



Lake Park Baptist School

Strong Roots ❖ New Growth



Lake Park Baptist School
Parent Student Handbook

Kindergarten – Eighth Grade

2018-2019

625 Park Avenue, Lake Park, FL 33403

(561) 844-2747 ❖ Fax (561) 848-8310

www.lakeparkbaptist.org

Lake Park Baptist School, in accordance with “USC2000d”, does not discriminate on the basis of race, color, or ethnicity.



Lake Park Baptist School

Strong Roots ❖ New Growth

Welcome to our Lake Park Baptist School Family

Dear Friends,

It is truly an honor for me to serve again as principal of a school that is dedicated to our Lord and Savior, Jesus Christ. This year we celebrate 50 years of “Strong Roots...New Growth.” It is awesome for me to be part of our wonderful OneFamily at Lake Park Baptist School.

We exist to glorify the name of Jesus Christ while offering quality Christian education and training for your precious children. We are honored that you have entrusted your children to us, and we are committed to excellence in their spiritual and academic development.

Our Parent-Student Handbook will acquaint you with our long history, mission and purpose, as well as our doctrinal statement of faith. It will also familiarize you with the LPBS policies and procedures. Please read it carefully and know that our desire is to do what God called us to do here at our church and school for “such a time as this!”

Thank you for giving us the opportunity to join your family as we partner together in the education of your children. We ask you to pray for us as we endeavor to remain true to God’s Word and His mission here in Lake Park. Please join us in praying for another wonderful, God-blessed school year.

In His Name,

Mrs. Carol M. Hyatt
Principal

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I. ADMINISTRATION

A. History of the School

Lake Park Baptist School was established in September 1968 as an outreach ministry of the First Baptist Church of Lake Park. It expanded within a few years from a pre-school to include all elementary grade levels.

Mrs. Voni Mauney was Kindergarten director and teacher of the four-year old Pre-Kindergarten Class. The 1968/1969 year operated in the black and had an enrollment of twenty four-year-olds and sixteen five-year-olds.

In April 1970 it was voted in Church Conference that the First Baptist Church of Lake Park enter a Christian Elementary School Program to be coupled with the existing Kindergarten, depending upon demand, in September 1970. Mrs. Voni Mauney was principal. Reverend James Leonard was pastor.

School bus service became available in April 1971 and continued until 2006. A lunch program was begun in September 1971. Mrs. Pat Bigbie was employed as the lunchroom supervisor and Mrs. Pat Davison as her assistant. When Mrs. Bigbie resigned, Mrs. Davison became the Cafeteria Manager. She was employed at LPBS through the 2006-2007 school year.

After Mrs. Mauney resigned, Mr. Gary Wakefield became principal on February 1, 1973 and remained until December 1973. When Mr. Wakefield resigned, Mrs. Margaret Spencer served as principal from January 1974 until November 1974, when she and her family moved to Tennessee. During the time Mrs. Spencer was here, the Seventh Grade was added for the 1973-1974 school year. It was a good year curriculum-wise, but the Administration and School Committee decided against continuing with the Seventh Grade because of limited facilities for middle school age.

Reverend Gene Henson became pastor of the First Baptist Church of Lake Park in February 1974. When Mrs. Spencer resigned, the School Committee and Church voted for Mrs. Gene (Exie) Henson to serve as Interim Principal beginning in November 1974. After a few months, the Committee and Church requested Mrs. Henson to continue as principal. She remained in that position until June 1977. At that time Lake Park Baptist School had one Pre-Kindergarten, two Kindergartens; two First Grades, two Second Grades; two Third Grades; one Fourth Grade; one Fifth Grade and one Sixth Grade. There were seventeen teachers, including one full-time Physical Education teacher and one part-time Music teacher. The enrollment was 217.

During the time that Exie Henson was principal, Carol Hyatt was a half-day first grade teacher and a half-day assistant to the principal. Her tenure as principal began with the opening of the 1977-1978 school year. The FACCS Evaluation

Committee returned that fall and granted accreditation status to Lake Park Baptist School.

On September 1, 1976, Dr. Thomas H. Graves became Interim Pastor, and after serving for one year as interim Pastor, he became Pastor of the First Baptist Church of Lake Park.

Gardens Baptist Mission was started as a ministry of the First Baptist Church of Lake Park on March 1, 1978. A middle school program (Grades 6, 7, and 8) was established in the fall of 1978 as an extension of LPBS at this mission site. The Gardens Baptist Mission was constituted as a church on September 5, 1979, which was the last school year of affiliation with Lake Park Baptist School.

Dr. Graves resigned as Pastor of the First Baptist Church of Lake Park on November 4, 1979. Reverend Nash A. Odom assumed the pastorate on August 1, 1980, and continued until his resignation on August 31, 1986. During his ministry, groundbreaking service was held on Easter Sunday, April 22, 1984, for a new office and educational addition on the west side of the present facilities. It would contain new offices for the church and school and additional classrooms. It was made possible through a generous gift of \$325,000 by a friend of the school and church in order to establish a middle school program at LPBS.

Rev. Odom resigned as Pastor of the First Baptist Church of Lake Park on August 31, 1986. Dr. Don Berry served as Interim Pastor until Rev. Ron Lentine assumed the pastorate on July 4, 1987. Rev. Lentine served as Pastor for ten years and resigned in April of 1997. Rev. Bruce Hodge assumed the pastorate on March 6, 1998 and served until his retirement from the ministry on Feb. 27, 2005. Dr. Don MacKay assumed the pastorate on April 1, 2006. Under the leadership of Dr. MacKay, Lake Park Baptist School continued in growth and vision. One Ninth Grade class was added in 2006 and one Tenth and one Eleventh Grade class in 2007.

Dr. Bonnie Arnone, a 22-year member of the faculty, was appointed principal of LPBS on July 8, 2007. The tenth/eleventh grade classes were discontinued due to a lack of enough students in 2008.

Rev. John Thompson assumed the pastorate on November 21, 2010 to lead our congregation. Mrs. Carol Hyatt returned as principal of LPBS in April 2011 after the resignation of Dr. Bonnie Arnone that year. The Lord has truly continued to bless this school ministry, as we continue to seek His direction to guide our future, and to serve continuously as a lighthouse in northern Palm Beach County for 50 years.

Currently, LPBS has one three-year-old class, two classes each grades pre-kindergarten through first grades, and one class each of second through eighth grades.

There is one full-time Physical Education teacher and serves as the Athletic Director also, one part-time music teacher, one part-time Spanish teacher, one part-time art teacher, one part-time computer education instructor, and two teacher aides for the preschool.

B. Statement of Faith

- We believe in the verbal inspiration and authority of the Scriptures. We believe the Bible reveals God, the fall of man, the way of salvation, and God's purpose in the ages.
- We believe in God the Father, God the Son, and God the Holy Spirit.
- We believe in the deity and virgin birth of Jesus Christ.
- We believe that salvation is completely by God's grace. The conditions of salvation are repentance and faith.
- We believe that men are justified by faith alone and are accounted righteous before God and only through the merit of our Lord and Savior, Jesus Christ.
- We believe in the visible, personal, and imminent return of Jesus Christ.
- We believe in the everlasting conscious punishment of the lost.

C. Human Sexuality

- We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of sexual immorality; including homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev.18:22; Rom. 1:24-29; I Cor. 5:1; 6:9,10,11,13,18; I Cor. 7:2; I Thess. 4:1-8; and Heb. 13:4)
- We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; I Cor. 7:2; I Cor. 7:2; and Eph. 5:22-23)

D. Statement of Philosophy/Purpose

Lake Park Baptist School stands firm in its belief that it is the responsibility of the school to promote the spiritual, intellectual, emotional, social, and physical development of each student. In order to achieve these goals, the school continuously seeks to provide a well-developed enriched curriculum of skills and knowledge in the fundamental educational process for its students.

We believe that each child is a gift from God with special abilities and talents. The staff endeavors to inspire each child to achieve self-esteem, respect for authority, and love and respect for our country.

The school staff also endeavors to inspire youngsters to life-long commitments to Christ and Christian principles. The philosophy of Christian education begins with the view of all men as sinners in need of a Savior, according to the scriptures. Our Savior is Jesus Christ, the only begotten Son of God, who through repentance and faith frees man from the power of sin, death, and everlasting condemnation to a new life of abundance. Lake Park Baptist School seeks to teach individuals to receive Christ as their Savior and live according to His will through the enlightenment of the Holy Spirit. The Bible, God's Word, is the basic authority for all that is taught at Lake Park Baptist School and is used to instruct the students in preparation for everyday life and eternal life. The purpose of Lake Park Baptist School is to give students the necessary dimension of the realization of God in all of life. God has created the universe, and it is He who holds it together. Therefore, our teaching of math, science, social studies and other subjects is based upon the truth that God himself established all physical, natural, and spiritual laws (Rev. 4:11 and John 1:1-3).

E. Racial and Non-Discrimination Policy

Lake Park Baptist School, in accordance with "USC2000d", does not discriminate on the basis of race, color, or ethnicity. Lake Park Baptist, also, does not discriminate against members, applicants, students, and others in the administration of its educational policies, assistance, athletic, and other school administered programs.

F. Affiliation and Accreditation

While over 75% of all private schools in the State of Florida are not accredited, Lake Park Baptist School enjoys full accreditation status and is a member in good standing with the Florida Association of Christian Colleges and Schools (FACCS). FACCS accreditation is nationally recognized by the National Council for Private School Accreditation (NCPSA), the Southern Baptist Association of Christian Schools (SBACS), the Florida Association of Academic Nonpublic Schools (FAANS), and our national affiliation, the International Association of Christian Colleges & Schools (IACCS). FACCS accredited schools are recognized and accepted across the country. Lake Park Baptist School is a charter member of the Southern Baptist Association of Christian Schools, and a charter member of the Christian Schools of Palm Beach County. These organizations provide workshops and materials which are valuable for in-service training for both faculty and administrators. They keep Lake Park Baptist School abreast of what is happening in education circles around the country and provide up-to-date information on the decisions being made at the state and federal levels of government concerning private schools.

Lake Park Baptist School is accountable to the membership of the First Baptist Church of Lake Park. For this reason, our school maintains its accreditation status with only Christian associations of like-minded philosophies.

G. Resource Information

The school may be reached by telephone at 561-844-2747. The fax number is 561-848-8310. The school's website is lakeparkbaptist.org.

H. Relationship Between the Church and the School

Lake Park Baptist School is a ministry of the First Baptist Church of Lake Park, which provides the facilities for the school to operate.

Our Principal and the LPBS School Committee all have administrative duties and work cooperatively to ensure the smooth operation of the school, its students and facilities. They are knowledgeable of any changes in personnel, hiring, dismissals, and the general operation. The principal, teachers, and other staff members of the school are, in reality, employees of the church. The church and school are OneFamily of believers committed to reaching the lost.

I. The School Committee

The School Committee is composed of six active members of First Baptist Church of Lake Park, elected to a three-year term on a rotating basis. Each year, two members rotate off the committee and are replaced by two other church members. The School Committee meets monthly with the pastor and principal; minutes are recorded; monthly financial statements are approved; new teachers are hired; and general discussions are held on the progress of the school year and the church/school needs. The committee also serves as an impartial body that oversees the general operating decisions, financial policies, hiring of personnel, and general functions of the school. It reserves the right to conduct closed School Committee meetings.

J. The School Administration

The administration of Lake Park Baptist School is responsible for the daily decisions that are made. The Pastor and School Committee are informed of any significant changes or decisions affecting the church or its members. The administration assumes full authority regarding discipline, scheduling, curriculum, personnel directives, meeting health and safety requirements, personnel recruitment, and financial decisions.

K. Faculty and Staff

Our faculty and staff are comprised of fully qualified, dedicated, Spirit-filled Christians who are eager to provide a wholesome and happy learning environment.

All teachers in kindergarten through eighth grade have University or College degrees and hold current State of Florida teaching certificates and/or current FACCS teaching certificates. Teachers in preschool-3 and preK-4 have also met accreditation standards and have attended the required Christian workshops and meet all rules and regulations required and recommended by the Palm Beach County Health Department, the Department of Children and Family Services (DCFS), and the Palm Beach County Early Learning Coalition (VPK).

Every staff member at Lake Park Baptist School meets all DCFS rules, regulations, and guidelines. All faculty and staff members have background checks through FDLE and the State of Florida fingerprints, OSHA certification, and training in recognizing the signs and resulting symptoms of child abuse, as well as training in the current State of Florida child abuse reporting laws. Our faculty and staff members also have CPR, first aid, and AED certification. The Lake Park Baptist School campus is reviewed regularly by the Palm Beach County Health Department, the DCFS, meets all regulations, and is in full compliance with their standards and guidelines. Lake Park Baptist School is also certified annually by the local Fire Marshall and meets the highest operating standards. Our FACCS Accreditation standards are in full compliance every year with updates on the continuation of our Health and Safety Standards and our Continuing Improvement Plan.

II. MISSION STATEMENT

It is our primary Christian school mission, our attitude, our purpose, and our reason for existence to gently guide our students to receive Christ as their personal Savior, to live according to His will through the enlightenment of the Holy Spirit, and to train them to be soldiers of the cross so they can go out and fulfill the Great Commission. (Acts 1:8 and Matthew 28:19-20)

III. OBJECTIVES

The following are brief statements of the objectives for Lake Park Baptist School. Please note that, while they are presented in four categories for discussion, all are spiritual because God cares about the whole child.

A. Spiritual

1. To teach children the plan of salvation through Jesus Christ. John 1:2; 3:16
2. To inspire each child to make a life commitment to Christ. John 15:5
3. To teach the child how to talk to God through prayer. Philippians 4:6
4. To guide the child's spiritual growth. Deuteronomy 6:6-7
5. To teach the child to rely on God's word, the Bible, for the answers to the problems of life. II Timothy 3:15-17
6. To teach the child to make decisions according to God's standards. Psalm 86:11
7. To teach the child to respect God and those in authority. I Timothy 2:1-2
8. To teach the child that all aspects of life and all truth have meaning only as they are properly related to God and His will. John 1:1-14 and Revelation 4:11

B. Social

1. To teach each child how to work and play with others.
2. To teach each child to adapt to new situations.
3. To teach self-discipline.
4. To teach faithfulness in duties at home, school, and in the community.
5. To learn that all people are individuals and learn differently. Some are better in one subject, while others succeed in another field.

C. Academic

1. To use all his/her potential to the best of his/her ability.
2. To feel academically adequate and not a failure.
3. To enjoy learning.
4. To be creative.
5. To learn responsibility.
6. To make decisions independently.

D. Physical

1. To help each individual understand his unique body structure, accept its limitations and strength, and to learn to use it with confidence.
2. To teach each child to develop a feeling of satisfaction in movement, of happiness and well-being.
3. To help each child define and plan how to solve many kinds of group problems, such as leisure-time problems, skill problems, activity problems, and others.
4. To teach each child to have a "we" feeling as they plan and work together.

5. To teach group members to share in responsibility for selecting, organizing, and evaluating their own activities.
6. To teach each group to be willing to accept all members courteously and kindly.

IV. ADMISSION POLICIES

A. Registration Information

It is our desire and our pleasure to instruct the children in Godly wisdom for “Happy is the man that findeth wisdom.” (Proverbs 3:13) and “Better is it to get wisdom than gold.” (Proverbs 16:16)

Student registrations will be accepted on a first-come, first-served basis with the following exceptions:

1. Students of **active** First Baptist Church of Lake Park members will be given priority over other applicants if their registration forms are received before public registration begins each year.
2. Students currently enrolled at Lake Park Baptist School will also be given priority for re-admission before the acceptance of other applicants, providing their registration forms and current fees are paid in full.
3. Students currently enrolled at Lake Park Baptist School are not guaranteed re-admission. Each application for re-admission will be reviewed by the admissions committee. Re-admission decisions will be based upon the previous year’s academic achievement; i.e., report card grades, classroom conduct, and cooperative spirit.

The admissions committee will review applications for admission, testing results when applicable, and registration forms for all applicants. This committee consists of the principal, the testing coordinator, and the teacher for the grade level the student will be entering. Lake Park Baptist School reserves the right to accept or deny students on an individual basis, depending upon testing results, current grade averages, disciplinary records, and/or the attitude and intention of those seeking admission. No student has a right to re-enroll if the admissions committee feels the student has not met the academic requirements or the standards of conduct and cooperation set forth by Lake Park Baptist School. Applications for re-enrollment will be approved at the sole discretion of the admissions committee.

B. Admissions Procedures

All students registering for preschool-3 through prek-4 must be age appropriate on or before September 1, per the Palm Beach County and State of Florida requirement. **No exceptions will be made.**

The following registration forms must be signed, notarized where indicated, and submitted to the admissions personnel:

1. Student Enrollment Form, which must be read and signed on the back by one or both parents/guardians for each student.
2. Authorization to Consent to Treatment Form, which needs to be signed and notarized (all students).
3. Medical Information Form with information on allergies, physical limitations, and other health issues or concerns (all students).
4. Before and After School Program Registration Form, as applicable (all students).

The following Palm Beach County Health Records are required before the first day of school. (Make an appointment with your physician now.) **No excuses will be accepted in accordance with the regulations set forth by the Department of Children and Family Services. Your child will not be able to attend classes at Lake Park Baptist School without these records! No exceptions will be made.**

1. Proof of immunization as required by the State of Florida before your child may attend the first day of school. (Immunization Form)
2. Copy of child's official birth certificate.
3. Physical Examination Form completed by your child's physician for the current year. (Required for Preschool-3, Preschool-4, Kindergarten students, all students new to the State of Florida and to LPBS, and all Seventh Grade students.)
4. Seventh grade students must have their physician complete a Scoliosis screening along with the required physical. Sixth grade students will complete a Scoliosis screening with the a nurse in the fall.
5. A written statement from your dentist advising that your child's teeth have been examined.

The guidelines set forth by the Department of Children and Family Services and the Palm Beach County Health Department are subject to change. You will be notified accordingly.

C. Withdrawal Policies

Lake Park Baptist School permits the withdrawal of any student for any reason upon provision of a one-week notice (7 days). Likewise, Lake Park Baptist School reserves the right to withdraw any student for any reason deemed appropriate by the administration and staff of the school with the provision of a notice to parents. This provision is separate and apart from suspension and expulsion under the school's discipline and standard of conduct policies.

1. Notice of Withdrawal

To withdraw a student, all textbooks and Lake Park Baptist School materials must be returned, and all financial matters cleared through the school office. When a student is withdrawn LPBS sends records only to the receiving school (when requested by the school), not to the parent. No records will be transferred and report cards will not be released if there is an outstanding balance due on your student's account. **Please note that records will not be released until the withdrawal process has been completed.**

2. Tuition Refund

If your student is transferred, dismissed, or withdrawn from school for any reason, you will be charged the full month's tuition even if your child has attended only one day or part of the month. **All registration fees and activity fees are non-refundable.**

V. FINANCIAL POLICIES

A. Tuition

Lake Park Baptist School has been a ministry of the First Baptist Church of Lake Park since September of 1968, and the church has provided facilities for the school to operate. The school is supported solely by tuition payments.

Lake Park Baptist School students participate in fundraising efforts in order to minimize our tuition fees. Lake Park Baptist School is dependent upon full parent and student participation in fundraising efforts. However, some parents have made the choice to offer a donation in lieu of participating in scheduled fundraising activities.

Tuition is due in advance on the first day of each month, August through May. Tuition payments may be made by check (payable to Lake Park Baptist School), automatic debit (ACH transfer), or credit/debit card in ACS Headmaster. If payments are not received before the 10th of each month, a late fee of \$40 will be charged to your account.

B. Fees

In addition to tuition, each LPBS family is responsible for the complete payment of the following fees:

1. A **non-refundable** yearly registration fee to cover textbook rental, eBook online, purchase of workbooks, some classroom supplies, and student accident insurance. The registration fee is required of each student on a yearly basis.
2. A **non-refundable** annual activity fee is assessed to fund student field trips, most art materials, school musical productions, drama productions, classroom parties, yearbook, and computer instruction. This is required of all students and is payable by June 1 each year.
3. Yearly Morning Care and Aftercare fees are divided into 10 monthly payments due at the same time tuition is paid but are not included in the basic tuition charges. There is an additional cost for these services. Occasional Morning and Aftercare attendance will be billed at the end of each month for the previous month attended.
4. Pre-paid milk, water, and daily hot lunch menu items are available for students every day. Meals must be purchased and prepaid on Thursdays for the following week.

VI. GENERAL POLICIES AND PROCEDURES

The following are general policies that Lake Park Baptist School enforces and asks its parents and students to adhere to them.

A. Church Attendance

The staff and administration at Lake Park Baptist School encourage the families of all students enrolled to attend and participate in church services and activities. Families of students enrolled at Lake Park Baptist School are encouraged to participate in the activities and services of the First Baptist Church of Lake Park if they do not have a church family.

B. Office Hours: 8:00 a.m. - 4:00 p.m.

Before Care:	7:00 a.m. – 8:15 a.m.
School Hours:	8:30 a.m. – 3:00 p.m.
Half-Day (PS-3):	8:30 a.m. – Noon
Extended Day (PS-3):	8:30 a.m. – 3:00 p.m.
Full Day/Full Year (PS-3):	7:00 a.m. – 6:00 p.m.
*VPK:	8:30 a.m. – 11:30 a.m.
VPK Extended Day:	11:30 a.m. – 3:00 p.m.
VPK Full Day:	11:30 a.m. – 6:00 p.m.
Aftercare:	3:00 p.m. – 6:00 p.m.

*This is a full-year attendance commitment for VPK.

C. Attendance

The law requires student school attendance 180 days per year to be considered for promotion to the next grade. Regular attendance is vital to your student's progress. A written excuse must be sent to your student's teacher upon return to school from any absence in order to receive make-up work. Excessive absences due to sickness or unexcused absences interrupt your student's learning progress and are an inconvenience to the teacher, the classroom students, and to the total school program. Vacations should be scheduled when school is not in session, as absences due to vacations are unexcused. Please refer to your school calendar.

If you foresee extended absences, please make arrangements through the school office and with your student's teacher. Please keep in mind that it is difficult to give assignments in advance.

Following an absence, each student is required to bring a note of explanation signed by a parent on the day he/she returns to school. It is the student's responsibility to make up all of the missed assignments resulting from absences, using the same number of days to complete the work as the number of days absent. Students with incomplete homework or tests in the allotted time will receive 0's for the missing or incomplete work.

D. Tardiness

If your student is tardy, he/she must come to the office for an admission slip. Tardiness causes the student to miss valuable instruction time that cannot be regained; therefore, please cooperate by being on time and helping your student to learn the importance of punctuality.

The **only** exceptions are doctor's and dentist's appointments. A written note from the doctor must be submitted to the office upon arrival.

E. Contacting Students in Class

Parents may contact students via telephone in emergency situations through the school office **only**. Parents are not permitted to enter the classrooms under any circumstances without advance notice and consent from the school office. All visitors must wear a visitor's badge when on campus.

Student calls are limited. Please make plans in advance with your student in the event of rain at dismissal time. The telephone is to be used by students for **emergency** reasons only and then only by permission from the teacher.

F. Requests for Early Dismissal

Parents are urged to leave their students in school all day. Doctor or other appointments should be scheduled after school hours or on school holidays whenever possible. If your student needs to be dismissed early, please put this request in writing and send it to the teacher. Please come to the office to pick up your student and sign the dismissal sheet. Any changes in your afternoon schedule should be reported to the school office by **2:00 p.m.** Requests made after this time are difficult to honor. **Anyone wishing to pick up your student other than you must have identification and be on the approved pick-up list.**

G. Health Services and First Aid

1. Illness or injury at school - If your student is injured or becomes ill at school, our office staff will try to contact you. If we are unable to reach you, someone on the pick-up list will be called. If at any time you are unavailable or unable to pick up your student, please be certain to notify the school office of the person you have designated to pick up your student. **All students who are injured or become ill must come to the school office to be signed out before leaving.**

Remember that it is necessary for us to know where to reach you at all times; at home or at work. Upon change of home address, phone number (home, cell or work), or emergency contact person, please notify the school office as soon as possible.

2. Medication – Other than designated office staff, no Lake Park Baptist School staff member may issue medication to any student. If you anticipate that your student will need medication, a letter of permission with instructions should be given to the office. All medication should be clearly labeled with your student's name, time, and dosage.

Parents should personally bring any medication directly to the school office. Even medication refills should not be sent with your student.

The Palm Beach County Form PBSO 0257, "Physician's Authorization of Medication/Treatment for a Student at School" must be on file in order to dispense prescription medication.

3. Communicable Disease Policy - Lake Park Baptist School seeks to maintain a healthy school environment by instituting controls designed to prevent the spread of diseases. The term "communicable diseases" means an illness that arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host, infected person, or animal to other persons.

If your student has the symptoms of a communicable disease, please keep him or her at home and report it to the school as soon as possible. If symptoms of illness arise at school, our office staff will contact you or the emergency number for transportation home. Our office staff will administer first aid for a minor injury at your request.

A teacher or administrator who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school principal. The reportable diseases include the following - Acquired Immune Deficiency Syndrome (AIDS), Aids Related Complex (ARC), Amebiasis, animal bite of humans by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, Dengue, Diptheria, Encephalitis, Giardiasis (acute), Gonorrhoea, Granuloma, Inguinale, Hansen's Disease (Leprosy), Hemorrhagic Fevers, Hepatitis, Histoplasmosis, Human Immunodeficiency Virus (HIV), Legionnaire's Disease, Leptospirosis, Lymphogranuloma Venereum, Malaria, Measles (rubeola), Meningitis, Meningococcal Disease, Mumps, Paralytic Shellfish Poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, Rickettsia, Rubella including congenital, Salmonellosis, Schistosomiasis, Shigellosis, Smallpox, Syphilis, Tetanus, Toxoplasmosis acute, Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Cholera, Vibrio Infections, or Yellow Fever.

Any student or employee with a communicable disease for which immunization is available and required by law will be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available will be excluded from school while ill. If the nature of the disease and circumstances warrant, our school may require an

independent physician's examination of the student or employee to verify the diagnosis of the communicable disease.

LPBS reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take necessary action to control the spread of a communicable disease.

Any student who is suspected of having a communicable disease or who exhibits signs and symptoms which include any of the following, will be placed in an isolation area, and the condition shall be reported to the parent or guardian or other person authorized by the parent. The student shall then be removed from the facility as soon as possible. Students can return to school when the following signs and symptoms are no longer present:

- severe coughing, causing the child to become red or blue in the face or to make a whooping sound,
- difficult or rapid breathing,
- stiff neck,
- diarrhea (more than one abnormally loose stool within a 24-hour period),
- temperature of one hundred degrees Fahrenheit or higher taken by the axillary method when in conjunction with any other sign of illness,
- conjunctivitis (Pink Eye),
- untreated infectious skin patch(es),
- unusually dark urine and/or gray or white stool and yellowish skin or eyes,
- vomiting,
- pediculosis (head lice), or
- any other unusual sign or symptom of illness.

H. Pets on Campus

Per Article A-X-4 of the Palm Beach County Health Department states that NO PETS ARE PERMITTED ON CAMPUS.

I. After School Care

After school care is available for all students in preschool-3 through eighth grade. Care is provided from 3:00 to 6:00 p.m. each school day. The annual aftercare charges include the 180 days that school is in session. Full-day aftercare is provided on some holidays when school is not in session based on the discretion of the aftercare staff and the school administration. Occasional Aftercare attendance will be billed at the end of each month for the previous month attended. Aftercare rates are listed on the Fee Sheet distributed with the registration packets.

J. Student Accident Insurance

The school carries an accident insurance policy that covers all students at school, and during school sponsored events. Claims must first be submitted to the parents' primary insurance policy, after which our supplemental LPBS policy takes effect. The school; however, is not responsible for medical payments for students as a result of any accident or other incident during school or at a school sponsored activity. The cost of this program is included in the required registration fee for each student. Additional 24-hour insurance is available for those wishing to purchase more coverage.

K. Visitors

All visitors must check in at the school office and receive a visitor's badge when arriving on campus. Any unauthorized visitor on campus will be asked to leave. Visitors are required to sign in and out through the school office, as well as to state the purpose and intended length of their visit. Parents can make arrangements to visit the classroom by the teacher and through the school office. Parents also must come to the office before going to a classroom for any reason while school is in session. **No one will be admitted to any other part of our facility other than the school office without a visitor's badge.**

L. Deliveries

Deliveries made to students on campus should be kept to a minimum in order to prevent disruption to our students and classrooms. This policy also allows the school office to keep abreast of who is to be expected on campus.

A calendar of school holidays and events is provided in the registration materials and on the school website at lakeparkbaptist.org. Additional printed copies are always available in the school office.

During times of emergencies such as hurricanes or disasters, LPBS will observe the same program as the public schools in relation to class attendance **in most cases**. For instance, LPBS may be able to re-open before public schools since our school does not use our facilities as an emergency shelter. Please refer to your local radio or TV stations for announcements from the Office of the Superintendent of Public School Instruction.

If LPBS has any schedule different from that of public school, you will be notified via school/parent communication, and/or local television stations.

In case of emergency during school hours your student will be safe in the school buildings until regular dismissal or until you arrive to pick up and sign your student out.

M. Personal Property/Articles Prohibited at School

Students are not permitted to bring materials to school that are not directly related to academic projects, classroom activities, or active learning. Any personal object determined to be unnecessary, distracting, or dangerous will be taken by the teacher and kept in the school office until the parent or guardian claims the object. **Students may not have cellular phones, or any other electronic devices unless they are turned off and collected daily by the teacher. Any use of a cell phone during school hours, including hallways, or morning and aftercare care programs, will result in the loss of the electronic device until a parent comes to the school office to retrieve it. Cell phone use is only permitted after 3:20 p.m. Pictures taken of individuals in the P.E. changing rooms, hallways, or restrooms will result in immediate disciplinary action by the school. Texting with sexual content or any type of sexual harassment is a federal offense and subject to law enforcement involvement and disciplinary action by the school.**

N. Pre-paid Lunch Program Only

Our lunch program is available for purchase for those students who do not choose to bring a lunch from home. Our new prepaid lunch program must be purchased and prepaid each Thursday for the following week. Those who prefer to bring lunch from home may purchase milk, juice, or water at school.

Pre-paid student lunch accounts are maintained through the school office. A minimum balance of \$50 must be maintained at all times. Accounts will receive that amount in credit on their lunch account for the next school year or a refund, if requested.

Students are **NOT** permitted to buy or bring soft drinks to school. Also, students should not bring food that needs to be heated, as they do not have access to a microwave. **In fairness to all students, parents are asked NOT to bring in restaurant food for their students.** Parents who wish to eat with their students are asked to call or send a note to order an entrée from the café. **Remember that everyone must check in at the school office for a visitor's badge.**

Parents may purchase a small spill-proof water bottle for pre-school-3 through second grade students from school, and remember only spill-proof bottles may be used at school. Fruit and/or a vegetable item from home may be eaten during the daily snack time, not unhealthy items please.

O. Fire, Disaster, and Tornado Drills

Fire drills are held monthly as required by law. Tornado and disaster drills are conducted annually in conjunction with the county public school system. We consider these drills an important safety precaution.

P. Searches for Suspicion of Illegal or Unauthorized Materials

Lake Park Baptist School reserves the right to search and/or question any student for missing or stolen items. Furthermore, if any student is suspected of carrying illegal or unauthorized materials, a thorough search will be made of the lockers, backpacks, etc.

Note: Lake Park Baptist School reserves the right to add, amend, or delete any rule or policy that it deems necessary in the best interest of the school or its goals.

Q. School Library and Media Center

Our church/school has a well-equipped library/media center. Classes use this center on a regular basis to hear stories, do creative writing, check books in and out, and to do research. The Lake Park Town Library also allows students to have library cards to check out books. Students are limited to having two books checked out at one time at either library. Fines must be paid for overdue books before each report card day. If a book is lost, the cost of replacing the book will be charged. This is a good time to teach your student the responsibility of caring for books and to acquire the habit of returning them promptly.

R. School Parties

Kindergarten children through third grade participate in an annual Fall Festival Parade. LPBS encourages students to choose a theme for the parade centered on Biblical characters, historical people, and costumes that are native to other countries of the world. There will also be Christmas parties, Valentine parties, and an end-of-the-year activity. Parents are welcome to celebrate their student's birthday; however, the teacher should be contacted in advance. It is preferable to order pizza that can be purchased through our school café at a nominal cost. Please call our café manager if you would like to do so. **All food brought in to share with other students must be store-bought, not homemade, as per the Department of Health guidelines. Also, many students are allergic to peanut products and chocolate. Please remember this when the need arises to bring in any store-bought food.**

Students may not give or receive birthday gifts at school. Invitations to home parties cannot be distributed at school unless the entire class is invited.

S. Field Trips/Chaperones

All kindergarten - eighth grade teachers plan field trips throughout the school year to get acquainted with community resources and to provide educational experiences that will enhance classroom learning. Students are required to wear school uniforms on all field trips unless otherwise notified. Parents may be asked to help with a field trip occasionally and must dress modestly, refrain from smoking, check in with the school office, and wear a visitor's badge. All students must be transported by bus for all school activities. Parents should not transport any students other than their own unless a waiver of liability has been submitted to the school office and approved by the administration.

T. School Pictures

In the fall and spring a photographer takes individual and group pictures that may be purchased by the parents. If for any reason you do not wish for your student to be pictured in the yearbook or other school publications, please notify the school office.

U. School Programs

Kindergarten through fifth grade students will be required to participate in performances or programs. Choir Chimers and Hand Bell Ringers are also required to participate in performances or programs. All of these dates will be announced in advance, as your student's attendance is a **requirement** for his/her music grade.

VII. HOME/SCHOOL COMMUNICATION

A. Orientation

Orientation meetings are printed on the school calendar every year for all grade levels, kindergarten through the eighth grade. These Open House meetings are important to help you get acquainted and to answer any questions you may have at that time. **Please be sure to attend!**

B. Parent-Teacher Conferences

Only by close contact and cooperation can a parent and teacher work together to help each student achieve his/her best potential. Appointments for conferences with teachers can be made by calling the school office or by writing a note to the teacher.

Our school policy cannot allow parent conferences either in the room or on the phone during school hours. Teachers are on duty until 3:30 in the afternoon and will welcome you by appointment Monday through Thursday. Tuesday morning is reserved for Bible study and a faculty meeting. **Do not go to the classroom before or after school to talk with a teacher unless you have an appointment.** The teachers have much work to do before school to be prepared in advance or after school to prepare for the next day.

C. Parental Involvement and Parent Organizations

Lake Park Baptist School encourages parents to actively participate in the education of their student(s) with the understanding that the instructors and other school officials serve as educational guides. The school seeks to work cooperatively with parents to aid in your student's academic and religious education. However, education is a community effort with both family and school working together. Therefore, Lake Park Baptist encourages parents to support the school and the school's philosophy in all areas.

Lake Park Baptist School has an active Parent Volunteer Program on campus. If you are interested in volunteering in any capacity, please call the school office for more information. All volunteers must be fingerprinted and have background screening papers completed and on file. Volunteers are a valuable asset at Lake Park Baptist School. Each year the teachers ask for volunteers to help with parties, tutoring, field trips, etc. In no way can the value of volunteers be overestimated. A head room parent from the class will work with other room parents to coordinate parties, trips, etc.

In addition, Lake Park Baptist School has an active Parent Teacher Fellowship. The Parent Teacher Fellowship (P.T.F.) is organized to promote mutual understanding between the home and our school. It also affords the parents and teachers an opportunity to know one another better.

D. Problem Resolution

The faculty and administration of Lake Park Baptist School desires open communication and a harmonious relationship with parents. Parental support is an essential part of the educational process. Therefore, if a problem arises, we desire to deal with the problem biblically within the proper channels of authority and school leadership as taught in principle in Matthew 18:16-19. Parents should feel free to first address any concern directly with the teacher in order to keep the lines of communication open. If this step is taken and the concern is still not resolved, parents are asked to take their concerns to the school principal who will work with both parents and teachers to reach a consensus.

If, in the sole discretion of the Administration and School Committee, a parent who has failed to support the Administration or Ministry Staff or the standards

articulated in the ministry's Statement of Faith, the Administration reserves the right to deny the student continued enrollment in the school. If a resolution to the concern is not reached, the parent is asked to take the concern to the School Committee by writing a letter explaining the concern and the steps already taken to address it. The School Committee will address the concern and respond in writing. The decision of the School Committee is final.

- E. **Periodic surveys of parents and/or alumni may be conducted as the need arises.**

VIII. TRANSPORTATION – ARRIVAL AND DISMISSAL

A. Arrival Time

Students who arrive at school before 8:00 a.m. must be registered in the Morning Care Program and report to the designated Morning Care area upon arrival on campus. Classrooms or school buildings will not be open before that time; thus, proper supervision of your child will be unavailable otherwise. All students arriving between 8:00 a.m. – 8:15 a.m. must go directly to the cafeteria where a teacher is on duty beginning at 8:00 a.m.

Parents of students in fourth through eighth grades are asked to use the **west** parking lot and kindergarten through third grades should use the **east** parking lot for pick-up and drop-off **only**. **Drive slowly** through the parking lot to the **patrol station** for your student to exit or enter your car. Safety Patrols have been assigned to assist in unloading or loading students.

FOR SAFETY REASONS when accompanying your student to the office, please park in the west parking lot. Please do NOT walk between cars in the car line, and please do NOT park in the east lot when bringing your student to the office. Thank you for your cooperation!

B. Dismissal Time

The **west** parking lot will be used for the fourth through eighth grade dismissal car line and the **east** parking lot for kindergarten through third grades. Students must report to their car loading area immediately following dismissal. Safety Patrols have been assigned to assist in loading students. **Drive slowly** through the parking lot to the patrol station for your student to enter the car. **FOR SAFETY REASONS please do not walk between cars in the car line.**

In the event of inclement weather, students will be dismissed from the hallways to the normal car-line pick-up area. If your student is not picked up by 3:15 p.m.,

he or she will be placed in the aftercare program, and your account will be charged accordingly.

Please remember that drop-off and pick-up times are not for parent/teacher conferences. It is also very important to let your student's teacher know who is picking up your child from school each day. If your designated pick-up individual is not on the pick-up list, he/she must come to the office for identification.

IX. ACADEMIC POLICIES

A. Curriculum:

A traditional basic skills approach is followed to ensure that each course will properly equip your student to face the world of work or higher education through a Christian perspective. The basic curriculum in Kindergarten through Fourth grade consists of Bible, a basal and supplementary reading program, phonics, science, social studies, mathematics, language arts, spelling, penmanship, vocabulary, creative writing, health, Spanish, computer, music, art, and physical education. The basic curriculum is enriched with other texts and materials in subject areas where deemed appropriate. Various field trips are taken that are usually coordinated with a unit of study.

The basic curriculum in sixth through eighth grade consists of Bible, a basal and supplementary reading program, literature studies, reading comprehension exercises, science, social studies with an emphasis on history/geography, language arts, spelling, penmanship, vocabulary building, creative writing, health, Spanish, computer, music, art, and physical education. Honors Algebra and Honors Geometry courses are available for middle school students who excel in mathematics, as evidenced by grade point averages and S.A.T. scores. Advanced English is also available for Middle School students who excel in this area. World History and American History are taught consecutively in seventh and eighth grades. A variety of elective courses, including Handbell Choir, are available in seventh and eighth grades so students may explore several areas of interest. Every attempt is made to provide a curriculum-wide Christian emphasis. Various field trips are taken, which are coordinated with a particular unit of study. Membership in the National Junior Honor Society is available for students who demonstrate honorable character outstanding academic proficiency.

B. Education and Health Curriculum

1. Physical education and health are state requirements, and Lake Park Baptist School strives to uphold the standards set by the Presidential Physical Fitness Program and the Florida Department of Education. All fourth through eighth grade students are required to wear a P.E. uniform that can be purchased at Harris Prep Uniforms. Sneakers and socks are required every day for P.E. Failure to wear the uniform will affect a student's grade.
2. Students need a written, dated note from the parent/guardian in order to be excused from P.E. After three (3) consecutive days, a doctor's written excuse is required. Parents must inform the P.E. teacher and office staff if their student has any medical problem that would affect his or her performance.
3. Health education is taught as a regular classroom subject in fourth through eighth grades. It will be taught during the first quarter as part of the physical education program.

C. Report Cards (First through Eighth Grades)

Report cards will be issued every nine weeks for first through eighth grades. Lake Park Baptist School grades are based on the following scale that is in agreement with the Palm Beach County School District:

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 59 or below

INC. = Incomplete (excessive absences or failure to turn in required work)

Please do not make your student overly "grade conscious." Some students cannot do better than "C" work even with great effort. Praise your student for all grades A, B, or C. I.Q. usually has little to do with a pupil's grades. Much more depends on the student's motivation. Be interested in your student's work but not to the point of making him or her nervous. If your student makes a "D" or "F" the teacher will work out a program to help him or her. Preschool through Kindergarten children receive report cards in February and June.

D. Progress Reports

At mid-term, each student will receive a progress report for each subject. Please note that a student with a “C” average at mid-term still has the potential to earn a failing grade if he/ she does not complete assignments or performs poorly on tests and class projects. Parents, you can easily monitor your student’s progress online through your RenWeb account.

E. Honor Roll

The Principal’s Honor Roll lists students in fourth through eighth grades who have earned 95% or better in each subject for the nine-week marking period. The Honor Roll lists students who have earned 85% or better in each subject for that marking period. **This includes conduct, music, physical education, computer, and electives.** Principal’s Honor roll and Honor Roll pencils and ribbons are awarded at every reporting period throughout the year. Students who are on the Honor Roll or the Principal’s Honor Roll for every reporting period throughout the school year will receive recognition in chapel and at the end-of-the-year Awards Assembly.

F. Textbooks/Electronic Educational Devices

Textbooks, online eBooks and workbooks will be furnished by the school for all sixth through eighth grade students. A set of iPads may be in the classroom for student use. If any of these items or school-owned electronic devices are damaged, parents will be charged the replacement value.

G. Homework

Homework is assigned to reinforce the learning experience in the classroom, to develop good study habits, and to encourage the self-discipline necessary for successful academic achievement. The duration of homework assignments can be expected to vary from grade to grade. Parents are requested to check the homework list each evening, review the accuracy and completeness of each assignment, and sign the homework form. This procedure will encourage good work habits for your student. The teachers will do their best to assign less work on Wednesday nights so that students and their families may actively participate in local church services and youth programs.

All students participating in activities that take them out of the classroom are responsible for class assignments. Any students falling behind in class work will be required to drop extracurricular activities. The activities are privileges granted to those willing to put forth the extra effort.

H. Testing

Stanford Achievement Tests (S.A.T.'s) are given in the spring each year to all students in kindergarten through eighth grade. The Otis-Lennon School Ability Tests are given in first through eighth grades, and the results are included with the S.A.T. information as SAI scores. The results of the tests will be sent home in the final report card of the year.

I. Chapel

Chapel for fourth through eighth grade is held in the sanctuary from 9:00 – 9:45 a.m. on Wednesday morning. Chapel for kindergarten through third grade is held 9:00 – 9:45 a.m. on Thursday morning. Parents are always invited to attend, and it would be our joy to welcome you! These services vary weekly. Sometimes the students see a Christian film or hear a special guest speaker through which they learn about God and how to worship in church. All students should be dressed neatly and in the appropriate chapel uniform each week.

These chapel services should not be used as a substitute for attending church with your family. You are always welcome to attend the First Baptist Church of Lake Park if you have no other church home.

X. STANDARDS OF CONDUCT

Lake Park Baptist School is based upon the Biblical command of Proverbs 22:6 to “Train up a child in the way he should go; and when he is old, he will not depart from it.” We believe this responsibility is directed to parents; however, upon enrollment at Lake Park Baptist School, we join partnership with parents in providing this training.

A student may be dismissed or expelled from school or asked not to return the following year if he/she is out of harmony with the Statement of Faith, the spirit, or the policies of the school whether **on or off school property** as determined in the sole discretion of the administration. **Readmission considerations following dismissal will be determined on a case-by-case basis.** *(Gibbs and Associates Law Firm, LLC 2013)*

XI. DISCIPLINE

Our school cares about discipline because God cares about discipline (Reference: Hebrews 12: 6-7). A well-structured and scripturally disciplined plan is needed if students are to reach their full potential academically, emotionally, and spiritually. It is essential that home and school work together in agreement on

discipline in order to ensure the best possible environment for learning and the development of character in each student. We believe that each student is a gift from God with special abilities, and these abilities and talents are best realized as the student develops self-esteem and respect for others.

Discipline will be handled according to God's Word. Teachers are encouraged to deal with classroom disruptions by first using positive reinforcement of good behavior. If necessary, personal conferences with students involved, revoking special privileges, removal from class activities, etc., will occur. Parents will be informed of behavioral problems, if they persist.

No administrative personnel, faculty, or staff member at Lake Park Baptist School will administer corporal discipline to any student.

The following is a list of improper conduct which may result in suspension or expulsion:

- Dishonesty/lying/stealing
- Improper language/using the Lord's name in vain
- Disrespectful conduct to students, teachers, or staff
- Destroying or defacing property/vandalism
- Improper care of school materials; i.e. iPads, and textbooks
- Leaving the campus or the classroom without proper permission
- Fighting, disorderly conduct, or bullying
- Bringing harmful objects or substances to school
- Improper sexual behavior or improper display of affection
- Complaining or gossiping
- Insufficient academic progress

Specific code of conduct agreements and disciplinary actions for fourth through eighth grades must be thoroughly read (page by page) and signed by parents and students upon enrollment each school year. These forms are included in the packet that is given to each fourth through eighth grade student at orientation during the week before school begins. Beginning the second semester of fourth grade, the Code of Conduct will be introduced as an added disciplinary procedure in preparation for fifth grade. You will be notified through email whenever your student receives a demerit for unacceptable behavior. It is very important to familiarize yourself with this agreement. The following are excerpts from the conduct agreement.

A. Detentions

Detentions are used as a form of discipline for fourth through eighth grade students following repeated infractions of the code of conduct and/or all school policies. Advanced notice will be provided, and your student's teacher will make detention arrangements with you.

B. In-School Suspensions

In-school suspensions are used in cases where extreme misconduct has continued and has proved resistant to other forms of discipline that was not corrected. Schoolwork and supplementary reinforcement assignments will not be completed during the in-school suspension. Receiving an in-school suspension may affect a student's participation in school activities. **Students who receive a suspension are at risk of losing their end-of-the year trip.**

C. Expulsion

Expulsion is warranted if in-school suspension and other attempts of discipline have proven ineffective. If changes in behavior do not occur within a reasonable amount of time, expulsion will be considered.

In extreme cases in which parents are not cooperating with the school and are sowing discord among other parents, (Prov. 6:16-19) it may be necessary to dismiss their student. We ask that parents quietly withdraw their student if they are not happy with the school and its policies.

Lake Park Baptist School reserves the right to withdraw or expel any student for any reason deemed appropriate by the administration and staff of the school with the provision of an immediate notice to parents.

XII. Dress Code for Students at Lake Park Baptist School

We believe that God wants our students to be examples of godliness, modesty, and kindness. When students dress appropriately, there is less focus on outward appearance and more focus on inward growth. The Lake Park Baptist uniform choices provide the appropriate dress for our students with a flexibility of colors and styles. In fairness to all of our LPBS students, the dress code will be enforced every day.

We also encourage you to check out our Clothes Closet for slightly used uniforms for purchase at a much reduced price. The Clothes Closet is available at any time during the school year.

A. General Uniform Information (Kindergarten through Eighth Grade)

The following regulations apply to the regular school uniform:

ALL GARMENTS MUST BE LABELED WITH THE STUDENT'S NAME.

Shirts – Boys and girls wear polo shirts with the LPBS logo. Newly purchased shirts from Harris Prep Shops will have our logo with the tree. There is a variety

of older LPBS logos and colors which may also be worn. The monogrammed oxford shirt is another older style that is acceptable.

Bottoms – Boys may wear khaki or navy blue shorts or slacks that are purchased from Harris Prep Shops or the uniform department of retail stores. Boys may not wear jeans, cargo pants, or cargo shorts. Boys' pants must fit appropriately.

Girls may wear khaki or navy blue shorts, skorts, capris, skirts, or pants that are purchased from Harris Prep Shops or the uniform department of retail stores. They may not wear bottoms that are not in the uniform style. Shorts, skorts, and skirts need to be no more than one inch above the knee. There is also a plaid skirt and jumper available for girls.

Chapel Days – Kindergarten through third grade students wear their regular school uniform for chapel.

Fourth through eighth grade boys should wear slacks on Wednesday for chapel. Fourth through eighth grade girls should wear a skirt or jumper. No skorts, shorts, or capris can be worn on chapel days.

Outer Wear – LPBS logo jackets and sweaters are available at Harris Prep Shops. Plain navy blue jackets and sweaters are the only other acceptable items to be worn on campus. These must not have logos, printing, or hoods.

Hoods and Hats – Hooded garments and hats are not allowed to be worn on campus at any time, including dress down days. This is for health concerns and is non-negotiable.

Shoes – Boys should wear sturdy, closed-toed shoes with socks daily. Girls should also wear sturdy, closed-toed shoes with socks. Fourth through eighth grade girls may wear sturdy sandals with a back strap, and all students must wear sneakers for PE.

Cold Days – Students must adhere to the above rules about jackets, even on colder days. They may wear navy blue jackets or blue sweaters only with no hoods! Students will not be outside for activities on cold days. On cold days girls can wear navy blue or black solid colored tights or leggings under their uniforms.

Dress Down Days – We have incorporated Dress Down Days each month for a little variety and fun. Students should dress according to the theme in modest, well-fitting, and appropriate clothes. If you are in doubt about the clothing, please bring a change of clothes.

Enforcement - If a student comes to school in noncompliant clothes, he or she will be removed from the classroom and a phone call will be made to his or her parent. Parents will need to bring appropriate uniform clothes to school or give permission to purchase appropriate clothes from the Clothes Closet.

Inappropriate items (hooded jackets, hats, etc.) will be in the office for the parent to pick up. Students with continued infractions will receive a detention/suspension.

B. Other Dress Regulations

Hair – Trendy, extreme, or eccentric haircuts are not permitted. Hair should always be clean, neat, and out of the student’s eyes. While many styles of haircuts might technically conform to our regulations, they violate our desire to avoid any style that would associate our students with worldly groups or movements or an unkempt look. Any style which causes undue attention will not be allowed. Color should be natural and hair may not be multicolored (i.e. no bright colorful streaks, weaves, or multicolored layers). Noncompliance is at the discretion of our administration. Parents will be called upon to change their student’s inappropriate hairstyle within three days.

Jewelry – Girls may wear pierced earrings and a moderate amount of jewelry. Boys may wear a moderate amount of jewelry but may not wear earrings. Any jewelry that causes a distraction will be held by the teacher and sent home at the end of the day.

All jewelry must be removed and stored by the student for PE and sports’ activities for health and safety reasons.

Tattoos – Students are not allowed to have tattoos, permanent or temporary. Students may not mark on their bodies with pens, markers, or crayons for sanitary reasons, unwholesome appearance, and uncleanliness.

Make-Up – Only girls in seventh and eighth grade may wear light makeup. It must not be gaudy or draw undue attention to staff, visitors, or to classmates.

I have read and understand the Dress Down Regulations for LPBS, and I will adhere to these guidelines. Please sign the additional information sheet.

Parent Signature - Date

Student Signature - Date

XIII. MISCELLANEOUS

A. Lost and Found

Please label your student’s clothing and lunch boxes before sending them to school. Every year we accumulate an overflow of sweaters, coats, lunch boxes, and raincoats. Parents and students are encouraged to make periodic checks of the lost and found items. At the close of each semester we give the unclaimed items to charity.

B. Extracurricular Activities

Athletic activities will be available each year for our students. Field Day competitions for first through fifth grades are scheduled in the spring each year, and parents are encouraged to volunteer in this effort. If you are not able to volunteer for this event, please support your student by attending if at all possible.

Students may participate in soccer, flag football, basketball, volleyball, running club, etc. Competition between schools will be scheduled upon availability with other school teams. Any students falling behind in class work will be required to drop extracurricular activities. These activities are privileges granted to those willing to put forth the extra effort. Please refer to the athletic manual for more information. There is a small fee for participation in the school sport's program.

Academic/Behavioral Contract

AGREEMENT: Both student and parents agree to the following specific academic and behavioral requirements:

- Keep a complete account of daily assignments in my homework journal.
- Take my Assignment Journal home each night and have it checked and signed by a parent.
- Take all graded work, packets, notebooks, etc., home for parental check-up.
- Set aside at least enough time each evening for school work to be used for homework, studying for tests, project work, reading or reviewing. (No assigned homework does not mean no studying.)
- Take home all books and materials for each class and return with all work completed.
- Bring all books, homework, and materials to class.
- Participate in class work to the best of my ability, asking questions when I am unclear as to what to do or for more explanation.
- Pace my work on long-term projects by working on them daily until their due dates.
- Turn in all assignments on time.
- Seek help for any specific problems in understanding concepts as soon as a problem is detected.
- Maintain an overall 77/C+ average, receiving no grade lower than 65/D in any classwork.
- Keep absences and tardiness to a minimum and making up my work promptly upon my return.

- Agree to private tutoring and counseling if deemed necessary by teachers or parents.
- I understand that I must obey all teachers with no comments or backtalk at any time.
- I understand that if I do not correct my behavior, attitude, or attention to homework deadlines I risk being a student at Lake Park Baptist School.

I understand that intentional neglect or disobedience to the above rules will result in serious consequences. I also understand that at the end of a six-week probationary period, a meeting with the principal, my parents, and my teachers will determine my enrollment in LPBS.

Fourth – Eighth Grade Code of Conduct

I. Philosophy

A well-structured and Scripturally-based discipline plan is needed if students are to reach their full potential academically, emotionally, and spiritually. It is essential that home and school work together in agreement on discipline in order to ensure the best possible environment for learning and the development of character in each student.

Our guide for discipline is God’s Word. Philippians 2:14-15 says, “Do everything without complaining or arguing, so that you may become blameless and pure, children of God without fault in a crooked and depraved generation, in which you shine like stars in the universe.” Therefore, students will be required to abide by the rules, regulations, and standards of conduct as outlined below on school property, on school vehicles, as well as at any school function. This discipline plan will be closely monitored with thorough follow-through in order to provide a safe and secure atmosphere for learning.

“Blessed is the man who does not walk in the counsel of the wicked or stand in the way of sinners or sit in the seat of mockers. But his delight is in the law of the Lord and on His law he meditates day and night. He is like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither. Whatever he does prospers.” Psalm 1:1-3. Throughout all of Scripture, God shows His blessing on those who choose to obey and exhibit good behavior. Our students, as well, will be rewarded for good behavior both in the classroom and school-wide. Classroom rewards will include such things as homework passes, notes home, special privileges, etc., as determined by the individual teacher.

School-wide special recognition and rewards will be given to those students who exhibit good conduct on a regular basis.

Psalm 1:4 continues with, “Not so the wicked! They are like chaff that the wind blows away.” God also shows us in Scripture that there are consequences for those who choose to disobey and exhibit bad behavior. For example, chronic misbehavior will result in loss of privileges such as field trips, activities, special programs, etc. Our students will be disciplined for improper conduct as outlined in the following section.

II. Procedures

A. Discipline Demerits

A discipline demerit is a warning to students for misconduct. To keep parents informed, an email will be sent home regarding each demerit. Parents should reply to this email to let us know that you have seen it. Fourth through fifth grades: For every seven (7) discipline demerits received in a nine-week marking period, a morning detention will be served. Seventh through eighth grades: For every five (5) discipline demerits received in a nine-week marking period, a morning detention will be served.

Students may receive a discipline demerit for the following:

1. Being disrespectful to students, teachers, or staff.
2. Being in an undesignated area or leaving campus without permission.
3. Unexcused tardy for class.
4. Having unauthorized food, drink, gum, candy, etc., in classrooms or hallways.
5. Bringing harmful objects or substances to school.
6. Unauthorized use of iPads, iPods, DVD's, or other electronic equipment on school property, including school buses as per internet usage agreement.
7. Having cell phones in classrooms or hallways. Cell phones at school must be turned off and kept with the teacher. A student must have specific teacher permission to use his/her cell phone for calling, texting, or reading a text. If a student's cell phone is used or rings during the school day, the cell phone will be taken and sent to the school principal. A parent must pick up the cell phone from the school principal. Parents, please do not call or text your student during the school day. Please telephone the school office with urgent
8. messages for students, and those messages will be communicated.

9. Being unprepared for class.
10. Writing or passing notes, complaining, or gossiping.
11. Possession of improper materials.
12. Improper care of all facilities and any school or church property.
13. Any inappropriate physical contact, injuring others, or threatening to injure others.
14. Improper sexual behavior or improper display of affection.
15. Damaging another person's property.
16. Breaking cafeteria or bus rules.
17. Not being in proper dress code. (See handbook for additional information.)

Boys

Only plain white short-sleeved t-shirts may be worn under school uniform.

No earrings or other pierced jewelry.

Haircuts must be above the ears or collar and no longer than the top of the eyebrow.

Haircuts may have no designs cut into the hair.

No facial hair.

Girls

Skirts or skorts must reach the crease in the back of the knee.

No rolled skirts, shorts, or skorts.

No more than two earrings per ear. No other pierced jewelry.

All

LPBS Oxford shirts with button-down collars must be properly buttoned.

Belts must be worn and shirts neatly tucked in while on campus. Belt loops and waistbands must be visible at all times.

No extreme haircuts. Haircuts may not have designs cut into the hair.

This includes color, fads, or styles that draw undue attention.

No tattoos or other body markings, permanent or temporary (Lev. 19:28).

Uniform clothes should fit properly; clothing that is too big or too small must be replaced.

No hooded garments at any time.

B. Detentions

Notice of detention will be emailed to the parents for a reply. Detentions will be served on the day and time indicated in that email. Parents are required to provide transportation for students serving detentions. Students must be on time in order to serve the detention.

1. Fourth through fifth grades: For every seven (7) discipline demerits received in a nine-week marking period, a morning detention will be served. Seventh through eighth grades: For every five (5) discipline demerits received in a nine-week marking period, a morning detention will be served. In addition, severe infractions may incur an automatic detention as determined by the faculty.
2. Each time a detention is assigned the student's parents and/or guardian will be notified via a detention email to which parents must reply.
3. Any detention not served on the assigned day will result in two (2) detentions to be served on two (2) separate detention days.
4. Upon receipt of a third detention in a nine-week marking period, a student will receive one day of in-school suspension.

C. Suspension

In-school suspension is a disciplinary action of removing a student from classes. All suspensions will be reported to the Lake Park Baptist School Committee. Students serving suspensions are required to do **all work** assigned for their regular classes on their own time after school, and no time extensions will be given. During the in-school suspension time students will complete assignments that are supplementary to and reinforcing of their current academic curriculum.

1. The first suspension will require a telephone conversation with the parents and/or guardians.
2. The second suspension will require a parent and student conference with the disciplinary committee, and the student will be placed on probation and given a behavioral contract.
3. The third suspension may result in expulsion, especially if all three suspensions have occurred within one semester.
4. The following actions may result in immediate suspension:
 - a. Receipt of a third detention in one nine-week marking period
 - b. Disregarding Internet use policies.
 - c. Three un-served detentions
 - d. Using offensive, profane, threatening, or improper language
 - e. Bringing harmful objects or substances to school
 - f. Leaving the campus, classroom, P.E., or off-campus field trip group without permission
 - g. Intentional physical or emotional harm to others
 - h. Severe disrespect to faculty or staff
 - i. Lying
 - j. Inappropriate display of affection or sexual behavior

- k. Possession of sexually suggestive magazines, books, or materials, etc.
 - l. Stealing
 - m. Cheating (Note: Zeros will be given for assignments in which any form of cheating has occurred.)
 - n. Fighting
5. The School Committee may exclude a student from off-campus school activities as a result of suspension.

D. Expulsion

If a student continues to demonstrate a rebellious spirit against the school's authority or a **mocking/scorning attitude regarding God's Word**, is involved in extreme misconduct, or immoral behavior, or if a student exhibits behavior that threatens himself/herself or others, he/she will be removed from the classroom immediately. The school administration, in agreement with the School Committee, may elect to immediately expel the student from Lake Park Baptist School.

Physical Contact/Immorality – Demonstration of romantic involvement between students on school property is forbidden. Hand holding, embracing, or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in demerits, suspension, and/or expulsion.

In accordance with the ministry's statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes immoral actions as well as advocating for sinful behavior. (Gen. 2:24; Gen. 19:4-7, 13; Gen. 26: 8-9; Lev. 18:1-30; Rom. 1:24-29; I Cor. 5:1, 6:9; I Thess. 4:1-8; and Heb. 13:4)

Immoral Acts – Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

Identifying Statement – A statement that a student is immoral or words to that effect or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral acts. (Gen. 2:24; Gen. 19:4-7, 13; Gen. 26: 8-9; Lev. 18:1-30; Rom. 1:24-29; I Cor. 5:1, 6:9; I Thess. 4:1-8; and Heb. 13:4)

Conduct defined as immoral acts or identifying statements is incompatible with enrollment at Lake Park Baptist School and is a basis for dismissal. All students must be treated with dignity and respect, free of threats or harassment.

Gibbs & Associates Law Firm, LLC (2013).

School Technology Acceptable Usage Agreement

Lake Park Baptist School is blessed with many educational technologies, including the Internet, and is committed to using technology as an educational tool and to glorify God. Students are expected to use technology in a responsible manner in accordance with biblical guidelines. All students must abide by the following Acceptable Usage Policies as determined by Lake Park Baptist School.

Unacceptable Uses:

- Uses that involve accessing, transmitting, or downloading any inappropriate content on the Internet.
- Sending or receiving instant messages.
- Uses that involve accessing, obtaining and/or using anonymous e-mail or messaging sites.
- Visiting or posting to any social networks including but not limited to Facebook, MySpace and Twitter.
- Accessing, transmitting or downloading offensive, harassing, or disparaging materials.
- Accessing, transmitting or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance.
- Uses that cause harm to others or damage to their property.
- Uses that involve access or reading, forwarding, deleting, copying, modifying other users' accounts, files, data or e-mail.
- Damaging computer equipment, files, data, or the network.
- Using profane, abusive, or impolite language.
- Disguising one's identity, impersonating other users or sending anonymous e-mail messages.
- Threatening, harassing, or making defamatory or false statements about others.
- Using any school computer to pursue "hacking" or other malicious activity, internal or external to Lake Park Baptist School, or attempting to access information that is protected by privacy laws.
- Uses that jeopardize access or leads to unauthorized access into accounts, disclosing your account password to other users, or allowing other users to use your account.

- Obtaining unauthorized access into other users' accounts or interfering with other users' ability to access their accounts.
- Disclosing personal information including but not limited to address, phone numbers and age.
- Adding software to any Lake Park Baptist School computer or iPad by downloading from the Internet or installing from another device.
- Downloading any material to a Lake Park Baptist School computer without explicit permission from a teacher.
- Violating any federal, state, or local laws.
- Users must honor all copyright laws and not plagiarize, including copying and pasting information from the internet and submitting it as part of a personal document without giving credit to the author.
- Consumption of food and or drink in areas where computers are located.

The Internet

Lake Park Baptist School uses Internet filtering technology and makes every effort to ensure that students are safe while browsing the Internet. Still, due to the inherent difficulty in ensuring that all available websites are safe, students using the Lake Park Baptist School computer network and Internet must be supervised by a teacher or librarian.

- a) In kindergarten through second grade, teachers will actively supervise student computer, peripheral and/or Internet access. Students will only have access to Internet resources that the teacher has previously explored and selected. Teachers will make every effort to ensure that students are directed to sites with only age-and topic-appropriate material and resources.
- b) In third through fifth grades, teachers will supervise and model the appropriate use of computers, peripherals, and the Internet. Students will continue to have Internet access under direct teacher supervision; however, students will also experience guided practice leading toward gaining skills to become an independent, responsible user of the Internet. Teachers will model skills needed to search for information within an area of study, to filter information for credibility and worth and to recognize inappropriate information sources. Teachers will explore Internet sites before directing students to those sites. Teachers will make every effort to ensure that students are directed only to sites with age-and topic-appropriate material and resources.
- c) In sixth through eighth grade teachers will provide guided practice and model appropriate use of computers, iPads, peripherals, other electronic technology, and the Internet.

Teachers will supervise student-initiated information search activities and provide support for students as they begin to assume responsibility for becoming independent users of the Internet. Teachers will make every effort to ensure that students explore only sites with age-and topic-appropriate material and resources.

Lake Park Baptist School reserves the right to access any information stored in any user directory, on any computer hard drive, school-issued flash memory, electronic mail, or network. Users are advised not to place confidential or personal documents on the computer network. The School Committee Chair, the Principal, and Information Technology Director have access to the Internet browsing history of each user and/or computer.

Lake Park Baptist School reserves the right to determine whether specific uses of the network are consistent with acceptable usage practices.

WHAT'S A PARENT TO DO?

1. Show interest in the work your student brings home. Never belittle it. Let your child tell you about it.
2. Make the pleasure of being a parent obvious.
3. Listen with interest, but do not coax your student to tell what he does not want to share with you.
4. Your student is an individual. Let him/her join in conversation at the table.
5. Make suggestions more often than commands.
6. Students respond when given a choice. This makes home life smoother and develops power in thinking for him or herself.
7. Sometimes a student needs reasons for your requiring certain things.
8. Let him know what you require of him. If understands, he will try.
9. Search constantly for opportunities to praise. Criticism discourages.
10. Follow through if you have asked for a response, but never hesitate to admit you were wrong or hasty.
11. Know the teacher and let your confidence in him/her be felt strongly.
12. Do not compare other students in front of your student.
13. Do not threaten your student with school or the teacher. School should be anticipated as a pleasurable experience.
14. Never discuss the church, school, or the teacher unfavorably in the presence of students. Contact the school or church about any problem.
15. Please refer to the teachers by name, not "your teacher."
16. Remember that children are an opportunity. Let's enjoy them.

This handbook is a condensed version of the policies and procedures of Lake Park Baptist School. The material included is selected as being most pertinent to the families on a daily basis. This handbook is not intended to be an all-inclusive list of the daily operational procedures of Lake Park Baptist School.

Lake Park Baptist School reserves the right to add, amend, or delete any rule or policy that it deems necessary in the best interest of the school and its goals.

There is absolutely no smoking on school or church property.

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