Additional demerits may be issued at the teacher's discretion. The administration and the school board reserve the right to make exceptions. Actions resulting in the need for discipline of a more serious nature will result in suspension until adequate time has passed to investigate the situation and prayerfully consider final disciplinary action. Following consultation with Pastor and/or School Board, parents will be notified of final action by Administrator, or in the absence of the Administrator, the Pastor or School Board.

### **Detention**

Students that demonstrate behavioral problems or a lack of responsibility will be required to serve detention before school. Students are expected to demonstrate godly character in fulfilling their responsibilities.

If a student receives notification of an assigned detention, he should:

- 1) Present his detention slip to a parent for their signature.
- 2) Arrive promptly at detention on the day assigned.
- 3) Bring a \$5 supervisory fee to the detention.

If a student does not fulfill his responsibility as described above, additional consequences will occur as described below:

- Each time a student fails to show up for an assigned detention, the student will receive an additional detention.
- If a student arrives to detention more than 5 minutes late his missed detention time doubles and a tardy demerit will be issued.
- If a student arrives without his parent signature a demerit will be issued.
- If a student fails to bring his \$5 supervisory fee, a demerit will be issued each day until the fee is paid to the supervising teacher.

### **Search and Seizure of Suspicious, Illegal, or Unauthorized Materials**

In some schools there are those students who not only push the limits where the rules are concerned, but also violate them when they can. This often occurs when the student brings to school items which are prohibited, such as weapons or drugs. Therefore, Land O' Lakes Christian School reserves the right to search any student's person and belongings in the event the school suspects that the student possesses an unapproved item. This

search may be conducted without the student's or the parents' knowledge. Electronic content contained within or on confiscated contraband is subject to administrative search. Registration and subsequent enrollment of the student constitutes parental consent to such searches. Backpacks, purses, pockets, lockers, desks, etc., are all subject to search if the school suspects the possession of any unapproved, unauthorized item.

### **Transportation**

Land O' Lakes Christian School does not provide transportation to and from school. Parents may sign up for carpools on orientation night. The school bus is used for field trips and sporting events only.

### **Student Driving Policy**

Students who drive must secure a parking permit from school. Students will need to provide a copy of their driver's license and proof of insurance. A Student Vehicle Registration Form must be completed, signed, and turned in to the school office. Student driver regulations are as follows:

- Driving a vehicle to and from school is a privilege. Do not abuse it.
- All vehicles must be parked in the designated student parking area.
- All vehicles must remain locked and unused from the time of arrival at school until departure following the last class or activity. Students should not remain in a parked automobile after arrival or dismissal.
- Any incident reported and verified involving misconduct or lack of safety at any time may cause a student's driving privilege to be temporarily or permanently suspended or revoked.
- There will be no playing around the vehicles during school hours, or lounging in or on the vehicles at any time on the school grounds.
- No student is allowed to ride with another student for a school function, without written permission from both sets of parents. The Administrator must be notified of the arrangement.
- Bumper or window stickers which promote things contrary to school standards or are offensive are not allowed.
- All traffic control devices must be observed.
- Speed limit must be observed.
- Land O' Lakes Christian School is a closed campus. Once a student is on campus, he must remain on campus unless he has permission to leave from the administration. Once given permission to leave campus prior to normal dismissal time, student-drivers must sign out in school office.
- Student drivers are expected to leave campus immediately following dismissal or remain under the direct supervision of LOLCS staff if attending/participating in an authorized after-school activity.
- Land O' Lakes Christian School is not responsible for loss or damage to a student's vehicle while it is on school property.

# Parent/student Athletic Handbook

I Corinthians 10:31

Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God.

Athletic Director ..... Pastor Quilty  
Administrator ..... Pastor Nichols

## **Philosophy**

The athletic program of Land O' Lakes Christian School is primarily focused on training young people to be conformed into the image of Jesus Christ. Great effort is put forth in teaching the athletes how to conduct themselves like Christ in high-pressure situations. It is our goal to instill competition, cooperation, character, and submission. In the battlefield of competition, our character is truly tested. Every coach will take this as an opportunity to teach the athletes to conduct themselves as Christ would and then give Him the glory for all that is accomplished.

Winning should be a goal of every athlete and coach. However, character should never be sacrificed in order to obtain the victory. A victory unearned or undeserved is in fact no victory at all. Winning should never glorify an individual athlete or team. Winning should glorify God, because He is the One who bestowed the talents on the individuals and the coaches.

### **The Benefits of Being an Athlete**

1. An athlete has a great opportunity to show a positive testimony for the Lord to the public.
2. An athlete is able to learn to work with other athletes of varying abilities in order to achieve a common goal.
3. An athlete will learn to set aside self-interest for the good of the team.
4. An athlete will learn to be obedient to authority without complaining.
5. An athlete will be able to utilize self-control in high-pressure situations.
6. An athlete will become more efficient in budgeting his\her time.
7. An athlete has the opportunity to give God glory for things that are learned both in victory and in defeat.
8. An athlete will develop "Christian Sportsmanship" in both victory and defeat.
9. An athlete has the opportunity to learn to handle frustration, conflict, disappointment, defeat and victory in a Christ-honoring manor.
10. An athlete will depend on the Lord for empowerment to carry out responsibilities both on and off the field/court.
11. An athlete will be able to put disappointments behind him/her while going on for the Lord.
12. An athlete has the opportunity to test his or her character and work on the areas where needed.

### **Eligibility**

Prior to the first game, all students must have:

1. A current physical examination. This exam must be done yearly, after June 1 of the upcoming school year.
2. A signed statement of parental consent for the current year.
3. All required fees for the sport participating in.
4. A copy of the student's birth certificate.
5. An athlete ineligible because of grades will discuss with the coach and teachers a plan on how to bring these grades up.
6. A student who fails to have at least a "C" average in each class on his report card will not be permitted to play sports until he has brought that grade up according to the Florida Christian Conference guidelines.

The following are requirements during the season.

1. A "C" average must be maintained in all classes. (If participating in a sport at the beginning of the school year, all classes the previous year must have a passing grade.)
2. A student may play only four consecutive years from the time he/she enters the 9<sup>th</sup> grade.
3. No student above the 10<sup>th</sup> grade will be allowed to play on the Junior Varsity level.

4. A student may not participate in a game on a day in which he/she did not attend school for more than half of the regular school day. If he/or she is absent for less than two periods, playing time will be limited to:
  - A. Soccer - no play until after first water break.
  - B. JV Volleyball - No play until after a team reaches 15.
  - C. Varsity Volleyball - No play until after a team reaches 20.
  - D. Basketball - No play in 1st quarter

If he/she is absent for more than 2 periods but less than 4 playing time will be limited to:

- A. Soccer - no play until after half time.
  - B. JV Volleyball - No play until after a team reaches 10 in the second set.
  - C. Varsity Volleyball - No play until after a team reaches 15 in the second set.
  - D. Basketball - No play in 1st half.
  - E. Golf - Can play but score will not count.
5. If an athlete is tardy the day after a game, the missed classes will be considered unexcused absences unless accompanied by a doctor's note and all grades taken during that class will result in a 0.
  6. Any student who strikes, curses, or threatens an official during a game, or fails to maintain a standard of conduct satisfactory to the administrator of the school, the coach and the Florida Christian Conference will be ineligible for the remainder of the season.
  7. An athlete who is ineligible at the end of the season will be recognized with the team at the end of the season; but will not be eligible for school, state, or conference awards.
  8. A student is ineligible to participate for the remainder of the season if he/she decides to quit the team. He/she is also ineligible for school, state, or conference awards.

### **Policies and Procedures**

Athletics is a privilege, not a right.

#### Attendance

1. Athletes who are involved in other clubs or organizations must discuss any conflicts of time with the coach before the season begins.
2. Practices are required by all members of the team unless:
  - A. They have personally obtained permission from the coach.
  - B. They are sick.
  - C. There is a death in the family.
3. The students must be on time for practice.
4. An unexcused absence from practice or a game will result in added work after the next practice session.
5. Any athlete absent from school may not participate in any game scheduled that day. (Not being present for at least half of the day is considered an absence.)

6. Any student assigned to in-school or out-of-school suspension will not be permitted to participate in practice or games while suspended. (Actions that would result in this suspension may disqualify them from the team.)
7. Students are still required to attend school the day following a game, even if the athletes do not get home until late.
8. Dress for practices will follow the guidelines for PE class.

### Attitudes

1. Athletes are to control their attitude toward referees while our team is playing as well as while other teams are playing.
2. Athletes are never to speak or act disrespectfully to other schools, coaches, or referees.
3. Profanity is totally unacceptable.
4. Any sign of disrespect such as spitting, arguing, facial expressions, removing of shirt, or any other way of communicating to the public will result in suspension from the team. Repeat offenders will be expelled from the team.
5. A true athlete is a leader. Athletes must exhibit leadership qualities both on and off the field or court.
6. Unsportsmanlike conduct will not be tolerated. Any fighting, hitting, cursing, threatening an official, or other area of unsportsmanlike conduct will disqualify that student for the season.

### Uniforms

1. Uniforms will be issued before each game and collected after the game by the coach.
2. Uniforms that are lost or ruined because of abuse will be replaced by the athlete.

### Traveling

1. While traveling to away games, all students must ride the bus.
2. While stopped at a restaurant, the athletes must remember that they represent the school and Christ. No headphones, radios, CD players, or other electronics will be permitted on the bus.

### **Equipment**

Any student found abusing school equipment will be subject to disciplinary action and may be required to replace the equipment.

### **A Letter to the Parents**

Students generally know of the requirements we have for them. However, a few parents are uninformed as to what we expect of the athletes. Therefore, we have included a few suggestions that will make a big difference to the entire team.

1. Denying your child permission to attend practice or a game as a disciplinary measure will be treated as an unexcused absence, which could result in expulsion from the team. We stress to our players the responsibility of upholding their commitment to their teammates. Please exhaust other avenues

of discipline before taking actions that affect the whole team. The coach would be happy to work with you to correct any problems we might encounter.

2. Criticism has no place in the Christian's life or at Land O' Lakes Christian School. Please avoid negative comments. If you have concerns, the proper way to handle the situation would be to have a conference with the coach.
3. Please keep comments directed to the officials, other teams, and our athletes positive. We expect our students as well as their parents not to "boo" or make any other negative comments to anyone. If parents neglect this, it becomes very hard to instill this necessary principle of respect in the students. Everyone we meet should either be treated as a fellow Christian or someone that we are trying to reach for the Lord.
4. We ask the parents and students to keep our primary goals in mind when decisions are made which affect the students.

We will be playing in a varsity level competition. This might limit the amount of playing time that some athletes might get. We will do our best to make sure that everyone enjoys the season. A great advantage to being on the team even if you are not getting a lot of playing time is the practice you receive will increase your abilities for the next season.

We appreciate our parents and the support they give the athletic program. Many demands are placed on the athletes as well as the parents. We would like to thank you for your cooperation in all these matters.

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## **Statement of Cooperation**

It is my desire for my student to complete the school year. I assume responsibility for all financial obligations of my student to the school, including payment for lost or damaged books. I also understand that report cards, transcripts, and other records will be withheld unless financial accounts are in order. I understand that monthly tuition is due on the 10th day of the calendar month and is considered delinquent after the 10<sup>th</sup> of the month, at which time a late charge of \$20.00 will be added to my account. I understand that my student is subject to dismissal should my account become 30 days in arrears. I also understand that there will be a fee of \$20.00 for any returned check.

The administration is hereby given full discretion in the discipline of my student, including issuing of demerits or detentions, suspension, and expulsion from the school program. Dismissal may result at any time when my student demonstrates by conduct or attitude that he is not in harmony with the rules and regulations or if he fails to answer honestly any question on the registration form or during the interviews. I have read the school handbook and will abide by it completely. I agree that my student must abide by all of the policies, rules, and regulations of the school, including those listed in the school handbook.

I understand and agree that attending Land O' Lakes Christian School is a privilege and that the school reserves the right to suspend or expel my student from school for just cause, 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 7 days written notice.

Since I am a Christian and Land O' Lakes Christian School is a Christian ministry organization, I agree never to 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.

I understand and agree that the instructors and other school officials will guide the education of my student. I agree that my purpose in obtaining a Christian education for my student will be achieved by following the curriculum set by the instructors. To that end, I agree that I will require my student to perform all duties and responsibilities entrusted to him by the instructors or school officials to the best of his ability and to their satisfaction. I understand and agree that during my student's enrollment the courses offered and the instructors teaching them may change from time to time according to the discretion of the school leadership.

In the event of illness or accident, should the school be unable to reach either parent, I give my permission for the school to choose and secure a doctor or hospital to administer aid to my student.

I understand that Land O' Lakes Christian School reserves the right to change, amend, correct, or void the student handbook or any portion thereof at any time.

# Signature Page - Kindergarten and Elementary

PLEASE REMOVE THIS PAGE AND RETURN TO THE TEACHER

I have read the Land O' Lakes Christian School policy handbook completely. I understand the importance of this information and will abide by the policies set forth as long as my student is enrolled at Land O' Lakes Christian School. I have read the Statement of Cooperation. I understand and agree to it.

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Student Name (please print)

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Signature—Father (Guardian)

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Date

---

Signature—Mother (Guardian)

---

Date

Each student is responsible for returning this page to the teacher no later than Friday of the first week of school.

## Signature Page – Junior & Senior High

*Student, please remove this page after it is signed and return it to your class sponsor.*

**Student:**

I have received a parent/student policy handbook. I have read this handbook completely and will abide by the policies set forth as long as I am a student at Land O' Lakes Christian School.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Parent:**

I have read the Land O' Lakes Christian School policy handbook completely. I understand the importance of this information and will abide by the policies set forth as long as my student is enrolled at Land O' Lakes Christian School. I have read the statement of cooperation. I understand and agree to it.

\_\_\_\_\_  
Signature—Father (Guardian)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature—Mother (Guardian)

\_\_\_\_\_  
Date

Each student is responsible for returning this page to their first period teacher no later than Friday of the first week of school.