

# LAKE WORTH CHRISTIAN SCHOOL

*"Growing Christian Leaders"*

## **Parent - Student Handbook and Directory** Grades Pre-kindergarten through Twelve

**2010-2011**



## **Lake Worth Christian School**

7592 High Ridge Road  
Boynton Beach, FL 33426  
[www.lwcs.org](http://www.lwcs.org)

**Elementary**  
**(561) 493-3100**  
**FAX: (561) 493-3848**

**Middle and High School**  
**(561) 586-8216**  
**FAX: (561) 586-4382**

## LWCS Calendar 2010-2011

August 10	New Parent/Student orientation
August 11	1 <sup>st</sup> half day of school
August 19	Elementary Back to School night 7-9 pm
August 26	MS/HS Back to school night 7-9 pm
September 6	Labor Day - no school
October 13	End of 1 <sup>st</sup> Quarter
October 14-15	Teacher In-Service – no school
October 28	Parent-Teacher Conferences – 1/2 day
November 8	Fall Society meeting 7 pm
November 24-26	Thanksgiving Break – no school
December 14-17	HS Exams
December 17	End of 2 <sup>nd</sup> Quarter – ½ day
Dec 20-31	Christmas Break – no school
January 3	Classes resume
January 17	Martin Luther King Day – no school
February 3	Grand Parents Day – ½ day
February 4	Teacher In-Service – no school
February 18-21	Winter Break – no school
February 28	Spring Society meeting 7 pm
March 11	End of 3 <sup>rd</sup> Quarter
March 14-21	Spring Break – no school
April 22-25	Good Friday, Easter Monday
May 24-27	HS Exams
May 26	5 <sup>th</sup> Grade Graduation
May 27	HS Graduation / last day of school

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## MISSION STATEMENT AND MOTTO

The mission of Lake Worth Christian School is to serve the Christian community by providing quality education based on a Biblical perspective and to nurture students to grow in knowledge, conviction, and maturity in the faith so they can live as servants within the community and reconcile all relationships to Jesus Christ.

LWCS is a covenantal school accepting families who have already established a Christian home and are church attending. The motto of Lake Worth Christian School is Growing Christian Leaders.

## SCHOOL ACCREDITATIONS AND MEMBERSHIPS

LWCS is proud to be accredited by Advanc Ed / SACS, Christian Schools of Florida (CSF), and National Institute for Learning Disabilities (NILD). Memberships in professional organizations include Christian Schools International (CSI), Florida High School Activities Association (FHSAA), Christian Schools of Palm Beach County, Florida Band and Vocal Associations, and Florida Art Educators' Association.

## ATTENDANCE

Being a student is a full-time commitment and is the student's primary responsibility when school is in session. The student is expected to be at school and prepared to learn. We realize there may be times when absences occur and these absences are recognized as Unavoidable, Planned / Personal, or Truant.

### 1. Unavoidable Absence

An absence is unavoidable if it is due to an emergency. Such emergencies include personal illness, serious illness or death in the family, and medical or dental appointments which cannot be scheduled before or after school.

### 2. Planned or Personal Absence

A planned or personal absence occurs when parents request a student's missing school for non-emergency reasons. A Planned Absence form for extended absences may be submitted and must be signed by the parent at least 2 days prior to the absence, approved by the administration, and signed by every teacher. All assigned makeup work must be in by the due date set by the teacher. Seniors are allowed 2 college visitation days before May 1, with a completed verification form.

Parents are reminded that student success in the classroom is significantly impacted by student attendance.

### 3. Truant

An absence is truant if a student is absent from school without parental and school knowledge or permission. The penalty will be a zero for all work due or required during the periods missed, Saturday School assigned, and excludes the student receiving any exam exemptions for the semester.

## MAXIMUM ABSENCES

If a student exceeds 12 absences of any kind in one semester in any class, ordinarily no credit for that class or classes will be given.

1. The consequence for elementary students is required tutoring by a certified teacher at the family's expense unless the student has remained at grade level.
2. A long-term illness exception may be considered on parent appeal to the administrative council. This appeal must include documentation that the absences are accepted within the Palm Beach Homebound Program, or doctor-verified long term illness (not for regular medical appointments).
3. School sponsored absences such as field trips, athletics, etc. are not included.
4. High school students exceeding 12 absences, resulting in loss of credit could negatively impact graduation potential.

## **ATTENDANCE PROCEDURES**

1. Parents must call the school by 9:00 am to inform the school of a student's absence and the reason for the absence.
2. A student arriving at school after the beginning of first period must sign in at the office and get an admit pass.
3. The student is responsible for making up all work missed during an absence.

## **TARDIES**

Promptness is important for all students. A student is considered tardy if he/she is not in his seat when the bell rings or comes to class unprepared. MS and HS students are allowed 2 tardies per class per quarter. Consequences of detentions and Saturday schools are assigned for additional tardies.

A student who is late for a first period class must get an admit pass from the office. If a student arrives late by 15 minutes (8:10 am) or more he/she will be counted both absent and tardy for first period.

## **LEAVING SCHOOL**

Once students arrive at school, they may not leave school grounds until school is dismissed unless:

1. Parental notice (note or call) is received by the office stating the reason why the students must leave early.
2. The student receives permission from the administration.
3. The student signs out in the office.

If a student leaves school without permission or signing out the absence is considered truant.  
(See Attendance Policy)

If a student becomes ill while at school and needs to go home, he/she must go to the office clinic. If the office considers the request valid, the home will be called, notifying the parents and requesting them to pick up the student. If that is not possible, the student will be assigned to the clinic.

## **ACADEMIC POLICY**

Students are expected to successfully progress in their academic work from one grade level into another.

1. Middle school students must pass all their courses each semester. Any course failures must be made up by completing school approved tutoring of 15 hours at \$30 per hour with LWCS teachers or completion of an approved summer school program. Check with the secondary principal for detailed requirements and approval.
2. High school students must pass all required courses each semester. Any required course failure must be made up. They must check with the guidance counselor for requirements and approval.

## **ACADEMIC PROBATION AND DISMISSAL POLICY**

Any MS or HS student who receives 3 or more semester F's is automatically placed on academic probation. A student on academic probation is ineligible to participate in extra-curricular activities. If the student receives 3 or more semester F's the following semester the student will be asked to leave the school.

## **AFTER CARE, BEFORE SCHOOL CARE**

After / Before School Care is available for students PreK-5<sup>th</sup> grade and After Care for middle school students. Any elementary students not picked up in car line, running from 2:40-3 pm, are automatically checked into After Care. Elementary students stay in the elementary building or playground. Parents must sign out elementary students from After Care. Middle school students who are not picked up by 3:05 pm will be supervised in the cafeteria until 3:20 pm. At that time they will be taken to a middle school classroom for study time and the After Care charge begins at 3:20 pm. Any MS student not picked up by 4:00 pm will be brought to the elementary building. Before Care begins at 7:15 am. After Care is available until 5:30 pm. The rate is \$3.00 per hour and billed by the minute. After 5:30 pm the rate is \$1 per minute. Call 493-0133 for more details.

## **BUSING**

Bus riding is an extension of the school day. Students must follow the rules of both the school and the bus driver. Failure to do so will result in disciplinary action and possibly suspension of bus service. Busing is offered on a limited basis.

## **CELL PHONES**

Students may not use their cell phones to send or receive calls, or to text message, or have their phone ring during the school day from periods 1-8, including lunch and breaks. Cell phones should be turned off at school. A violation will result in confiscation of the cell phone for a minimum of 2 days. The school telephone should be used for necessary calls by parents and students.

## **CHAPELS**

Chapels are on Thursday mornings in the gym. MS at 7:55 am. HS at 8:47 am. MS / HS combined at 8:47 am. Elem at 10:10 am. Parents are invited to attend!

## **COMMUNICATION WITH PARENTS**

Communication between the school and the home is vital to academic success. A number of different avenues have been established for regular communication opportunities.

1. Ren Web is the school's student management data system. Every family needs to have an account to access student information about homework, grades, attendance, conduct, etc. The director of technology or a principal can assist parents.
2. Email is the preferred method of written communication with parents. Grades and reports are sent by to homes by email, rather than through the mail. Parents may contact teachers or administrators through email for questions or concerns.
3. The LWCS Connection is a quarterly publication about school information and Christian education.
4. Parent – Teacher Conferences are scheduled after first quarter for personal dialogue between parents and teachers. Attendance is very important!
5. Friday Folders. Elementary teachers send home a weekly newsletter and folder updating parents on academic information and activities.

## **COMMUNITY SERVICE HOURS**

High school students need a minimum of 25 hours of community service hours per year as a graduation requirement. Community service must be done through a non-profit agency. Lists of options (Hospitals, nursing homes, United Way, libraries, extra church activities, etc ) are available through the Guidance Office. Students should get pre approval of their planned service activities through the counselor. High school students are required to participate in the school wide service day first semester.

Documentation of completed service hours must be submitted in timely fashion on LWCS Community Service forms available in the main office and on Ren Web.

## **COURSE CHANGES**

Schedule changes may be made only during the first week of the semester.

## **COURSE CREDITS**

1. Middle school students must pass all of their courses each semester. Any course failures must be made up by completing school approved tutoring of 15 hours at \$30 per hour to LWCS teachers or by completion of an approved summer school program. Contact the secondary principal for detailed requirements and approval.
2. High school students must pass all required courses each semester. Any required course failure must be made up by repeating the course with a passing grade or by completion of an approved course. Check with the guidance counselor for detailed requirements and approval.

## **DRESS CODE**

Clothing and appearance should contribute to a healthy academic environment. Extremes in clothing or grooming to gain undue attention or to challenge the accepted standards of the school are inappropriate. Moderation and modesty are virtues that should be obvious in a Christian school.

### **Dress Code guidelines include:**

1. All clothing should be neat, clean, in good repair, free of holes and ragged edges.
2. No clothing, backpacks, or jewelry are allowed which display anti-Christian symbols, pictures, or messages (e.g. ying yang, music, musicians).
3. No clothing or backpacks are allowed which display insignias, writing, or pictures which promote alcohol, tobacco, controlled substances, or those which are sexually suggestive.
4. Only official LWCS sweatshirts, fleeces, or sports team jackets may be worn as outer garments on school campus. Rental sweatshirts are available on a short term basis. No hats, caps, or sunglasses may be worn inside the buildings. No warm-ups or sweatpants are permitted.

### **Pre K – 5**

Official LWCS polo shirts must be worn by all students. They may wear their own shorts, pants, and outer garments. No flip flops or crocs are allowed.

### **Grades 6 – 12**

1. Official LWCS polo shirts must be worn by all students. Garments worn under polo shirts must not be visible.
2. Official LWCS shorts / skorts may be worn.
3. No visible tattoos.

4. Dress shoes, sneakers, and dress sandals may be worn. Flip flops, beach sandals, or tevas are not permitted. Shoes are to be worn at all times.

### **Girls**

1. Skirts, skorts, and dresses may be worn no more than 3 inches above the knee.
2. Clothing must fit well, not be too tight or baggy.
3. Girls may wear no more than 2 modestly styled earrings in each ear.

### **Boys**

1. Blue jeans, khakis, and dress pants are to be worn at the waist.
2. Hair should be natural color, clean and combed, not extending over the eyes or over the collar line of the shirt. Faces are to be cleanly shaven.
3. No earrings or cosmetics are permitted.

## **DRESS CODE VIOLATIONS PROCEDURES**

1. Students in violation of the Dress Code must receive a change of clothes from home before returning to class, or the student may be removed from participation in school classes and activities. The student will be assigned a school detention.
2. Additional infractions will result in detentions and Saturday Schools.

## **DUAL ENROLLMENT**

The Dual Enrollment Program provides an opportunity for students to simultaneously earn high school and college credit. Students must have at least a 3.0 GPA and entering their 10<sup>th</sup> grade year. While enrolled in the program students must maintain a 3.0 GPA at LWCS and college course work must be a minimum of a 2.7. All dual enrollment courses are weighted the same as Advanced Placement courses. Enrollment in this program requires approval of the Guidance Counselor.

## **ELEMENTARY CAR LINE**

Car line for drop off is 7:15 - 8:10 am. School personnel or volunteers assist children out of your vehicle and onto the playground or classroom. After 8:15 am Elementary students are tardy. After 5 tardies in a quarter, students will miss a recess per tardy and parents called. After school dismissal car line is 2:40 - 3:00 pm. School personnel or volunteers assist children into cars. Please pull as far forward as possible without "leapfrogging" other vehicles. Any adult you wish to have pick up your child other than yourself needs to be listed on the Authorized To Pick Up Form before the school will release your child to them. Driver's licenses will be checked. Parents may park in the north parking lot by the gym and use the walkway to drop off or pick up children. For a smooth car line experience for all, please have your child sit on the passenger side so they can exit the vehicle on our sidewalk. Drivers should stay in their vehicles and allow school personnel to assist children out of the vehicle.

## **EXAMS**

All high school students are required to take exams at the end of each semester during the scheduled exam times. There are no early exams given. All students remain in class the entire exam period. There is no early dismissal. Exams will count as 20% of the semester grade.

## **EXAM EXEMPTION VOUCHER**

High school students may be exempt from 1 exam if they meet following conditions:

- Each student will be allowed 1 absence (part or all of 1 school day) for the semester.
- A second absence (part or all of 1 school day) will be allowed in that semester if the student does not receive any tardy detentions for both quarters.
- Seniors are allowed 1 college visitation day each semester before May 1 if it is accompanied by a completed verification form.

Any student who has a truant absence will not qualify. School sponsored activities (field trips, athletic events) are not counted as absences.

## **EXAM EXEMPTIONS FOR SENIORS**

Seniors may be exempt from 2<sup>nd</sup> semester exams in any course according to the following criteria:

- Students must have at least a “B” average (83% or higher) on the final day of the semester
- No more than 4 absences from that class during the semester.
- School sponsored activities (field trips, athletic events, senior class trip) are not counted as absences. No truant absences allowed during the semester.
- Seniors are allowed 1 college visitation day each semester before May 1, with a completed verification form

## **EXTRA CREDIT**

While teachers may elect to write “extra-credit” or “bonus” questions on tests or quizzes, no extra credit work is given at LWCS to replace low grades due to poor performance on assigned work or assessments. To do so would devalue the original assignment, implying it is optional, and other assignments done later can substitute for this work.

## **EXTRA-CURRICULAR ELIGIBILITY**

To participate in extra-curricular activities, school organizations, and leadership roles, students must meet basic academic and Christian citizenship standards. In addition, athletes must follow the requirements as outlined in the Athletic Handbook.

### **Academic Standards**

1. Students must have at least a 2.00 GPA for the previous semester and maintain a 2.00 GPA during their extra-curricular season.
2. Students need to be in attendance at least periods 4-8 in order to practice or compete.

### **Conduct Standards**

1. Student participants must demonstrate responsible behavior, good citizenship, and respect for others. A student who conducts himself in a manner that discredits himself, others, or the school may be declared ineligible.

## **FIRST AID**

If a student injury occurs at school, first aid may be administered. Non-prescription medicines (aspirin, Tylenol, etc.) are not dispensed to students by school personnel. If a student is unable to return to class, parents will be contacted to pick up the student.

## **GRADUATION REQUIREMENTS**

High school students must successfully pass all required courses, accumulate 24 credits, achieve a minimum cumulative GPA of 2.0, and attend both semesters of their senior year in order to earn a LWCS diploma. In addition, HS students need to serve a minimum of 25 hours of community service per year to graduate. Students

must attend their junior and senior years at LWCS in order to qualify to be valedictorian or salutatorian.

Beginning with the class of 2013, students may earn 1 of 3 different LWCS diplomas. The following credits and GPA must be earned for the different diplomas and all required courses must be passed:

1. Standard Diploma – 24.5 credits, 2.0 GPA
2. College Prep Diploma – 27 credits, 2.7 GPA
3. Honors Diploma – 28 credits, 3.2 GPA

## **GUIDANCE AND COUNSELING SERVICES**

The purpose of the guidance and counseling services is to help meet the needs of LWCS students. This includes:

1. Information concerning classes and schedules.
2. College and career information.
3. Personal concerns, for the student or a friend.

Throughout the year, students will be called in by the counselor to discuss their school progress, as well as their personal concerns. Students who wish to meet with the counselor may sign up in the counselor's office.

## **HEALTH / STUDENT RECORDS**

Florida Statute 232.0232 requires students enrolling in a Florida school must present HRS documentation verifying that immunization and current health requirements have been met or exempt due to medical/religious reasons.

Students entering Pre-K, kindergarten, and 7<sup>th</sup> grade and/or a student entering a Palm Beach County school for the 1<sup>st</sup> time must present a completed current health examination form. Proof of immunization and a current physical must be in the school office before the student may attend classes.

LWCS does not send recommendations to other schools of a subjective or personal nature. All recommendations sent in response to requests received from other schools are objective in nature and include only the following items: academic courses, grade levels completed, academic grades earned, national test scores, attendance, dates enrolled at school, and the student's official health records.

## **HONESTY / PLAGIARISM POLICY**

Any student dishonesty or cheating on daily work, quizzes, tests, or projects would result in a zero for that work. Plagiarism occurs when a student presents the words or thoughts of another person or source as his or her own words or thoughts. Any work that contains plagiarism will receive a zero. This policy applies to the giver and receiver.

## **HONOR ROLL**

The Honor Roll recognizes students who have demonstrated academic excellence each quarter.

1. Elementary School: Honor Roll: B average or better each quarter. Honor's List: A's and B's. Principal's List: A's and A-'s. Any student with an incomplete is ineligible.
2. Middle and High School: Honor Roll: B average or better each quarter. Honor's List: 3.0+ (B). Scholar's List: 3.3+ (B+). Principal's List: 4.0+ (A). Any students with a grade of D or F, or incomplete is not eligible.

## **INSURANCE**

At-school accident insurance coverage is provided for every LWCS student. This insurance is supplemental to the family's primary insurance.

## **LATE WORK**

Academic work turned in after the assigned date and is not related to absences will be reduced in value each day it is late. Teachers will determine the late work criteria for their courses. Work will not be accepted after three days late.

## **LOCKERS**

Lockers are assigned to students in grades 6-12 and are the property of LWCS. Students may store school items and appropriate personal items in them. A fine will be levied for any lockers damaged due to negligence. The school reserves the right to inspect lockers at any time.

## **LOST AND FOUND**

Lost articles will be collected and stored in a designated classroom. Articles may be retrieved at a cost of 50 cents per item. Unclaimed items will be donated after the end of the year.

## **MAKE-UP WORK**

It is the student's responsibility to make up work promptly after an absence. Students are normally expected to take tests, or quizzes, and turn in assignments that were due the day of the absence on the FIRST DAY returning to school. For work assigned during the student's absence, 1 day of make-up is normally given for each consecutive day missed.

## **STUDENT ACTIVITIES**

Different activities and clubs are offered to give students meaningful experiences outside of the classroom.

### **Elementary Programs**

1. Athletics: Intramural basketball, soccer, volleyball, softball, and track begin in grades 3-6.. Soccer and volleyball teams play other schools beginning in grade 6. The emphasis is on participation rather than competition.
2. Academics: There are spelling and math contests, reading programs, and Book Fair.
3. Field trips and class trips: There are field trips planned in each grade level. In addition, 4<sup>th</sup> grade goes to St. Augustine and 5<sup>th</sup> grade to Sea World in Orlando.
4. Elementary Fine Arts

### **Middle and High School Programs**

1. Athletics: Refer to the Athletic Handbook
2. Fine Arts: Instrumental and vocal music, art, photography, and drama. Students participate in local competitions, including district and state festivals.
3. National Honor Society: Students are selected in grades 10-12 based on scholarship, leadership, service, and character. Students need a cumulative GPA of at least 3.67.
4. Spanish National Honor Society:
5. Art National Honor Society:
6. Student Council: Members are elected in each class grades 6-12.

7. Thespians: Members participate in district and state competitions.
8. Art Club: Students participate in art projects and competitions.
9. Spanish Club: Students extend their interest in the Spanish culture and language.
10. Science Club: Students expand their knowledge or science through various learning activities.

## **TEXTBOOKS**

Textbooks are loaned to students and are expected to be used responsibly. A fee will be charged for any damaged book. Students with an excessively damaged book or students who are unable to return their book at the end of the year will be assessed the full replacement cost.

## **T.R.I.P. PROGRAM**

Tuition Reduction Incentive Program allows you to purchase certificates for local businesses and earn free money towards tuition. Information is available in the offices.

## **TUITION PAYMENT POLICY**

1. The registration fee is non-refundable unless admission is denied by the school.
2. Tuition schedules are published each spring. A signed contract must be accepted before school begins.
3. Annual, semi-annual, and monthly payment options are available. Payments are due on parent-selected payment dates. A monthly late charge of \$20 is assessed for past due accounts.
4. All tuition must be paid before the final report card, credits, or diploma will be issued.
5. A senior may not participate in graduation unless the entire account is paid.
6. Students may be refused admittance to class when payments are 30 days past due.

## **VISITORS**

All visitors must sign in at the office and wear a visitor's pass. A student who wishes to have a school visitor must have his/her parent make the request at least 1 day in advance to the administration for approval.

## **SCHOOL DISCIPLINE**

Students have the responsibility to be and to do their best. They are expected to be in school when school is in session, to be in class on time, and to be prepared to learn. Dress, attitude, speech, and behavior all contribute to an atmosphere in which all can grow and live for Christ. To help everyone live in such an atmosphere, teachers and principals will teach, instruct, and discipline.

The **purpose of discipline** at LWCS is to develop disciples (followers) of Christ. Discipline is the process of discipleship.

1. The aim of discipline is to renew or re-establish relationship with God and with others. Disciplining helps one recognize the wrong, confess it, experience forgiveness, and make a commitment toward correction.
2. God holds parents responsible for the leading (discipline) of their children. This parental responsibility is shared with our staff, to whom parents entrust their sons and daughters.

3. Sometimes punishment is needed for discipline to occur. Punishment may act as a deterrent for inappropriate behavior which shows a lack of respect for God, other people, or property.

**Forms of punishments** used at LWCS:

1. Detentions will be given for tardiness, dress code violations, or forms of inappropriate behavior. The time of detention is at the discretion of the administration.  
Zero Hour – 7:00 am – 7:40 am on Wednesdays  
Work Detentions – 3:00 pm – 3:45 pm on Wednesdays  
Saturday School – 8:00 am – 12:00 noon
2. Suspension will occur when the administration determines a student’s conduct necessitates being removed from the social and academic school environment. Both the student and the parent will be made aware of the reasons for the suspension, as well as for the criteria for re-entry into a restored relationship with the rest of the LWCS community.
3. Expulsion may result in severe or repeated disciplinary matters.

**DRUGS, ALCOHOL, STEROIDS**

LWCS promotes healthy lifestyle choices by its students, requiring the avoidance the use of drugs, alcohol, or steroids on or off campus. All students in grades 7-12 are subject to the following test programs:

1. **Random testing**  
Students will be randomly selected by a professional agency to be tested for drugs, alcohol, and steroids. A student’s failure to cooperate in the testing will result in expulsion from school.
2. **Testing for cause**  
Students are required to undergo testing for drugs, alcohol, or steroids when there is a reasonable suspicion of use. A student’s failure to cooperate in the testing will result in expulsion.

**Policy**

Students possessing, using, distributing or selling controlled substances, alcohol, or drug paraphernalia or who fail a school drug testing, whether at school or away from school will be in violation of the Drug Policy.

Consequences:

1. The student will be suspended indefinitely from school.
2. Violations on the school campus or at school sponsored events would be expected to result in expulsion.
3. The student, parents, and administration must meet to implement an intervention and prevention program, which must include an assessment done by a drug counselor and ongoing counseling.
4. The student must undergo school drug testing at family expense each time the school conducts drug testing for the remainder of the school year and the following year.
5. Any subsequent positive drug test or policy violation would result in expulsion.

**Self-reporting**

If a parent voluntarily discloses to an administrator that the student has a drug, alcohol, or steroid problem and if the parent seeks assistance, a restoration plan may be implemented.

1. The student, parents, administration must meet to implement an intervention and prevention program.
2. The student must undergo school drug testing at family expense each time the school conducts drug testing for the remainder of the year.
3. Suspension or expulsion may be determined unnecessary depending on the individual circumstances.
4. Any subsequent positive drug test or policy violation would result in expulsion.

## **HARASSMENT POLICY**

LWCS intends to provide its employees and students with an environment that is free of offensive kinds of behavior. Any form of harassment by students will not be tolerated. Sexual harassment, which includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational environment toward a fellow student or school employee is unacceptable. Complaints should be reported to the administration or counselor. Violation of this policy requires appropriate disciplinary and corrective action, up to and including expulsion.

## **SMOKING**

Students possessing tobacco products or smoking on school campus or at school sponsored activities will be in violation of the no-smoking policy. Any violation results in a Saturday School.

## **STUDENT CONDUCT OFF-CAMPUS**

Students are expected to conduct themselves in a manner consistent with the ideals of the school and with a Christian life-style, whether on campus or away from school.

This policy is in force full-time for all students, on or off-campus, both during school hours and when school is not in session.

### **Policy**

In cases where there is a serious behavior which is considered illegal (excluding minor traffic or similar offenses) or behavior which is opposed to the philosophical, religious, or organizational standards of the school that will negatively affect the school community, the administration may take disciplinary action even though the behavior was not at school or at a school sponsored activity.

### **School Response**

Voluntary disclosure of a violation of this policy by the student and/or the parent seeking to permanently correct this conduct will be dealt with on an individual basis by the administration. This behavior is still considered an offense and merits disciplinary action.

1. For any violation on the school campus or at school sponsored events or off-campus or during non-school time, including summer and other vacation times, the administration is to indefinitely suspend or expel students from school classes and extracurricular activities.
2. The school is expected to respond to infractions off-campus and not in conjunction with a school sponsored event in the following situations:
  - a. A student is reported to be part of an illegal or immoral incident that will negatively affect the school community.
  - b. If the student is at a location where there is an illegal or immoral incident, the student has the obligation to pursue all means to leave the premises immediately. If the administration believes the most expeditious means to leave were not taken the student is presumed to have participated in the activity.
3. Although the administration is expected to suspend or expel, consideration may be given to the student's previous contribution to the Christian school, attitude of cooperation, and spirit of repentance.

### **Consideration for Reinstatement**

1. The student must have sincere repentance and a commitment to change.
2. The family must present a written action plan containing
  - a. Consequences for the infraction
  - b. Plan to restore relationships

- c. Extra-curricular ramifications

## **LIBRARY MEDIA PROGRAM**

All students at LWCS should apply for a *Palm Beach County Library Card*. Cards are FREE for all students in Palm Beach Country, regardless of residence address. Library cards will be needed for elementary as well as secondary students. See [www.pbclibrary.org](http://www.pbclibrary.org) for more details.

Accelerated Reader™ lists are available on the LWCS web under Academics/Library.

### **Elementary Library Media Program (Grades PreK-5)**

1. Library classes are scheduled once each week for grades PreK through 5.
2. Classes include story time, library instruction, book selection help, Accelerated Reader™ support and checkouts.
3. Students may check out 1 or 2 books per week.
4. Lost or damaged items must be replaced.
5. We gladly accept gently-used, clean book donations.

### **Secondary Library Media Program (Grades 6-12)**

1. Hours of operation: M-F 7:30 a.m. – 4:00 p.m.
2. Location: South Wing, High School Building.
3. Services include fiction, nonfiction and research resources, student computers with Internet access, magazines, newspapers, research/book selection assistance, and AR™ support.
4. Students may check out books for 15 days. Books may be renewed up to two times unless there is a hold on the book.
5. Checkouts are limited to 5 books, or to limits imposed by the librarian based upon overdue accounts or high demand during research projects.
6. Fines are charged at a rate of \$.10 /day.
7. Lost or damaged items must be replaced.
8. Weekly overdue and fine notices are sent to students via their English teacher. **Exams may not be taken if the student has outstanding accounts.**

## **ACCEPTABLE USE POLICY: STUDENT ON CAMPUS COMPUTER USE**

Purpose: To provide networked services for:

1. Student access to technology that will facilitate learning and enhance communication.
2. Student access to information from outside resources, including monitored access (direct supervision and electronic filtering) to the Internet

### **AUP**

These services are provided as a privilege to the user and this Acceptable Use Policy provides an opportunity to educate the user on the school's expectations and the responsibilities of the user:

#### **Access**

Networked computers--computers that are connected to the Internet, email, personal and shared folders--are

accessible to students in the classrooms, the computer lab and the library media center in the secondary building. The network, as well as all files saved therein, is the property of Lake Worth Christian School.

### **User Responsibilities**

1. Students are responsible for using the technology in school to facilitate learning and for purposes consistent with the school's program and code of conduct.
2. Students are responsible for knowing and adhering to the guidelines, standards, and policies established by the school for use of the equipment, programs, labs, and networks. Lan School software which monitors student activity is installed on all computers.

Specific policies include but are not limited to the following:

- a) Excessive storage not permitted
- b) Executable (.exe) files not permitted
- c) Media downloads not related to classroom use are prohibited
- d) Only teacher approved educational resources may be used or accessed (e.g.: no games, etc.)
3. Students are responsible for obtaining permission from the teacher, or technology coordinator before using their own software on school equipment.
4. Students are responsible for keeping equipment, programs, and files from being relocated, removed from school premises, corrupted, or modified without the permission of the technology coordinator.
5. Students are responsible for maintaining the privacy of passwords.
6. Students are responsible for using Internet for appropriate school learning experiences.
7. Students are responsible for adhering to all copyright guidelines.
8. Students are responsible for citing sources of information properly. A MLA citation link is provided on the Library Links page of the web site.

### **Personal Safety**

1. Use only your account and password and keep your password private.
2. Change your password every ninety days when prompted by the computer log-in.
3. Report to a system administrator, teacher, librarian, or administrator any security problems or information that makes you uncomfortable.
4. Do not reveal your home address, image, or phone number, or those of other students.

### **Inappropriate Use**

The network account holder is held responsible for their actions and activity within their account. Unacceptable uses of the network will result in the suspension or revoking of these privileges and/or other appropriate disciplinary measures.

## **ATHLETIC HANDBOOK**

### **Philosophy**

The program of interscholastic athletics at Lake Worth Christian School is designed to develop within each athlete Christian values and Christian attitudes toward one another. It allows for the development of physical skills in individual and team sports and for proper health habits to aid in the development of these skills.

- To recognize that each individual student is a unique creation of God, and to provide the opportunities for maximum participation for all students in a variety of activities and play.
- To develop within each athlete the individual and team skills necessary to compete successfully and reach for that individual's God given potential.
- To develop within each athlete strong team spirit and a loyalty to the school.
- To teach good sportsmanship.
- To provide opportunities for athletes which encourage self-confidence, sociability, initiative, and a feeling of belonging.
- To promote an understanding of body growth and development and the importance of good health habits in aiding that growth and development.
- To provide the leadership, rules, and disciplines necessary to assist each athlete in attaining all of these objectives.

### **General Beliefs**

- We believe that the whole program is important
- We believe that playing on a team is a privilege, not a right. We believe that each sport provides an activity through which students may express themselves physically, emotionally, and mentally.
- We believe that coaches have the unique opportunity to direct and encourage students in the development of their life.
- We believe that the head coach is the department head of the sport for which he/she has been selected. The head coach is responsible for the organization of the staff associated with his/her sport. He/she must work closely with the athletic director and principal.
- The athletic director has been assigned by the principal to administer the athletic program. Head coaches are directly responsible to the athletic director and are charged with the supervision of those coaches related to their program.

### **Administering the Athletic Program**

- Athletics are to be closely coordinated with the general instructional program and properly articulate with other departments of the school.
- Athletics are to be conducted under the rules of the Florida High School Athletics Association, of which Lake Worth Christian School is a member.
- Athletics should be amateur competition in procedure and in spirit. Students should consider participation as recreational and should play for the joy of the game rather than for anticipated material awards. They should always play to win, but winning should not overshadow spiritual or educational goals.
- It is of vital importance to the entire department, as well as to the boys and girls, that professional loyalty exists on the highest levels.

## **Interscholastic Activities**

Lake Worth Christian offers the following activities that will participate in competition against other schools.

### **Fall**

Middle School Boys Soccer  
Varsity Boys Golf  
Varsity Boys Cross Country  
Varsity Girls Cross Country  
Middle School Girls Volleyball  
Junior Varsity Girls Volleyball  
Varsity Girls Volleyball

### **Winter**

Middle School Girls Soccer  
Girls Varsity Soccer  
Boys Varsity Soccer  
Middle School Girls Basketball  
Girls Varsity Basketball Middle School Boys Basketball  
Varsity Boys Basketball  
Varsity Girls Cheerleading

### **Spring**

Varsity Girls Softball  
Boys Middle School Baseball  
Boys Varsity Baseball  
Boys Varsity Tennis  
Girls Varsity Tennis

## **Expectations of Competition Levels**

It should be understood that the varsity program is the paramount of each sport. The middle school and junior varsity athletes will be coached in a manner that helps prepare them to become an asset to the varsity team of the particular sport that they compete in.

At the middle school level more athletes will be kept on the team for educational and developmental reasons. While it is not a requirement that each participant play in every game, it is a goal to get each player game experience to prepare them for the future.

On the junior varsity level competition will become more important than on the middle school level, however athletes will continue to go through the developmental phases in preparation for the varsity team. Not all athletes will play in every game or match.

On the varsity level, it is expected that athletes are prepared to participate. Competing at a high level becomes even more important and, while instruction will take place, the fundamental development of the athlete will become less of a priority. It is not expected that every athlete will play in a game or match.

In some cases, a coach may choose to keep additional athletes as practice players as opposed to cutting them from the team. That will be done at the discretion of the coaches and players kept as practice participants should have no expectation of playing in games. It is important to remember that playing on a team is privilege, not a right.

## **Athletic Discipline Policy**

Disciplinary action for athletes who violate team and/or school policies will be at the discretion of the coaches, in conjunction with the athletic director and the principal. All disciplinary issues should be reported to the athletic director.

The following rules apply to specific issues that may arise as a result of poor choices by an interscholastic athlete. These rules are the minimum and the individual coach may choose to expand upon them.

*Drinking and Smoking:*

First Violation – Two-week suspension from practice and games

Second Violation – One season suspension

Additional Violations – To be decided on by athletic director and principal

*Drug Abuse:*

Any Violation – Minimum one season suspension with probability of more severe consequences

### **Athletic Policies**

- Absence from school - The student may not participate in practice or in a contest on a day that they are absent from school, unless excused by an administrator. A student must be in school for 4 class periods, excluding lunch, in order to be allowed to participate in a game or practice that day.
- A student must be in school for 4 class periods, excluding lunch, on the day before a break from school in order to participate in a game or match on non-school days. For example, a student must be in school periods 4-8 on Friday in order to participate in a game on Saturday.
- A student should be dressed appropriately, as a representative of Lake Worth Christian School, while participating in any interscholastic activity. The Lake Worth Christian School Dress Code should be enforced during any interscholastic activity.
- Quitting without coach's consent- Suspension for rest of the season, **AND THE NEXT SPORT SEASON**. Athletes are to fulfill their obligations to their team, therefore, quitting on a commitment will be dealt with severely. The student may decide not to participate on a team during the first week of practice for the season without having the aforementioned consequence.
- **If a student has to miss any game or contest he/she must notify the coach at least one week in advance. If it is an Unavoidable Absence, no penalty will follow.**
- **Players must ride school transportation to and from all away games. They may be released to their parents only** after a game, if the coach has a signed permission slip from the parents and the coach is agreeable to letting the student go home from the game with the parent. Team policy may be for the athlete to ride home with the team. In such cases, that is to be honored by the athletes and their parents.
- For practices or team activities that are held off campus, students must have a note from a parent on file in the main office that states the athlete may drive himself or herself and/or ride with another student driver to and from the venue.
- Future eligibility of an athlete who is dropped from a squad for disciplinary reasons not contained in the rules listed above will be determined by the Athletic Director.

#### **Definitions:**

Suspension – Athlete may not participate or dress in a scheduled game. The coach may require the athlete to participate in practice depending on the type of suspension given. The coach also may require the athlete to join the team at a game or match.

Season – A season begins on the first day of practice, as determined by the FHSAA. The season ends when the Lake Worth Christian Season ends and may include any district, regional, or state playoff competitions.

## **Limit of Practice Days and Times**

Coaches are to hold practices when they deem necessary and should expect to have all team members in attendance. No organized Sunday practices are allowed.

## **Open Gym/Field Policy**

Open Gym refers to off-season workouts or practices that are called by the coach for the purpose of helping athletes improve their skills at a particular sport. Coaches are encouraged to have as many of these as they deem necessary in the off-season. Athletes are strongly encouraged to attend, although attendance is not mandatory. **Rules:**

- Any student may participate.
- A coach or school employee must be present.
- Coaches will submit their times to the athletic director in advance to avoid usage conflicts.

## **Chain of Events for Athletic Dilemmas**

During a season it is not uncommon for issues to arise that involve athletics. In the event that this does occur, the communication should take place as follows.

- The athlete should discuss the issue with the head coach and try to come to an understanding.
- If the above discussion does not provide an adequate conclusion to the issue, the parent should meet with the coach to discuss the issue.
- If the above discussion does not provide an adequate conclusion to the issue, the athlete and parent should discuss the matter with the athletic director.
- If the above discussion does not provide an adequate conclusion to the issue, the athlete and parent should discuss the matter with the principal.

## **Athletic/Activity Conflict Policy**

All students participating in extra-curricular activities should be advised of the procedure that will be followed in the event of a conflict. This should occur prior to the beginning of the season or the activity. The sponsors or coaches shall meet with the principal and athletic director to identify anticipated conflicts before they occur. Once this meeting occurs the **sponsors and coaches** are to meet to resolve the identified conflicts while adhering to the guidelines of this policy on or **before** the conflicts occur. Additional meetings may be called at the discretion of the sponsors/coaches.

The purpose of these meetings will be to determine possible conflicts and to resolve them by using the following criteria:

- District, conference, sub-district, regional, sectional, semifinal, or state competitions should have priority. If two similar events occur on the same date, the participant will perform in the event which has the greatest importance toward the team, group, or individual event or outcome. If both events are of equal importance to both parties then the decision will be left up to the student.
- Consideration should be given as to how the loss of the individual will affect the group or team concept and the total function of the program before a decision is made. Regularly scheduled contests or performances over any type of practice session.
- Decisions should be made by the sponsors/coaches (when possible) prior to getting students involved.
- A student may not be penalized in the event a conflict still exists after all options have been exhausted by the sponsors and the student makes the choice.

- Disagreements between sponsors pertaining to student conflicts will be handled by the principal and shall be final.
- It is expected all school-related activities take precedent over non-school activities.

### Athletic Eligibility

- Each coach will be responsible for checking the above rules and regulations which affect the eligibility of his/her athletes. The athletic secretary will assist in this procedure.
- Eligibility must be certified under FHSAA rules.
- **Before a student is permitted to draw equipment, practice, or play in a contest, he/she must have a physical examination and parental consent form signed and returned to the athletic secretary.**

## Lake Worth Christian School Time Schedule 2010-2011

### Monday, Tuesday, Wednesday, and Friday

<b>HIGH SCHOOL</b>		<b>MIDDLE SCHOOL</b>	
1st hour	7:55-8:48	1st hour	7:50-8:48
2nd hour	8:53-9:42	2nd hour	8:53-9:42
Break	9:42-9:50	Break	9:42-9:50
3rd hour	9:55-10:43	3rd hour	9:55-10:43
4th hour	10:48-11:36	4th hour	10:48-11:36
5th hour	11:41-12:34	Lunch	11:36-12:00
Lunch	12:34-12:58	6th hour	12:05-12:58
7th hour	1:03-1:53	7th hour	1:03-1:53
8th hour	1:58-2:50	8th hour	1:58-2:50
		Home Room	
		<b>Middle School Lunch</b>	11:36-12:00
		<b>Elementary School Lunch</b>	12:05-12:29
		<b>High School Lunch</b>	12:34-12:58
<b>HIGH SCHOOL CHAPEL</b>	<b>Thursday</b>	<b>MIDDLE SCHOOL CHAPEL</b>	
1 <sup>st</sup> hour	7:55-8:42	Chapel	7:55-8:30
Chapel	8:47-9:18	1 <sup>st</sup> hour	8:35-9:18
2 <sup>nd</sup> hour	9:23-10:06	2 <sup>nd</sup> hour	9:23-10:06
Break	10:06-10:14	Break	10:06-10:14
3 <sup>rd</sup> hour	10:19-11:02	3 <sup>rd</sup> hour	10:19-11:02
4 <sup>th</sup> hour	11:07-11:50	4 <sup>th</sup> hour	11:07-11:50
5 <sup>th</sup> hour	11:55-12:48	Lunch	11:50-12:14
Lunch	12:48-1:12	6 <sup>th</sup> hour	12:19-1:12
7 <sup>th</sup> hour	1:17-2:01	7 <sup>th</sup> hour	1:17-2:01
8 <sup>th</sup> hour	2:06-2:50	8 <sup>th</sup> hour	2:06-2:50
		Home Room	

<b>Middle School Lunch</b>	11:50-12:14
<b>Elementary School Lunch</b>	12:19-12:43
<b>High School Lunch</b>	12:48-1:12

**SECONDARY HALF-DAY SCHEDULE**

1st hour	7:55-8:25
2nd hour	8:30-9:00
3rd hour	9:05-9:35
Break	9:35-9:42
4th hour	9:47-10:17
5th / 6th hour	10:22-10:51
7th hour	10:56-11:25
8th hour	11:30-12:00

<b>Elementary Starting Time</b>	<b>8:10</b>
<b>Elementary Ending Time</b>	<b>2:40</b>
<b>Elementary ½ Day Ending Time</b>	<b>11:45</b>