

LAKE WORTH CHRISTIAN SCHOOL

“Growing Christian Leaders”

Parent – Student Handbook

Grades Preschool through High School



LAKE WORTH CHRISTIAN

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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 Middle States Association of Colleges and Schools, Christian Schools of Florida (CSF), National Council for Private School Accreditation (NCPA), 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. Attendance is a critical component of earning an Exam Voucher for High School students (see Exam Exemption Voucher).

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 that a student be absent from 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. Forms are available in the Welcome Center.

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, and Juniors 1 day, all with a completed verification form. College visits within Palm Beach County are allowed only a half day absence at the college and required attendance at LWCS the other half day.

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

1. If a middle or high student exceeds 12 absences of any kind in one semester in any class, ordinarily no credit for that class or classes will be given.
2. Elementary students may be required to be tutored by a certified teacher at the family's expense at the discretion of the administration.
3. Preschool students can not miss a more than 20% of the 540 free instructional VPK hours (24 days).

- a. A long-term illness exception may be considered on parent appeal to the administration. 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).
 - b. School sponsored absences such as field trips, athletics, etc. are not included.
 - c. High school students exceeding 12 absences, resulting in loss of credit could negatively impact graduation potential.
4. Preschool Illness Policy (following symptoms child will be removed from classroom and sent home)
- a. Fever greater than or equal to 100 degrees F.
 - b. Red discoloration to the whites of the eyes.
 - c. Unexplained skin rashes
 - d. Vomiting or diarrhea. Cannot return to school until free of symptoms for 24 hours.
 - e. Pediculosis (Head lice, nits) - Child shall not be permitted to return to school until treatment has occurred. Treatment shall include the removal of all lice, lice eggs, and egg cases (nits)

ATTENDANCE PROCEDURES

1. Parents must call the school by 9:00am or report via lwcs.org to inform the school of a student's absence and the reason for the absence.
2. MS/HS students arriving at school after the beginning of first period must sign in at the **Welcome Center** and get an admit pass.
3. The student is responsible for making up all work missed during an absence. It is the student's responsibility to inquire about makeup work and to turn it in as required.

TARDIES

Promptness is important for all students.

1. MS/HS students are considered tardy if they are not in their seat when the bell rings. 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 Welcome Center. If a student arrives late by 15 minutes (8:05 am) or more he/she will be counted both absent and tardy for first period.
2. Elementary students are tardy if they are not in their classroom by 8:10 a.m. Parents must report to the office to get a tardy slip before proceeding to the classroom.
3. Preschool students begin arriving in the classroom at 7:45. By 8:10 all students need to be in the classrooms ready to start to avoid being tardy.

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 student 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 (MS/HS students may remain in clinic for 20 minutes and then are required to return to class or call home)

ACADEMIC POLICY

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

Middle school students must pass all their courses each semester. Any course failure must be made up by completing school approved tutoring of 15 hours at \$35 per hour with LWCS teachers (recouping up to 75% when tutor sessions are combined with previously earned grade) or completion of FLVS (Florida Virtual School). Check with the secondary Guidance Counselor for detailed requirements and approval.

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. The Guidance Office will assist in arranging course remediation through approved programs.

ACADEMIC PROBATION AND DISMISSAL POLICY

Any 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 extracurricular activities. If the student receives 3 or more semester F's the following semester the student will be asked to leave the school or repeat the grade.

AFTER CARE, BEFORE SCHOOL CARE

After/Before School Care is available for students Preschool through 5th Grade and After Care is available for middle school students. Any Preschool or Elementary students not picked up in car line, running from 2:30-2:45 p.m., are automatically checked into After Care. Preschool and Elementary students stay in the preschool and/or elementary building or playground. Middle school students who are not picked up by 3:05 p.m. will be supervised until 3:20 pm. At that time they will be taken to a middle school classroom for study/quiet play time and the After Care charges begin at 3:20 pm. Middle school students with written permission will be allowed to study in the library with a tutor, when done they will then join the rest of the aftercare. Parents or designated guardians must sign out students from After Care. High School students that pick up their siblings from After Care must stay with their sibling until parents arrive for pick up. Any middle school student not picked up by 4:00 pm will be brought to the elementary aftercare program. The charge is \$3 per hour and billed by the minute. After Care is available until 5:30 pm and after that time the rate becomes \$1 per minute. All students must be picked up by 6:00 p.m.

Before Care:

Preschool is from 7:15 until 7:45 a.m.

Elementary is from 7:15 until 8:00 a.m.

BULLYING

LWCS believes that all students have a right to a safe and healthy school environment. The school including students, parents, teachers, staff, and administrators all have an obligation and responsibility to work together to promote mutual respect, tolerance, and acceptance, and create a community that does not tolerate bullying of any kind.

To that end, LWCS will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes but is not limited to: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying. The term "bullying" cannot be applied to all situations where there is conflict. The goal in every situation involving conflict is to teach students how to resolve it in a manner that values the dignity of each student, consistent with biblical standards.

This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity. It also includes acts of bullying that take place at any time when the acts have a negative impact on school attendance/activities by (1) posing a threat or danger to the safety of students, employees or school property, or (2) disrupting the school environment.

Cyberbullying is bullying committed by means of an electronic act, directed specifically toward another student or school personnel. An “electronic act” for the purpose of cyberbullying is “the transmission of a communication, including but not limited to, a message, text, sound, or image, by means of an electronic device, including but not limited to a telephone, wireless telephone, computer, or other electronic communication device.” It includes acts committed with either school equipment/electronic communications devices or non-school equipment/electronic communications devices.

Examples of “electronic acts” include, but are not limited to:

- creating, sending or forwarding e-mails or other electronic communications
- texting , blogging, microblogging (such as twittering), and chatting
- voicemail or other recorded messaging
- messaging or posting messages, images, or other communications via social networking sites (such as Facebook, Twitter, Google+, Snapchat, Instagram, or other social networking pages)
- taking, posting, or editing still or moving images and photographs
- “sexting” (the act of sending sexually explicit messages, photographs, or images electronically)
- creating websites or profiles
- sending or posting audio or video recording, video streaming, or posting links connected to such material
- posting, uploading or linking to sites that include, but are not limited to, YouTube, QuickTime, Windows Media Player or another format accessible to others, through the use of electronic communication devices.

Cyberbullying is not limited to actions that take place on-campus or during school hours and/or that take place through the use of school electronic communication devices. Cyberbullying includes acts done off-campus or outside of school hours and/or through the use of student, third party, or other non-School electronic communication devices which have a negative impact on school attendance/activities by either (1) posing a threat or danger to the safety of students, employees or school property, or (2) disrupting the school environment.

Examples of cyberbullying include, but are not limited to, the following acts directed against other students or school personnel:

- Harassment, including sexual harassment, such as repeatedly sending mean, vulgar, insulting or offensive messages to another, that has a negative impact on the recipient’s academic/work performance or creates an intimidating, hostile, or offensive educational/work environment for that person;
- Causing , attempting to cause, threatening to cause, or participating in acts of hate against another student.
- Threats or intimidation about or against another, including placing a student or school personnel in reasonable fear of physical emotional or mental harm;
- Placing a student or school personnel in reasonable fear of damage to or loss of personal property;
- Pretending to be someone else and creating or sending materials as if that person to humiliate or embarrass that person or get that person in trouble;
- Sharing confidential information, personal, sensitive or embarrassing information, or embarrassing pictures or videos that the person would not want shared with others on-line;

- Forwarding private information sent by another without their permission and with the intent to cause harm, hurt, humiliation or embarrassment;
- Sending or posting rumors about another to harm or embarrass another or damage that person's reputation;
- Intentionally excluding someone from an on-line group with the intent to be cruel or cause harm, hurt, humiliation or embarrassment to the other by the exclusion;
- Engaging in on-line fights or "flaming" through the use of angry and offensive electronic messages;
- Harassment or cyberstalking of another on a repeated basis through the use of electronic acts to create fear and include threats of harm.

LWCS expects and encourages students, parents, and/or employees to immediately report incidents of bullying including cyberbullying, directed at them or other members of the school's community, including other students or school employees. Students should report bullying to their school principal, but also may report bullying to another school administrator, teacher, counselor, or employee that they feel comfortable speaking with. Reporting will not reflect on the victim or witness(es) in any way. Students and employees who report bullying in good faith are protected from retaliation, and should also report any complaints of retaliation.

School employees who receive a report of bullying must immediately report the incident to their school principal. School employees are also expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying will be promptly investigated using the complaint procedure set forth below and appropriate action will be taken in response to bullying complaints that are sustained.

In addition to reporting acts of bullying/cyberbullying, students who experience bullying/cyberbullying are encouraged to take the following additional steps/precautions:

- If you are a student, seek your parents' help.
- Do NOT reply to or retaliate against messages sent from bullies.
- Save, and if possible, print out the messages that you receive.
- Parents or another adult should notify the cell phone carrier or Internet Service Provider (ISP), who may be able to help in determining who sent the messages.
- Know and follow the rules for online service providers. Contact (for a student, with your parents' help) providers of services where the messages are posted, such as Facebook, Instagram, etc.
- Never communicate or post any information online that would embarrass you. Understand that even if you have privacy settings, those you invite into your social network can easily print, save, cut and paste anything you post or e-mail.
- Never share your account information or password with anyone except your parents.
- Carefully interact with people on-line. Avoid strangers. NEVER arrange to meet with someone you met on-line.

The complaint process for investigating reports of bullying is as follows:

- People who witness, experience, or become aware of bullying are encouraged to report the incident. Victims and witnesses are protected from retaliation for reporting bullying.
- Students or employees, either orally or in writing, shall report a complaint of bullying/cyberbullying, to their school principal or another trusted school personnel, such as a teacher.
- If a parent initiates the complaint, the complaint shall be to the school principal, and an appropriate employee will follow-up with the student on whose behalf the parent made the complaint.
- Complaints can also be made anonymously. An anonymous complaint should be in writing and directed to the

appropriate school principal. The complaint should include the name of the person(s) alleged to have committed the acts of bullying/cyberbullying, the name of other person(s) involved in the incident including the person bullied/cyberbullied, when the acts alleged occurred, and any facts that would help the principal in investigating and addressing the alleged bullying/cyberbullying.

- LWCS will investigate the complaint and determine whether bullying/cyberbullying occurred. A determination that the bullying/cyberbullying occurred will result in appropriate action being taken, which may include disciplinary action up to and including being removed from school.

- Retaliatory behavior against any complainant, witness, or participant in the complaint process is not permitted. If a student, employee, or parent of a student, believes that he/she has been retaliated against for making a complaint, he or she should report this to the appropriate principal. The matter will be investigated pursuant to this complaint process and, if the allegations of retaliation are found to be sustained, appropriate action will be taken.

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

During the school day high school students may use cellular phones or mobile devices at any time they are not in a class, Chapel, Library, Gym, assembly or other formal school setting. Cell phones should not be seen, heard, or used in any manner during the student's class unless students are instructed to use them as part of a class activity. Cell phones must always be kept in the silent or off positions and be placed in the holding pockets provided in each classroom. Violation of this policy will result in the device being confiscated and returned to a parent through the Main Office. Should a student continually violate the cellular phone policy, further disciplinary measures may be taken including, but not limited to: turning in the phone to the Main Office each morning for the duration of the school day, as well as multiple day suspensions and loss of phone privileges for the remainder of the school year. Students who fail to immediately give their cell phone to a staff member upon request will be given a detention. Any additional issues regarding cell phone use will be turned over to the Superintendent's Office.

During the school day Middle School students are allowed to use phones when they are outside a covered building (standing/walking). This prohibits use in hallways, classrooms, cafeteria, rest rooms etc.

Use of ear buds are not allowed at any time for any grade level. The earbuds or wires must not be visible during school hours

Preschool and Elementary students will not use cell phones or cellular devices during the school day, during Before Care, during After Care, or during Curriculum Enrichment. The phones in the Elementary Office are available during school hours and during aftercare, by contacting an aftercare staff member.

CHAPELS

Chapels are on Thursday mornings in the gym. Middle school chapel is at 7:55 am, High School chapel is at 8:37 am, and Elementary is at 10:10 am. Secondary students are required to bring a Bible to Chapel. Parents are also invited to attend all Chapels.

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. RenWeb is the school's student management data system. Every family is required to have an account to access student information about homework, grades, attendance, conduct, newsletters, announcements, etc. Office staff can assist with login access. The expectation is that parents/guardians and students are accessing RenWeb regularly. Email info@lwcs.org for further information.
2. Email is the preferred method of primary communication with parents. Grades and reports are sent by email, rather than through the mail. Parents may contact teachers or administrators through email for questions or concerns. Parents should allow one school day to receive a response before contacting an administrator.
3. The LWCS Connection is a quarterly publication about school information and Christian education.
4. Parent – Teacher Conferences are scheduled after the 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.

COLLEGE VISITS FOR JUNIORS AND SENIORS

During their senior year, students are allowed 3 college visitation days outside of Palm Beach County. During their junior year, students are allowed 1 college visitation day outside of Palm Beach County. College visits in Palm Beach County are not excused. All visits must be taken prior to May 1 and signed documentation from the college must be turned in to the Main Office immediately upon return to school.

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 as well as the Outreach Coordinator. 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. Eligible service hours are those earned outside of school time. Documentation of completed service hours must be submitted by the end of the semester when the service was completed on LWCS Community Service forms available in the main office and on RenWeb. Middle School students will be required to complete 3 hours of community service per year starting in the 2016-2017 school year.

COURSE CHANGES

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

COURSE CREDITS

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 \$35 per hour with LWCS teachers (recouping up to 75% when tutor sessions are combined with previously earned grade) or completion of FLVS (Florida Virtual School). Check with the secondary Guidance Counselor 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. The Guidance Office will assist in arranging course remediation through approved programs.

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. Acceptable uniform clothing is readily available at Dennis Uniforms, our official uniform supplier.

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. No hats, caps, or sunglasses may be worn inside the buildings. No warm-ups or sweatpants are permitted.
5. Students attending after school events at Lake Worth Christian School, or at other venues where our school is participating, should dress modestly and represent the school in a positive manner. At the discretion of school personnel, students may be asked to change clothes or leave an event if they are not dressed appropriately.

Preschool – Grade 5

1. LWCS polo shirts and outerwear must be worn by all students. Students may wear their own shorts, pants, and outer garments. Shorts should approach the knees. No flip flops or crocs are allowed.
2. Dress shoes, gym shoes, and dress sandals may be worn. No beach flip flops, sandals, or slides. Shoes must be worn at all times.
3. There is no time to change shoes or clothing for P.E. or recess. Students should dress appropriately for the activities scheduled for that day.
4. Hair should be natural color and clean. Any hairstyle that is deemed by the administration to be a distraction must be corrected immediately.

Grades 6 – 12

1. Official LWCS polo shirts must be worn by all students. Garments worn under polo shirts must not be visible.
2. No visible tattoos or henna skin dyes.
3. Dress shoes, gym shoes, and dress sandals (girls only) may be worn. No beach flip flops, sandals, or slides. Shoes must be worn at all times.
4. Hair should be natural color and clean. Any hairstyle that is deemed by the administration to be a distraction must be corrected immediately.
5. Only jeans (of denim fabric) and regular slacks will be permitted. Pants are not allowed to have holes whether manufactured or due to wear. Joggers, sweats and pants with elastic hems or waistbands are not allowed.*

Girls

1. Skirts, skorts must be no more than 2 inches above the top of the knee in length, walking shorts from uniform provider only are allowed.
2. Capri pants must be below the bottom of the knee. No yoga or sweatpants (* see number 5 above).
3. All pants/jeans must be free of holes
4. Clothing must fit well, not be too tight or baggy.

- Jewelry worn must be modest and not be a distraction.
- Hoods to sweatshirts are not to be worn.

Boys

- Jeans, slacks, dress pants, and walking shorts from uniform provider are to be worn at the waist (* see number 5 above).
- Faces are to be cleanly shaven at all times..
- No earrings or cosmetics are permitted.
- Hoods to sweatshirts are not to be worn

DRESS CODE VIOLATIONS PROCEDURES

- 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.
- Male students displaying facial hair will be charged \$1 for first razor purchased from Main Office when they are given the opportunity to shave at school. A parent must be contacted prior to being allowed to shave. If a parent can not be reached the student will remain in In-School Suspension for the remainder of the day. The cost of the razor will increase each time thereafter. After three violations additional consequences will be applied.
- Additional infractions will result in detentions and Saturday Schools, and possibly suspension.

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 3.2 GPA and entering their 10th grade year. While enrolled in the program students must maintain a 3.2 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. **Courses offered on LWCS campus may not be taken elsewhere for credit unless prior authorization has been granted by the LWCS administration. All colleges and universities currently charge tuition for any Dual Enrollment courses taken on their campuses.**

ELEMENTARY CAR LINE

Preschool/Elementary Arrival and Dismissal

Parking:

Short Term Parking: the three spots along the playground or next to the gym. These spots are reserved for parents who park and walk to the elementary building for drop off or pick up and immediately return to car.

Before School Care

Elementary: When dropping your student off for Before School Care between 7:15 and 7:45 a.m., please use the short term parking to drop your student off. Students, grades 3-5 may be dropped off at the curb.

When dropping your student off for Before School Care between 7:45 and 8:00 a.m. you may use the short term parking or drop your student off at the curb in front of the Elementary Building.

Preschool: Preschool parents must park in the short term parking, walk your student to the playground (7:15-7:45) or the Preschool door (7:45-8:15). All Preschool students must be signed in when your student is dropped off.

Dismissal

½ day Pre-School dismissal: Please park in short term parking. Pick your student up from the front office.

Regular dismissal begins at 2:30 p.m.; your student will meet you at the curb. Students not picked up by 2:50

p.m. will be admitted to After Care.

EXAMS

All high school students are required to take exams at the end of each semester during the scheduled exam times. No exams will be administered prior to their scheduled time. All students are to 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 5 absences (part or all of 1 school day) for the semester. Students must submit a written appeal to the Administration if absences exceed the guidelines stated. Acceptable absences would include but not be limited to: hospitalization, death of immediate family member, mental health issues, etc. Documentation may be requested.
- The grade for the class that student wants to use voucher for must be a minimum of 85% for the semester
- Seniors are allowed 2 college visitation days and Juniors 1 day before May 1 if it is accompanied by a completed verification form. College visits within Palm Beach County are allowed only a half day absence at the college and required attendance at LWCS the other half day.

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

EXAM EXEMPTIONS FOR SENIORS

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

- Students must have at least a "B" semester average (85% or higher) on the final day of the semester
- No more than 5 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 2 college visitation days before May 1, with a completed verification form
- Seniors that are enrolled in lower grade level core courses must remain in daily attendance and participate in the exam as it is scheduled for underclassmen.

EXTRA-CURRICULAR ELIGIBILITY

To participate in extracurricular 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 on any day.

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 24.5 credits, and 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.

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 – 26 credits, 3.0 GPA
3. Honors Diploma – 26 credits, 3.5 GPA (Includes 6 Honors/ AP / Dual Enrollment courses during High school)

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.

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 main office.

HEALTH RECORDS

Florida Statute 232.0232 requires that 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 preschool, kindergarten, and 7th grade and/or a student entering a Palm Beach County school for the 1st 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.

HONESTY / PLAGIARISM POLICY

Any student found to be dishonest or cheating on daily work, quizzes, tests, or projects would receive a zero for that work and assigned a Saturday School. 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 and a Saturday School. If there would be a second incident involving the student in a given class with dishonesty/plagiarism during the school year, the student will be removed from the class and will receive a final grade of “F”. (This policy applies to the giver and receiver in regards to cheating).

HONOR ROLL

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

1. Elementary School: Honor Roll: A's and B's. Principal's Honor Roll: 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 the main office . Every two weeks unclaimed items will be donated to local charities or returned to individual teachers. MS/HS Students may look for lost items before and after school only.

MAKE-UP WORK

It is the student's responsibility to makeup work promptly after an absence. Students are normally expected to take tests, quizzes and turn in projects and 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. Students that are suspended from school are not allowed to make up daily work.

RECORDS REQUESTS

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. Students needing transcripts can fill out the request form at www.lwcs.org and submit it to the main office.

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.

Disciplinary consequences used at LWCS:

1. Preschool/Elementary classrooms develop and implement an age-appropriate discipline plan for each grade level. Specialist teachers develop and implement age-appropriate and subject-appropriate discipline plans.
2. Middle School Behavior Plan
The Defender Card was developed to assist each student in creating a positive school environment and maintaining a Christlike attitude throughout the school day. Middle School students will be issued a Defender Card at the start of each quarter which they will carry with them at all times. If there comes a point where a student's behavior necessitates more than a simple verbal reminder from the teacher a progressive discipline plan will be put in place and the card will be the tool used to track infractions. Consequences will build for repeated misbehavior and parents will be contacted to enlist their support in modifying behavior.
3. MS/HS 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.
Lunch Detentions – Tuesdays and Thursdays during lunch periods
In School Detentions- Student spends class(es) in the office working independently from class
Work Detentions – 3:00 pm – 3:45 pm on Wednesdays
Saturday School – 8:00 am – 12:00 noon (\$25.00 fee will be applied to student each time they are assigned a Saturday School)

Elementary Detentions may be implemented as part of the discipline plan for 4th and 5th Grade.

4. 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. Students that are suspended will not earn credit for daily assignments, however they are encouraged to do the work in order to stay up to speed with their class.
5. Expulsion may result due to severe or repeated disciplinary matters.

DRUGS, ALCOHOL, STEROIDS

LWCS promotes healthy lifestyle choices by its students, requiring the avoidance of 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 Drugs/Alcohol/Steroids 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. Any student hosting an event where violations take place would receive more severe consequences.
4. Drug Violations:
 - a. 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.
 - b. 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. The student will be on probation during that time period.
 - c. Any subsequent positive drug test or policy violation would result in expulsion.

Self-reporting

If a student or parent voluntarily discloses to an administrator that the student has a drug, alcohol, or steroid problem and if the student or 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, bullying, or cyberbullying by students in school or out of school 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. (*SEE BULLYING POLICY*)

SMOKING

Students possessing tobacco products or smoking on school campus or at school sponsored activities will be in violation of the non-smoking policy. The first violation result in a Saturday School. Multiple violations can lead to suspension.

STUDENT CONDUCT OFF-CAMPUS

Students are expected to conduct themselves in a manner consistent with the ideals of the school and with a Christian lifestyle, 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

STUDENT ACTIVITIES

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

Elementary Programs

1. Curriculum Enrichment Program:

- LWCS offers a variety of classes after school for students in kindergarten through 5th Grade.
 - Classes are offered on a quarterly basis.
 - Some classes will be offered each quarter and others will be offered on a rotating basis.
 - Classes will include intramural athletics, robotics, Minecraft, dance, music theater, gymnastics, and more.
2. Field trips and class trips: Field trips are planned in each grade level, including overnight trips for 4th grade; goes to St. Augustine, and 5th grade; goes to SeaWorld in Orlando

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 Honor Society:
5. Student Council: Members are elected in each class grades 6-12.
6. Thespians: Members participate in district and state competitions.
7. Various Club activities
8. Superintendent Leadership Council

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 Welcome Center.

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 processed before school begins.
3. Annual, semi-annual, and monthly payment options are available. Payments are due on parent-selected payment dates **through FACTS Tuition Management**. 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

Preschool/Elementary visitors must sign in at the Elementary Office and receive a visitor's pass.

MS/HS visitors must sign in at the Welcome Center and receive a visitor's pass.

TECHNOLOGY & 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 County, regardless of residence address. Library cards will be needed for elementary as well as secondary students. See www.pbclibrary.org for more details. **A technology fee will be required for all students K-12.**

Elementary Library Media Program (Grades Preschool-5th Grade)

1. Library classes are scheduled once each week for grades Preschool through 5th Grade.
2. Class time include story time, library instruction, book selection, Accelerated Reader™, STAR Assessment, and book checkout.
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. – 3:30 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 for Technology and Internet Access

4th – 12th Grade students and parents are required to sign an annual Acceptable Use Policy for Technology and Internet Access.

Lake Worth Christian School Acceptable Use Policy for Technology and Internet Access

LWCS strongly believes in the educational value of technology and recognizes its potential to support curriculum. The school network and Internet access are provided for school-related purposes to students and staff who agree to abide by the LWCS Acceptable Use Policy (AUP) for Technology and Internet Access.

Privacy

Network and Internet access is provided as a tool for education. LWCS reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such data shall remain the property of LWCS. No user shall have any expectation of privacy regarding such materials.

General Computer and iPad Use

Technology is constantly changing and as new equipment is made available for students and staff, the AUP must also remain up-to-date with that technology. In this AUP, “computers” is a general term that applies to all possible configurations of computers such as desktop, laptop, or servers. Likewise, “mobile devices” is also a general term that includes, but is not limited to smartphones such as Android phones, iPhones, iPads, tablets, etc. “Storage devices” includes, but is not limited to, USB storage devices, smart cards, memory cards, hard drives, solid state drives, etc.

1. Games may not be played on any computer or mobile device. Exceptions may be made for course specific needs if authorized by the course instructor and approved by the IT Director.
2. File sharing, Peer-to-Peer (P2P), downloading, copying, or otherwise distributing any music, videos, pictures, or other copyrighted materials is strictly prohibited and is punishable by law.
3. Software may not be loaded or installed on any school computer. Software apps may be installed onto school issued iPads, but must be approved by the appropriate teacher and grade level administrator, and comply with the use policies in this document.
4. Changing or tampering with any of the computer’s system configuration or mobile device’s security settings is prohibited. This includes, but is not limited to, removal of configuration profiles, altering security preferences, jail-breaking, app-cracking, etc.
5. Changing or tampering with any school owned technology such as computers, displays, mobile devices, keyboards, mice, power adapters, cables, etc. is prohibited.
6. Users may not bypass, circumvent or otherwise defeat any software or hardware security measures, Internet content filters or antivirus protection, by any means including, but not limited to, proxy websites and services, bypass filters, portable apps, or boot-loading measures.
7. While on campus, all users must use the Internet access provided by LWCS. Users are not permitted to create hotspots, share Wi-Fi connections, tether devices or otherwise bypass the school network.
8. Users may not attempt to gain access, modify, or delete other users’ data, or attempt to intercept any transmission of such data.
9. Users may not share their login account information, username or password with anyone. It is the user’s responsibility to protect this information. Users are prohibited from logging in to multiple computers under a single account.
10. Audio and/or video recording is not permitted at any time unless authorization is given by individuals being recorded.
11. Users must abide by local, state, and federal laws such as, but not limited to, copyright law, licensing laws, privacy laws, and LWCS policies and guidelines.

Vandalism or Theft

Individuals are responsible for the care and proper use of any school equipment they use. If an individual damages school equipment, it is the responsibility of that individual to report the problem immediately to a LWCS teacher or administrator. Likewise, if an individual notices damaged, vandalized, or misused equipment, it is the responsibility of that individual to report the problem immediately to a LWCS teacher or administrator.

School Issued iPads

iPads will be distributed each year for designated students for the entire year. Students will retain possession of the device for that school year, or until enrollment terminates early, or until the device is replaced due to repairs.

All students are required to pay a “Technology Fee” each year. The fee covers technology related expenses.

At various times of the year, school issued iPads may be collected for purposes of checking serviceability and AUP compliance. In the event that the device is damaged and repairs are necessary, all repairs must be submitted to LWCS IT Department exclusively. No third-party repairs will be permitted for any reason. A repair fee will be charged to the student and a replacement iPad will be issued along with an incident report, documenting the nature of the damage to the device. A copy of the report will be provided to the student to take home for parental signature. Parents assume the responsibility for the cost of repairs and/or replacement of damaged and/or lost iPads. Parents will be given the option of purchasing *Apple Care* which will off-set specified repairs for two years. Parents will be provided detailed information regarding *Apple Care* at the beginning of each school year.

In the event of an iPad theft, it is the student’s responsibility to report the incident to LWCS IT immediately. A LWCS Incident Report will be filed, which will provide the iPad’s serial number, model type, description and asset tag number. In addition, the student or parent will be required to file a police report documenting the incident to the authorities. Once filed, a copy of the police report must be provided to the LWCS IT Services.

School issued iPads and all accessories must be returned to the LWCS by any student who graduates early, withdraws, or otherwise terminates enrollment with LWCS for any reason. If a student fails to return the iPad at the end of the school year or upon termination of enrollment with LWCS, they will be subject to a financial liability until the iPad is returned or associated fees are received, up to and including the full replacement cost of the device and associated equipment. Failure to return the iPad within 5 working days after the last day of enrollment at LWCS will result in a theft report being filed with the Boynton Beach Police Department. Furthermore, the exiting student will be held responsible for any damages to the iPad, including associated fees for the repair or the full replacement cost of the device.

As a requirement for school issued iPads, location services must remain on at all times in order to assist in the search of lost or stolen devices. Both the “Find My iPhone” and “AirWatch Agent” apps must be active and allowed access to this service at all times. If a device is lost or stolen, the student will work with the LWCS to identify the location of the device for recovery. This includes providing access to all accounts to assist with identifying the location of the iPad. In addition, while students are on campus, the iPad must be connected to the school provided Wi-Fi network at all times. If the iPad cannot be recovered, the student will be responsible for associated fees due to the loss of the device.

General Care for iPads

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be immediately taken to the LWCS IT for an evaluation of the equipment.

1. The iPad is school property and all users will follow this policy and the AUP for Technology and Internet Access available on the school website.
2. Use only a clean and dry soft cloth to clean the screen. No cleansers of any type.
3. Cords and cables must be inserted and disconnected carefully to prevent damage to the iPad and to the cables and adapter.
4. iPads must never be left in an unlocked locker, car or any unsupervised area.
5. Students are responsible for keeping their iPad’s battery fully charged for school each day.
6. Students must not remove or deface any LWCS identifiers or asset tags.

7. Only protective type covers, approved or provided by LWCS will be allowed on the iPad. The protective cases provided with iPads have sufficient padding to protect the device from normal treatment and provide a suitable means for carrying the device within the school.
8. iPads must always be within the protective case and securely closed when carried.
9. Never place other objects within the iPad cover as too much pressure and weight on the iPad screen may damage the display.
10. The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.
 - Do not lean on the top of the iPad when it is open or closed.
 - Do not place anything near the iPad that could put pressure on the device.
 - Do not place anything in the carrying case that will press against the device.
 - Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it may break the screen.
11. Damaged iPads must be repaired through LWCS exclusively. No third-party repairs will be permitted as this will void the device warranty resulting in full replacement value of the device to LWCS.

iPad Usage

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad device. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher. iPads must also be brought to school in a fully charged condition. Students should charge their iPads each evening at home. Do not use any other charging adapters other than the school issued power adapter. If the AC adapter or USB cable are missing, replacements may be purchased from LWCS.

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present.

When students are not using their iPads, they should be properly stored, but never overnight. Nothing should be placed on top of the iPad. iPads should never be stored in a student’s vehicle at school or at home. Under no circumstance should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the locker area, locker rooms, unlocked classrooms, dressing rooms and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it should be taken to the office. Repeat violations may result in disciplinary action. There will always a designated area where iPads/backpacks with iPads in them can be stored, (i.e. Curriculum Enrichment, After Care, etc.)

Printing is discouraged in order to conserve resources. However, limited printing will be available through special software available at LWCS. If printing is a known requirement for a specific course or assignment, printing at home is encouraged, requiring a compatible wireless printer equipped with AirPrint services, proper settings on the iPad and the correct supporting app.

All students must have access to the Internet at home to be able to access class content, textbooks, etc. Internet service speeds should not be less than 10Mbps (down) x 1Mbps (up). Most ISPs (Internet Service Providers) will offer the 10x1 speed at the basic rate.

While on campus, students are required to connect to the school provided Wi-Fi network. Students are not permitted to place their iPads in Airplane mode while on campus. While off campus, students are allowed

to connect to other wireless networks with their iPads. This will assist them with iPad use while away from school. The policies outlined in this document are applicable to home use of a school issued device. Any violation of the policy will result in the student disciplinary action and/or applicable laws.

Students experiencing Internet issues at home should contact their Internet Service Provider (ISP) for support.

iPad Apps and Other Content

Students are expected to use appropriate media on the iPads. Any media deemed inappropriate by LWCS staff may not be used as a screensaver or background photo. Students are not permitted to download any content, create any web clips or install any apps without teacher permission. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures are prohibited and will result in disciplinary action.

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students are responsible for supplying their own earphones and may be required to use them in class at the teacher's discretion.

Students should save their work to the Google student account set up by LWCS.

Students are required to keep their iPads up-to-date at all times, including the operating system (iOS) and any installed apps. Therefore, "Automatic Downloads for Updates" should be turned on. All other "Automatic Downloads" settings should be turned off at all times. In addition, any notifications that require updates should be addressed by the student as appropriate.

Students may be selected at random to provide their iPad for inspection. If a student's device is requested for an inspection, passwords to unlock the device must be provided by the student. LWCS reserves the right to confiscate the device for any reason at any time if inappropriate materials are found on the device.

Apple ID Usage

Students must use the school created Apple ID for school issued iPads. Students will not be permitted to change the Apple ID account on the device as software licenses will be linked only to the issued Apple ID account for that iPad.

When students graduate, withdraw, or otherwise terminate enrollment with LWCS for any reason, the student email account will be deactivated, preventing any further access to the student email account.

Consequences

Failure to abide by all school policies, procedures, or guidelines regarding the AUP for Technology and Internet Access may result in immediate suspension of access to LWCS technology-related services. An AUP violation may also result in disciplinary actions and liability for damages. Violators may also be subject to any civil and criminal penalties as defined in any applicable local, state, or federal laws. AUP violations will be sternly dealt with and have the following consequences, all of which will be recorded on the student's record:

- **First offense:** A verbal warning will be given to the student by a teacher or Administrator.
- **Second offense:** The student will serve detention.
- **Third offense:** The student will be placed on an Academic Contract, requiring a meeting between the student, parents and Principal to discuss the future usage of their iPad, as well as any other disciplinary

consequences deemed appropriate by the the administration.

Warranties

LWCS makes no warranties of any kind, whether expressed or implied, for the service it is providing. LWCS does not represent or warrant that the functions of the system will meet any specific requirements or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages including loss of data and information sustained or incurred in connection with the use, operation, or inability to use any technology-related systems.

LWCS Student Pledge for iPad Use Agreement

Students must agree to the stipulations set forth in the Acceptable Use Policy for Technology and Internet Access and the Student Pledge for iPad Use below.

Student Pledge for iPad Use

1. I will take care of my iPad as identified in the Lake Worth Christian School Acceptable Use Policy (AUP) for Technology and Internet Access.
2. I will follow the policies outlined in the AUP at all times.
3. I will know where the iPad is at all times. I will never leave the iPad unattended and understand that if found unattended at school, I will be subject to discipline. If my iPad is damaged, lost or stolen I will report it to LWCS immediately and I will pay the associated fees.
4. I understand the iPad is my responsibility and I will never loan it to other individuals.
5. I will bring the iPad to school fully charged, daily.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will protect my iPad from damage and never remove it from its case.
8. I will not disassemble any part of my iPad nor attempt any repairs. All repairs must go through LWCS IT exclusively.
9. I will use my iPad in ways that are responsible, appropriate, meet LWCS expectations, and are educational and in line with Christian values.
10. I understand that while on the LWCS campus, I must use the school provided Wi-Fi network and not place my iPad in Airplane Mode or remove it from the LWCS provided network.
11. I understand that I am responsible for backing up my own data at all times and that any data loss is my responsibility.
12. I understand that I am not permitted to install any apps from any source other than the LWCS approved apps.
13. I understand that inappropriate content found on the device is subject to disciplinary action.
14. I will not deface, alter or damage the iPad or it's cover. I will not remove or deface any LWCS iPad identifiers on the device or cover.
15. I understand that my iPad is subject to inspection at any time, without notice and remains the property of LWCS. I will provide the iPad passcode to staff, immediately upon request.
16. I will file a police report in case of theft, vandalism, as required by LWCS policies and report it immediately to LWCS .

17. I am responsible for all fees due to damage or loss, regardless of cause or fault.
18. I agree to return the school issued iPad, case, power cords, and any other accessories in undamaged, good working condition

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, spiritually, 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 Program Director 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. Teams may be added or removed as needed.

Fall

Middle School Boys Soccer
Middle School Flag Football
Varsity Flag Football (Club level)
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
Boys JV Basketball
Boys Varsity Basketball
Girls Varsity Cheerleading

Spring

Varsity Girls Softball
Boys Middle School Baseball
Boys Varsity Baseball
Boys Varsity Volleyball

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. On all levels, the practice times should be viewed as the prerequisite to live game action. Practices are where the real teaching takes place.

At the middle school level more athletes may 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 be focused as on, in addition to competing as a team, at a high level. 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.

5th Grade Participation on Secondary Teams

LWCS will allow 5th graders to participate on a middle school team if one of the following criteria applies:

- 1) if there is not enough participation in a particular middle school sport.
- 2) if there is not enough participation for a "B" team. (If there is an "A" team and a "B" team the 5th grader must be placed on the "B" team so as not to limit the playing time of "A" team players.)

When there is need for 5th graders to participate an announcement will be made via email from the athletic director to all 5th grader parents and students announcing the need and the date(s) of the 5th grade tryout. After the announced email, the coach will determine the 5th graders that will be added to the middle school team.

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 or athletic director 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.
- All coaches, athletes, and parents each have a special role in the development of student-athletes. Coaches must be able to do their jobs, and vice versa. To that end, parents must not attempt to communicate with any of the programs coaches within 24 hours of a game, especially regarding playing time, game strategy, or any issue regarding the competition.
- 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. The coach may choose to have the team dress in uniform on the day of an activity.
- Quitting without coach's consent- Suspension for rest of the season, **AND HALF OF THE NEXT SPORT SEASON THEY PARTICIPATE IN**. 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.
- As student-athletes at LWCS, students and coaches must understand their important role in the community. Each team and student-athlete will be required to participate in a community service project that benefits the community.
- Communication with the Head Coach is paramount to the success of the program. If an athlete must miss a game or a practice, they must adhere to the communication policies of their respective sport and coach. Failure to adequately communicate with the Head Coach will be dealt with severely.
- 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 prior to the start of the game 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 – The athlete may not participate in or dress out 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 and athletic director.

Athletic/Activity Conflict Policy

All students participating in extracurricular 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 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.

The purpose of these meetings will be to determine possible conflicts and to resolve them by using the following criteria (subject to change based on circumstances, as identified by the athletic director):

- 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.
- 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 director 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.**

Daily Schedule

High School Regular Day

| | |
|-------|-------------|
| 1st | 7:50-8:40 |
| 2nd | 8:45-9:33 |
| Break | 9:33-9:41 |
| 3rd | 9:46-10:39 |
| 4th | 10:44-11:32 |
| 5th | 11:37-12:25 |
| Lunch | 12:30-1:04 |
| 7th | 1:09-1:57 |
| 8th | 2:02-2:50 |

High School Chapel/Small Group Day

| | |
|--------|-------------|
| 1st | 7:50-8:32 |
| Chapel | 8:37-9:19 |
| Break | 9:19-9:30 |
| 2nd | 9:35-10:20 |
| 3rd | 10:25-11:05 |
| 4th | 11:10-11:50 |
| 5th | 11:55-12:35 |
| Lunch | 12:40-1:20 |
| 7th | 1:25-2:05 |
| 8th | 2:10-2:50 |

Middle School Regular Day

| | |
|-------|-------------|
| 1st | 7:50-8:40 |
| 2nd | 8:45-9:33 |
| Break | 9:33-9:41 |
| 3rd | 9:46-10:39 |
| 4th | 10:44-11:32 |
| Lunch | 11:37-12:11 |
| 6th | 12:16-1:04 |
| 7th | 1:09-1:57 |
| 8th | 2:02-2:50 |

Middle School Chapel/Small Group Day

| | |
|--------|-------------|
| 1st | 7:50-7:55 |
| Chapel | 7:55-8:32 |
| 1st | 8:37-9:19 |
| Break | 9:19-9:30 |
| 2nd | 9:35-10:20 |
| 3rd | 10:25-11:05 |
| 4th | 11:10-11:50 |
| Lunch | 11:55-12:35 |
| 6th | 12:40-1:20 |
| 7th | 1:25-2:05 |
| 8th | 2:10-2:50 |

Secondary Half Day

| | |
|-------|-------------|
| 1st | 7:50-8:20 |
| 2nd | 8:25-8:55 |
| 3rd | 9:00-9:35 |
| Break | 9:35-9:42 |
| 4th | 9:47-10:17 |
| 5/6th | 10:22-10:51 |
| 7th | 10:56-11:25 |
| 8th | 11:30-12:00 |

Elementary School

School begins at 8:10am
School ends at 2:30pm
Half Day ends at 11:30am