

Introduction

Every time a group of people comes together there must be rules established to govern them. Rules are established to benefit all of the members of the group. It is for this reason that rules should be looked upon as a good thing.

At Lakeview Baptist Academy we have four types of rules:

- Rules that prohibit what the school and administration believe to be known sins.
- Rules that help to establish self-discipline in the heart and mind of the student.
- Rules that promote high standards of excellence in mental, spiritual, and physical activities.
- Rules that are for the protection and general well being of the staff, volunteers, student or the student body as a whole.

Rules are meant to serve the students' best interest. The administration constantly scrutinizes the rules to see if they are serving their purpose. If a parent or student has a sincere question about a rule, he or she is urged to contact the school office.

God expects loyalty from His children. In order to be loyal to the Lord, we must obey and support those He puts in authority over us. We must be loyal to our parents, our local church, and our school. For this reason, we cannot allow any derogatory remarks concerning anyone in a position of authority or responsibility. Do not pass on any derogatory remarks to other students or parents.

If a student or parent has a complaint, it should be taken directly and privately to an individual in that area. We welcome the opportunity to straighten out problems as soon as possible if they are brought to us in the proper manner. We cannot correct problems if they are not brought to our attention.

We ask that parents and students do not share their problems with other parents, students, or faculty members that are not involved in the solution of the problem. Passing on negative feelings about the school causes the entire ministry to be hurt. The Lord admonishes us to build up and encourage one another.

We reserve the right to make changes, as we deem necessary throughout the school year. Students will be informed of these changes in chapel services. A written copy of any changes will be provided to each student to be brought home to the parent(s) or guardian(s) for signed acknowledgement. Signed acknowledgements will be required within five (5) school days.

Accreditation

State accreditation is an administrative mechanism designed to attain a uniform education for all children in public schools. It was established as a means for the government to insure that all public school districts meet what the state has established to be minimum academic and facility standards. These standards are arbitrary and are established by individuals who may not be saved nor in sympathy with the philosophy of a Christian school that stands on Biblical principles.

Accreditation of a private Christian school is not necessary for a graduate of that school to be accepted in any college or university. Entrance to such institutions is based on the attainment of a high school diploma and the academic merits of the individual, which are determined by their scores on nationally standardized tests. The graduates of Lakeview Baptist Academy receive a state-recognized diploma. Therefore, we do not seek state approval or accreditation, but do endeavor to provide the highest possible academic program, so that our students can enter any institution of higher learning to which the Lord may direct them.

Admissions

Lakeview Baptist Church and Lakeview Baptist Academy shall have a partial nondiscriminatory policy and therefore shall not discriminate against members, applicants, students or others on the basis of race, color, or national or ethnic origin. It is partial in that we do and will discriminate on the basis of religious affiliation. If we believe the religious affiliation of a prospective student and/or parent/guardian does not meet our standards, Lakeview Baptist Academy reserves the right not to accept such candidates as students.

Lakeview Baptist Academy is open to students as long as they meet the following requirements:

1. An application must be filled out entirely and must be accompanied by a registration fee of \$100.00. The registration fee is non-refundable.
2. All prospective students must be approved by the administration of the school.
3. Transfer students are admitted on a conditional basis until all transcripts and records from their previous school verify their academic status.
4. Parents must sign a Parental Agreement Form.
5. Parents and students must read the Student Handbook and sign a Rule Agreement Form.
6. Students must live at home with their parents or legal guardians. Any student moving away from home must withdraw from school.
7. Students and parents are expected to belong to and to attend regularly a Bible-believing church approved by the Lakeview Baptist Academy administration. (Minimum - two services weekly)

Attending Lakeview Baptist Academy is a privilege and not a right. The school reserves the right to deny admission to any student that, in the opinion of the administration, does not fit into the spirit and purpose of Lakeview Baptist Academy.

Objective

The objective of Lakeview Baptist Academy is to assist parents in the obedience to the scriptural imperatives of Deuteronomy 6:5-7:

“And thou shalt love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children . . . ”

and of Proverbs 22:6:

“Train up a child in the way he should go: and when he is old, he will not depart from it.”

Our purpose is to teach Christian character, spiritual responsiveness to God, hard work, and high academic achievement. We are striving to teach our students how to live, not just how to make a living. We endeavor to be “Academically excellent, but distinctively Christian.” We believe that teaching is a God-given calling and ministry, not just a vocation. We want to produce well-balanced Christians who desire God’s will for their lives. We are striving to instill into our students the ideal of measuring every action and attitude against the principles in the Word of God. As the student grows spiritually, mentally, socially, and physically, the Word of God will ensure that the student becomes “. . . thoroughly furnished unto all good works.” (II Tim. 3:17)

For the Christian school to be effective, the home must be in order. We must learn to control the inputs, which lead to error: television, music, movies, books, and magazines. Those inputs which promote fornication, hatred, violence, covetousness, drunkenness, homosexuality, rebellion, or blasphemy should be eliminated and replaced by purity of morals, love toward others, and obedience to God.

Philosophy

Lakeview Baptist Academy is one of the ministries of Lakeview Baptist Church serving as an extension of the Christian home to assist you in training your children in a Christian environment (Ephesians 4:12-13).

Attending Lakeview Baptist Academy is a privilege – not a right. Our goal is not to reform, but to train Christian youth in the highest principles of Christian leadership. Lakeview Baptist Academy stands without apology for the old-time Gospel and the highest standards of morality and Christian behavior.

The educational philosophy of Lakeview Baptist Academy is theistic rather than humanistic. Education is to be Christ-centered. Therefore, the total process of education must seek to guide in Christ’s principles, practices, and precepts by developing the whole person spiritually, mentally, socially, and physically (Luke 2:52). It must present all the truth as God’s truth and integrate it with God’s Word.

The school’s philosophy of education results in subject matter being interpreted from a Biblical perspective. The students are instructed to view life from God’s perspective rather than man’s perspective. (Proverbs 4:5-13)

Statement of Faith

Without apology, Lakeview Baptist Academy holds to the statement of faith of the Lakeview Baptist Church of Tupelo, Mississippi. A listing of what we believe follows:

1. We believe in the divine, verbal, plenary inspiration and authority of the Scriptures (King James Version, 1611 A.D.). We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages.
2. We believe in one Triune God, eternally existing in three persons – God the Father, God the Son, and God the Holy Spirit.
3. We believe in the deity, virgin birth, and bodily resurrection of Jesus Christ.
4. We believe in the fallen nature of man and his just condemnation because of sin.
5. We believe that salvation is "*by grace through faith*" plus nothing and minus nothing. Salvation is a free gift of God, through Jesus Christ our Saviour.
6. We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Saviour Jesus Christ. Justification is an eternal relationship that can never be broken.
7. We believe in the visible, personal, pre-millennial return of our Lord and Saviour Jesus Christ.
8. We believe that creation, not evolution, describes the beginning of man. Man was created by a direct act of God and in the image of God. We also believe in a literal six-day (24-hour day) creation account with no exception for gaps in the creation event.

Financial Information

1. All students will be required to pay a registration fee before they can attend class at the beginning of the school year. The registration fee is due upon acceptance of a student and is non-refundable.
2. Curriculum fee is due by July 1. The Curriculum fee is 50% refundable before August 1, and non-refundable after August 1.
3. Tuition paid in full for the current year by August 10, will receive a 10% discount. Tuition paid by semester, August 10 and January 10, will receive a 5% discount on each payment.
4. Tuition is based on a yearly rate but is divided into ten (10) equal installments for your convenience.
5. Ten (10) post-dated checks for the proper amount of tuition must be given to the school. The checks need to be dated for the first of each month beginning with August 1, and ending with May 1. The checks will remain in the school safe and will be deposited on the Friday following the first of each month.
6. The post-dated checks must be received by the school office before the student will be allowed to begin classes.
7. A \$25.00 charge will be assessed for any returned checks.
8. Students whose accounts are not current at the close of the school year will be issued no report cards or any other school records, and will not be permitted to begin classes the following school year.

Extended Care

Fees for “extended care” (an integral part of the educational ministries of Lakeview Baptist Academy) are considered the same as tuition with all policies applying in the same manner. Fees for “extended care” are calculated by the month or by the day. A full fee per day is charged if a child stays more than one-half hour before school or one-half hour after school. A child should not stay past the closing of extended care. Another full fee per day is charged for this occurrence. This fee should be paid through the school office.

Graduation Fee

There is a graduation fee of \$25.00, which must be paid before the graduation ceremonies. This fee is applicable to all graduating high school seniors and kindergarten students.

Tuition and Fees

Registration Fee (non-refundable) \$100.00

Curriculum Fee:

K4 - 6th grade (paid by July 1) \$180.00
 K4 - 6th grade (paid after July 1) \$210.00
 7th - 12th grade* (paid by July 1) \$210.00
 7th - 12th grade* (paid after July 1) \$240.00

*Some High School courses require additional fees.

Tuition:

Kindergarten (½ day) \$1850.00 (10 payments of \$185.00)
 Kindergarten (with extended care) \$2850.00 (10 payments of \$285.00)
 Grades 1 - 12 \$2350.00 (10 payments of \$235.00)
 Grades 1 - 12 (with extended care) \$2850.00 (10 payments of \$285.00)

Multiple Child Discount:

Discount for second child \$300.00 (\$30.00 per payment)
 Discount for third child \$600.00 (\$60.00 per payment)
 No tuition for fourth child

Tuition checks will be deposited on the following dates:

First Payment	August 5	Sixth Payment	January 6
Second Payment	September 2	Seventh Payment	February 3
Third Payment	October 7	Eighth Payment	March 2
Fourth Payment	November 4	Ninth Payment	April 6
Fifth Payment	December 2	Tenth Payment	May 4

Uniforms

Uniform information is available at the school office.

General Information

Activities

During the year, we will plan special days and field trips for the students to take. A permission slip will be sent home to be signed before the activity or field trip. Any student without a signed permission slip will not be allowed to attend the activity or field trip.

Every student needs to participate in all activities planned by the school. Although extracurricular activities are very enjoyable for the students, they are designed primarily to enrich learning. A natural outgrowth of such trips, which are conducted under the supervision of adults on every occasion, is that students are disciplined in the art of self-control and gracious behavior in various social situations. No student will be excused for being absent on a special day or the day of a field trip. Students who do not attend a school activity for any reason will be counted absent. Exceptions to this policy due to physical limitations will be considered on a case-by-case basis.

The school rules apply to behavior and dress code on all field trips. Unless otherwise notified, school uniforms must be worn for all school activities. Parents may be asked to help chaperone and will be expected to uphold the policies and dress code of the school. These activities are arranged for the school and cannot include friends or siblings.

Asbestos Inspection

All of the buildings of Lakeview Baptist Church/Lakeview Baptist Academy have been inspected for asbestos, and a management plan has been developed and sent to the Mississippi State Department of Education for their approval. A copy of the results of the inspection along with a management plan may be found in the school office. Any interested party should feel free to stop by and read these reports.

Chapel

Our chapel program is geared to reach the heart of the student. All the knowledge and wisdom that a young person can gain in the classroom are in vain if he or she does not have a heart to use it properly. All students are required to attend chapel and to bring a complete, readable King James Bible (no New KJV). No substitute is allowed.

Closed Campus Policy

Students may not leave the school grounds during school hours without permission from the administration. Students may not leave the school premises with anyone other than a parent or guardian, unless the student's teacher has received permission, in writing, from the parent or guardian. All visitors, including parents, are asked to report to the school office upon arrival on campus.

Emergency Information

It is important that the school be kept informed of the parent's current address, phone number, place of employment, and employer phone number. If there is any change during the year, please let us know immediately. Unlisted phone numbers will be kept confidential.

Expelled Students

Depending on when a student is expelled, an expelled student may lose credit for the current semester and is eligible to be considered to return to Lakeview Baptist Academy only after requesting and receiving the permission of the school administration. An expelled student, regardless of the reason for expulsion, is not allowed on campus during the time of their expulsion, unless permission is granted for purpose of counseling. The time frame for which an expelled student will be considered eligible for reinstatement will be handled on a case-by-case basis and will be based on the offense and the student's reaction to the disciplinary measures taken. Counseling may be required for reinstatement and student and parent or guardian must agree to the terms of the counseling and length of time. He or she may not attend any school-sponsored activity unless permission has been previously granted by church administration.

Extended Care

Lakeview Baptist Academy offers extended care services for enrolled children before and/or after school hours for an additional fee. Parents may bring their children to school as early as 6:30 A.M. Children will be cared for until school time. For those who cannot pick their children up at dismissal time, extended care will be available until 5:30 P.M.

Flag Salutes

All students are required to recite the pledge to the American Flag, the Christian Flag, and the Bible, as well as a portion of the Declaration of Independence each time the class as a whole recites them. Failure to comply can result in a student being expelled.

Pledge to the American Flag

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Pledge to the Christian Flag

I pledge allegiance to the Christian flag and to the Saviour for Whose kingdom it stands; one Saviour, crucified, risen, and coming again with life and liberty for all who believe.

Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its word in my heart that I might not sin against God.

A portion of the Declaration of Independence

We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable rights, that among these are life, liberty, and the pursuit of happiness.

Fund-raising

During the year we will have a couple of fund-raising campaigns. We strongly urge all students and parents to participate in these fund-raising drives and help raise the money needed to provide extras for our school.

Grading Scale

The following grading scale is used by Lakeview Baptist Academy:

100 - 99 = A+	92 - 91 = B+	84 - 83 = C+	76 - 75 = D+
98 - 95 = A	90 - 87 = B	82 - 79 = C	74 - 72 = D
94 - 93 = A-	86 - 85 = B-	78 - 77 = C-	71 - 70 = D-
			Below 70 = F

The following guidelines will be used for the averaging of grades:

Nine weeks (quarter) average:	Daily grades – $\frac{1}{3}$ Test grades – $\frac{2}{3}$
If nine-week exams are given:	Daily grades – $\frac{1}{4}$ Test grades – $\frac{1}{2}$ 9-week exams – $\frac{1}{4}$
Semester Average:	First nine weeks – $\frac{1}{2}$ Second nine weeks – $\frac{1}{2}$
Yearly Average:	First semester – $\frac{1}{2}$ Second semester – $\frac{1}{2}$

Homework

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid each student to advance in his studies. Therefore, each student is expected to complete his or her homework assignments. Homework is given for several purposes:

1. Drill - Most students require solid drilling to master material essential to their educational progress.
2. Practice - Following classroom explanation, illustration, and drilling on new work, homework is given so that the material will be mastered.
3. Remedial Activity - As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework, following instruction, is given to overcome such difficulties.
4. Special Projects - Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Lunches

Students may bring their lunch to school or they may purchase items from the school. A variety of microwaveable items, snacks, and drinks are available for break and lunch. No student is allowed to leave the campus for lunch.

Medical Information

All students are required to have a Certificate of Immunization Compliance (Form #121) completed and in the school files.

Any student requiring medication (including Tylenol) must have written permission from his parent or guardian. Prescription medicine will only be administered if the student has an Authorization for Administration of Medicine form signed by a parent. Prescription medications must be sent in the original bottle with the student's name and dosage on the label. Students are not allowed to keep any medications in their possession, but are to turn them in to the office.

Students who become ill at school should tell their teacher they are sick. If the student's teacher determines that the student is too sick to remain at school, the teacher will contact the student's parent or guardian.

Ownership of School

The building and property of Lakeview Baptist Academy are solely owned by Lakeview Baptist Church. Any student who damages school property, church property, or personal property of another student or teacher, whether willful or due to negligence, will be required to provide the cost of restoration. Obvious, unintentional, accidental damage, which occurs as a result of school activities, will be reviewed on a case-by-case basis to determine the need for providing the cost of restoration.

School Closings

In the case of inclement weather or other calamity, which would necessitate the closing of school, students and parents should listen to local radio and television stations before calling the school. School closings will be posted on the church website, www.lakeviewbaptisttupelo.com, and on the school's Facebook page. As a general rule, if Lee County Schools are closed, then we will be closed.

School Hours

Kindergarten	8:00 A.M. - 12:00 Noon
Grades 1 - 12	8:00 A.M. - 3:00 P.M.

School Supplies

Students are responsible for providing all of their own school supplies. All students should have an adequate supply of pencils, erasers, and paper.

Office Procedures

General Procedures

No students are to be in the office without permission. Only students with official school business will be permitted in the office.

Signing In

Students arriving late to school (after 8:00 A.M.) must sign in at the school office. The Sign-In sheet requires that the student's name be listed along with the parent's signature.

Signing Out

When a parent must take a child out of class for doctor appointments or other reasons during the day, release of the student must be made through the school office. No student will be allowed to leave the school premises with anyone other than a parent or guardian, unless the student's teacher has received permission, in writing, from the parent or guardian.

Telephone Calls

Telephone messages from parents will be delivered to the student's teacher. Emergency calls will be handled immediately upon determining the emergency. Students may not be called from class to the telephone except in emergencies. Students will not be permitted to call home for forgotten articles, however if the student's teacher feels the forgotten item is needed, the teacher may call for the student. Students may not use the telephone to make personal calls.

NOTE: See section regarding "Cell Phone Use" on page 25 for detailed policy relative to cell phone use.

Visitors

Parents and guests visiting the school (classrooms, chapel, etc.) or school-sponsored activities are asked to adhere to clothing and personal appearance regulations as detailed in the Dress Code. All visitors, including parents, are asked to report to the school office upon arrival on campus. Lakeview Baptist Academy has a closed campus policy.

Withdrawal Policy

The parents of a student who is officially withdrawing from Lakeview Baptist Academy must notify the school office. Return of books will be handled through the teacher. Financial obligations will be handled through the school office. If a student has attended even one day of a given month, he or she is responsible for payment of the entire month's tuition.

Parent - Teacher Communication

The success of the school will be due largely to the dedicated efforts of the teachers and parents. The school desires that teachers and parents communicate on a regular basis.

Communication Envelope/Folder

A manila envelope or folder will be used for sending messages from the teacher or office to the parent. When a message is sent home, the parent should take the message, sign and date the envelope, and return it with the student on the following class day. This assures the teacher that the parent has received the message. Occasionally, students will take notes home from the school that require a parent's signature. It is the responsibility of the student to be sure the note has been read, signed, and returned to school the following day.

Conferences

Either the parent or the teacher may request a conference. The purpose of a conference may be to solve a problem or simply to let the parent become acquainted with classroom procedures and to receive an update on the student's progress. If you desire a conference, please contact the teacher or the office. Parents can also communicate with teachers through the child's homework assignment. Teachers often write notes to the parents on the homework assignment, so it is important that parents check the homework assignment each night. Parents may feel free to write notes on the assignment back to the teacher.

Orientation

At the beginning of each school year we have a Parent Orientation to acquaint parents with our policies and activities for the school year. Because there is a large amount of information that needs to be communicated at the start of the school year, attendance at orientation is required. Student Orientation will be conducted on the morning of the first day of school.

Progress Reports

Progress Reports will be issued after the third and sixth week of each quarter. Parents will be asked to sign the Progress Report and return it to the teacher the following day.

Report Cards

Report Cards will be issued on the Wednesday following the end of each quarter. Parents will be asked to sign the Report Card and return it to the teacher the following day.

Attendance Policies

Attendance

Regular attendance is essential to successful class work. All students must attend school every day unless an absence is unavoidable. When a student is absent, a note explaining the reason for the absence must be sent to the teacher on the day the student returns to school. If the absence is foreseeable, a note should be sent in advance. Doctor, dental, and other appointments should be scheduled after school hours.

Absences due to the following will be considered excused absences:

- Illness
- Death in the family
- Absences approved in advance by the school administration

Work missed during excused absences may be made up for credit if done so within the assigned time. It is the student's responsibility to check with the teacher concerning make-up work. One day per excused absence is allowed for make-up work unless the student has more than three (3) tests to make up. If this happens, students must make arrangements with the teacher for make-up tests. If work is not made up, there will be a penalty of a zero grade for the day and a zero grade on each test or quiz missed.

No student may be absent more than twenty-four (24) days per school year. Accumulation of twenty-five (25) absences in a school year will result in loss of credit for all courses. If the student has had an extended illness, the administration will review the case.

Students should not attend school if they have a fever or a potentially contagious illness. Students running a fever will be sent home to prevent the spread of illness to other students or staff.

Students must be present at least five hours to be considered present at school. No student will be allowed to take part in extra curricular activities if he or she is absent from classes that day unless previously excused by the administration. Students habitually unable to attend school on the day following activities will be dropped from such activities.

Early Departures

Students should not leave school early except for emergencies. Early departures will be marked in the attendance book as "E.D." An accumulation of five (5) "E.D." during any quarter will be counted as one (1) absence.

Tardiness

Tardiness is extremely disruptive to the operation of school. Chronic tardiness is unacceptable. Being prompt is a matter of habit. Students are expected to make every effort to be at school and to class on time. When a student is tardy to school, he or she must bring a note from the parent explaining the reason for the tardy. Students are considered tardy if they are not in homeroom by 8:00 a.m. An accumulation of five (5) tardies in any quarter will be counted as one (1) absence.

Dress Code

The Lakeview Baptist Academy will maintain Biblical standards in the dress of its students. The Bible instructs ladies to dress modestly and boys to look like men. The Bible states, “*And be not conformed to this world . . .*” (Romans 12:2). This refers not only to our thought life, but also to our manner and appearance. The Bible also states, “*Let no man despise thy youth, but be thou an example of the believers . . .*” (I Timothy 4:12). Our desire is that our students will be the proper example for others to follow. We should always abstain from any appearance of evil that would not be pleasing to God. Therefore, the following dress standards have been established.

Students of Lakeview Baptist Academy are required to wear uniforms. There are many good reasons for having uniforms, some of which are listed below:

1. Uniforms result in better disciplinary control and higher academics.
2. Uniforms help improve a student’s self-image.
3. Uniforms give identification for building school spirit.
4. Uniforms reduce yearly clothing costs.
5. Uniforms eliminate competition in dress between students.
6. Uniforms eliminate daily decision of what to wear.

Uniforms must be worn at all times, unless previously determined not to be required. The school administration will announce any special days in which uniforms are not required.

General Dress Code Rules

Clothing may not advertise or promote alcohol, tobacco (including smokeless), rock, rap, or country music singers, wrestling, movie stars, or any other questionable items. Articles of clothing may not imitate styles worn by gangs or those associated with Gothic activities.

A student will receive demerits or offenses for violation of any of the dress code. The dress code is in effect at all times on school property and at any school activity whether or not the activity is on the school property, and whether or not it is during school hours. The administration reserves the right to be the final judge of clothing or fashions which it deems inappropriate for the occasion.

Boys Dress Code

1. Clothes must be clean and neatly pressed.
2. Shirt tails must be tucked in at all times.
3. Only the top button of a shirt may be left unbuttoned.
4. Socks and shoes must be worn at all times.
5. Pants with belt loops must be worn with a belt. Undergarments are not allowed to be showing.
6. Tennis shoes, casual, or dress shoes may be worn. No sandals, flip-flops, or backless shoes may be worn. Crocs[®], or any similar type shoes, are not allowed with the school uniform.
7. Necklaces, chains, bracelets, earrings, and tattoos (permanent or temporary) are not allowed. Piercing of the body in any location is forbidden.
8. Only plain white or red t-shirts or turtlenecks may be worn under the school uniform.
9. No shorts of any kind are allowed.
10. Hair must be cut neatly above the ears and may not touch the collar. Hair must be clean and neatly combed each day. Non-traditional hairstyles (punk, mohawk, bowl cuts, etc.) are not permitted. Hair should neither be full in the back, nor hang in the eyes. Full, bushy hairstyles are not permitted. Hair must be trimmed close to the head. Sideburns should be no longer than to the middle of the ear. Hair should not be dyed or streaked. Boys are not allowed to have ponytails, pigtails, or hair extensions of any type.
11. No moustaches, goatees or beards are permitted on students. Boys must be clean-shaven at all times.
12. A sweater or jacket matching the school uniform colors may be worn in the classroom if needed. The school uniform must be visible at all times.
13. For P.E., boys must wear navy sweat pants, or wind pants (no “break away” pants), the P.E. uniform T-shirt, and tennis shoes.
14. When casual dress is approved, shirts, slacks and shoes must still meet the standard school dress policy. As such, the following are not allowed:
 - a. Pants/slacks with holes
 - b. Shirts without sleeves
15. Hats, ball caps, and any other type of head covering should not be worn inside the school building during school hours.

Girls Dress Code

1. Clothes must be clean and neatly pressed.
2. Hair must be clean and neatly styled. Hair should not be dyed or streaked. Girls may have no more than two (2) feathers in their hair.
3. Make-up and jewelry may be worn but not excessively. Ankle bracelets and toe rings are not allowed. Tattoos (permanent or temporary) are not allowed.
4. Girls may wear no more than one earring in each ear. The earring may be worn in the ear lobe only. No other body piercings are allowed.
5. Pants, shorts, gauchos, capris, capri leggings, or miniskirts are never permitted. Elementary girls may wear shorts under their jumpers for modesty.
6. Shoes with socks, nylons, or tights must be worn at all times. Socks or tights should be in colors that match the school uniform. Socks worn must be visible. Black, brown, navy, or red casual shoes, such as, loafers, saddle oxfords, etc., are acceptable. Tennis shoes that match or complement the school uniform colors may be worn. The following footwear should not be worn with the school uniform: boots, high-top tennis shoes, platform shoes or shoes with a heel higher than two inches, Crocs[®] or similar type shoes, sandals or open-toed shoes.
7. Clothing may not be tight fitting or otherwise immodest; this includes low or plunging neck or back lines and/or deeply cut armholes on sleeveless blouses and dresses. Undergarment lines should not show through the garment. Undergarments are not allowed to be showing.
8. Proper undergarments (including slips) must be worn.
9. Blouses are to be modest (not see-through, or low-cut in the front or back). The neckline of all tops must be high enough so that no cleavage is showing. A guideline to use is the "three-finger rule." (Hold your hand sideways with the fingers together at the base of the neck. The neck of the top should be no lower than the bottom of the third finger.) Only the top button of a blouse may be left unbuttoned. If a t-shirt or turtleneck is worn under the school uniform, only plain white or red t-shirts or turtlenecks are allowed.
10. Skirts, dresses, and culottes must be touching the floor when measured while the student is in an upright kneeling position and the knees must be covered while in a sitting position. Skirts or dresses with slits must meet the following criteria: the top of the slit may be no higher than the bottom of the knee when standing. The knees and thighs must be covered while in a sitting position. Skirts with belt loops must be worn with belts.
11. Culottes must be made from patterns approved by the school administration. No other culotte pattern will be allowed for school activities.
12. When formal dress is required for a school activity, dress codes remain in effect.
13. A sweater or jacket matching the school uniform colors may be worn in the classroom if needed. The school uniform must be visible at all times.
14. For P.E., girls must wear approved culottes (navy), the P.E. uniform T-shirt, and tennis shoes.
15. Hats, ball caps, and any other type of head covering should not be worn inside the school during school hours.

Discipline

The Lakeview Baptist Academy staff is dedicated to the training of boys and girls in a program of study and activity, which is Christ-centered. We believe that all things should be done decently and in order. Our boys and girls should be taught that they have a God-given responsibility to walk honorably before all men. Thus, Lakeview Baptist Academy maintains discipline, which is firm and consistent, yet tempered with love. Our teachers maintain proper behavior in the classroom through kindness, love, and a genuine regard for their students. However, when disciplinary action becomes necessary, it will be firmly carried out, tempered by good judgment and understanding.

It is understood that attendance at Lakeview Baptist Academy is a privilege and not a right. Any student who does not conform to the school's standards and regulations may forfeit this privilege. The administration may also request the withdrawal of any student at any time, who, in the opinion of the administration, does not fit the spirit of the academy, regardless of whether or not he or she conforms to the specific rules and regulations of the academy.

The administration of Lakeview Baptist Academy has established rules and regulations based on Biblical principles, designed to protect the Christian students from wrong. If a student does not observe these regulations, however, he or she is made aware of his or her offense and punished accordingly. Regulations contained herein are not all inclusive. The Bible is the final authority.

Some of the forms of discipline we will use are as follows: offenses, demerits, withholding privileges, writing sentences, paddling, suspension, and dismissal. The administration reserves the right to make the final decision in all cases of disciplinary action.

Disciplinary Guidelines

1. Action which evidences disrespect, lack of courtesy, general disturbance, abuse of permission, incomplete homework, and other such misdemeanors will be handled by the teacher in such ways as he or she deems best.
2. Situations, which the teacher deems to be chronic, flagrant, or otherwise worthy of special handling, will be referred to the administration. These situations will be dealt with as is deemed most helpful to the individual and the student body. Recurrent behavioral problems, which show a lack of concern for improvement or spiritual growth, may lead to suspension or expulsion. Conduct probation may be awarded as an interim step to removal as deemed appropriate by the administration.

Offenses

The offense system is designed to teach character. Offenses will be used in situations where the student neglects his or her responsibilities.

Offenses are accrued on a daily basis. An accumulation of five (5) offenses within one day will result in detention. Detention will be served after school hours.

Demerits

The demerit system is designed to give the student and parents an objective picture of the student's general behavior.

Demerits are accrued on a semester basis. An accumulation of 50 demerits during a semester will result in automatic dismissal and loss of credit. If the 50th demerit is earned within the final ten (10) school days of the semester, the student is not dismissed but begins the next semester on disciplinary probation and with one-half of his total demerits.

Action to be taken for accumulated demerits:

- 10 demerits - letter sent home
- 25 demerits - suspension
- 50 demerits - expulsion

Paddling

When needed, paddling is used to enforce discipline. If a student has committed an act which requires a paddling, the following guidelines will be followed:

1. The student is made aware of the offense.
2. No more than five strokes with a simple flat paddle will be administered.
3. Two staff members will be present at all times.
4. The paddling will not take place in the presence of any other students.
5. The staff member will pray with the student and instruct him on proper behavior.
6. A corporal correction notice will be sent home to be signed by the parent.

Suspension

Suspension from school will be necessary for such offences as continued cheating, disrespect toward authority, fighting, or blatant disregard for the policies of the school. During suspension, the student will receive a zero (0%) on all daily grades, quizzes, or tests. Each matter of suspension will be handled on a case-by-case basis to determine any opportunity for a student to make-up points lost.

Dismissal

If other forms of discipline have not brought about the desired results, the school administration may decide that it is necessary to dismiss the student.

A student who has been dismissed from school loses credit for the current semester and is able to return to Lakeview Baptist Academy only after requesting and receiving the permission of the school administration.

A suspended or expelled student, regardless of the reason for the disciplinary action, is not allowed on campus. He or she may not attend any school-sponsored activity without permission from the school administration.

Transportation

Lakeview Baptist Academy does not provide transportation to or from school for any student. We will make available to you a list of other families in our school that live in your area for the purpose of car-pooling.

Students who drive to school must first secure permission from the office and show a valid driver's license and proof of insurance. Students who drive to school must abide by the following guidelines:

1. On the way to school, and on the way home from school, students are expected to abide by speed limits and traffic laws and drive carefully. When a student drives recklessly, he/she not only puts his/her own life in danger, but also the lives of other students and parents.
2. Students must abide by a 5 mph speed limit while on school property.
3. After arriving on the school property, the student should park his/her vehicle immediately and leave it. No student should be around the vehicles at any time during school hours.
4. If a student leaves something in his car that he/she needs for school, he/she must get permission to return to his/her car.
5. Car stereos are not allowed to be playing on school property.
6. Students must travel directly to school and directly home from school unless permission from a parent or guardian has been given in advance. Students will not be allowed to use the telephone to obtain this permission.
7. If we receive a complaint on any student abusing the privilege of driving to school, the student will receive one warning, after which, if we continue to receive complaints about that student's driving, he may lose the privilege of driving to school.
8. No student is to have in his/her car, items which would be inappropriate at school. (See "Prohibited Items").
9. Students are not permitted to transport other students to or from school without written permission from all parents involved and the school administration. This includes transportation to and from after-school activities. When traveling to and from school activities, students must remain with the assigned vehicle both going to and returning from the activity unless picked up by their own parent.
10. The school reserves the right not to allow any vehicle that might cause damage to the church property due to leaking oil, gas and/or antifreeze as well as any vehicle that might serve as an injury exposure to children due to damaged parts protruding from the vehicle. Once a vehicle has been indicated that it is not allowed to be on campus, the student must prove corrective measures have been taken to fix the reason it was not allowed, and the vehicle must be approved by the school administration.

The school is not responsible for damage to vehicles in the parking lot. This needs to be handled through private insurance companies.

Standard of Conduct

Students are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, kindness, language, morality, and honesty.

Students are expected to refrain from talking about or engaging in sinful behavior, such as the following: lying, cheating, stealing, swearing, gambling, using tobacco (including smokeless), narcotics, consumption of intoxicating or stimulating substances, or drinking alcoholic beverages (NOTE: this is a representative listing and is not intended to be all inclusive). Students are also expected to refrain from talking about or engaging in immoral behavior, including, but not limited to, homosexuality, fornication, adultery, abortion, etc. Students who participate in such activities are subject to suspension or dismissal from Lakeview Baptist Academy. This action will be taken whether the offense is committed on or off school property.

Any student observing questionable activities or overhearing conversations, which are contrary to the policies of this academy, should immediately discuss the matter with a teacher. This is not tattling. It has been said, "All it takes for evil to triumph is for good men to do nothing."

"... To him that knoweth to do good, and doeth it not, to him it is sin." James 4:17

A student's conduct must be above reproach, honoring to Christ and to the reputation of Lakeview Baptist Academy off campus as well as on campus. Students represent Lakeview Baptist Academy twenty-four hours a day.

Respect for Staff

No student is allowed to address any member of the administration, faculty, or staff, on or off the campus, by his or her first name. At all times the student should address the individual concerned as Pastor, Brother, Mr., Sister, Mrs., or Miss respectfully. Students are to reply respectfully with "Yes, sir" and "No, sir" and "Yes, ma'am" and "No, ma'am."

Prompt and cheerful obedience is expected.

Rules

General School Rules

1. Students must always be respectful of others' rights and property. They must also demonstrate respect for the authority of the administration, the teachers, and all staff.
2. Students are not allowed to chew gum while on church property or on the buses. Food or drinks may not be consumed on church property outside the cafeteria unless authorized by a staff member.
3. Students are to help keep our school clean by placing trash in the trash containers and by picking up trash, even if they did not throw it down.
4. School and church property must not be damaged or defaced in any way. Any student who damages or defaces any property that is not their own will be responsible for the cost of repairing or replacing the damaged item.
5. Students are not allowed to throw rocks, dirt, or sand.
6. During break or lunch, students will be required to go to the areas designated for this time.
7. After breaks and lunch each day, students will be expected to make sure that the playground and lunchroom are clear of all trash.
8. Older students are not allowed to tease or pick on younger students.
9. Younger students are not allowed to bother older students.
10. Congregating in the rest rooms or lobbies is not allowed.
11. Students are not allowed to sit or stand on tables or desktops.
12. For their safety, students are not to loiter in stairwells.
13. Nothing should ever be thrown from the gym floor to the upstairs walkway, nor from the upstairs walkway to the gym floor.

Classroom Rules

1. A student is not allowed to talk or get out of his seat without permission.
2. A student must sit up straight, facing the front of the class.
3. A student is not allowed to lean back or be turned around in his chair.
4. Student desks are assigned and changed only by the teacher.
5. Unless permission is granted by the teacher, no student is allowed to work on any activity, which is not directly related to class work.
6. No food or drinks are allowed in the classroom or in any carpeted area of the building.

Off Limit Areas

1. Teacher's desks, files, or chairs
2. Another student's desk, or locker
3. Church auditorium (except for chapel or supervised activities)
4. Storage hallway
5. Kitchen (except for breaks and lunch)
6. Offices
7. Office computers
8. Telephones in any room
9. Vehicles
10. Property that does not belong to Lakeview Baptist Church
11. Stairwell in the kitchen
12. Classrooms other than the student's home room (except for class)
13. Staff bathrooms

Prohibited Items

1. Knives, guns, or weapons of any kind
2. Fireworks
3. Lighters, or matches
4. Magazines or books not directly related to schoolwork
5. Radios, CD players, MP3 players, televisions, or any other media players
6. CDs
7. Headphones
8. Cellular phones or any other communication devices
9. Video games
10. Toys not approved by teacher
11. Videos or DVDs

Any prohibited items brought to school will be confiscated and returned to the parent.

In consideration for the safety and well being of the staff and students, and to insure that prohibited items are not on school property, the administration reserves the right to inspect backpacks, bags, purses, pockets, lockers, cars, cell phones, digital cameras, etc.

Cell Phone Use

General Policy: Students in grades K4 – 8 are not permitted to bring a cell phone to school or to use a cell phone in the school building before, during, or after school hours. Students in grades 9 – 12 may only bring cell phones if they drive. If a high school student brings a cell phone to school, the cell phone must be secured in the student’s vehicle or backpack. If the cell phone is kept in the student’s backpack, it must be turned off before entering the building and may not be turned on until leaving school.

Any use of a cell phone in school during school hours by a student will result in disciplinary action. If a student brings a cell phone to class, the teacher will initiate disciplinary action and the phone will be confiscated. (Confiscated phones may be returned by the administration to parents upon request.)

Note: “Forgetting” is not an excuse.

Use of a cell phone during a test for any reason (i.e., text messaging, photos) will automatically be considered cheating, and appropriate academic and disciplinary action will be taken in the sole discretion of the administration.

No taking of or other use of cell phone photographs is permitted during the school day. Particularly, no cell phone photographs are permitted in the restrooms at any time. Violation of this prohibition is a serious discipline offense.

Parents who need to contact their child during the school day for emergency purposes should use the school’s normal emergency contact process and call the main school phone number. School staff will assist parents in communicating with their child in appropriate emergency situations. Parents should not consider their child’s cell phone as a means of contacting their child for any reason during the school day.

Note: These guidelines were formulated after careful review of school cell phone policies across the State and the country.

Student Websites

Any student who decides to operate a personal online website or contributes to a blog must register the website/blog with the school administration. (i.e., myspace.com, facebook.com, twitter.com, blogger.com, etc.) The website must be registered immediately upon its creation. Any student who creates a website or blog prior to attending the Academy must register the website/blog as soon as he/she is accepted as a student. All websites/blogs will be monitored for content on a regular basis. Any student found with an unregistered website/blog or website/blog material that is deemed inappropriate to the purpose and mission of the Academy will be in direct disobedience to this ruling and will be subject to disciplinary action up to and including immediate ineligibility to attend the Academy. Students will be expected to allow appropriate school administration access to their created sites in whatever manner is necessary to do so (i.e., adding or approving as a friend on Facebook).

Misbehavior

Misbehavior in the classroom or at any school activity will result in a penalty of offenses or demerits. The following actions are among those considered misbehavior:

1. Talking without permission
2. Unnecessary noise
3. Passing, writing, and/or reading notes
4. Throwing objects
5. Arguing
6. Littering
7. Eating during class
8. Chewing gum
9. Working on unrelated material
10. Attending class unprepared (i.e., no paper, pen, erasers, etc.)
11. Work not handed in on time
12. Negativity
13. Sarcasm
14. Complaining
15. Insulting
16. Teasing
17. Being rude or crude
18. Name calling
19. Not following procedures (i.e., a homework slip not signed)
20. Notes not returned
21. Wasting time
22. Turning around in seat
23. Bringing or accepting any unapproved item or substance on school grounds.

Unacceptable Behavior

1. Violation of dress code. (Penalty: 1 - 5 demerits).
2. Bringing prohibited items to school. (Penalty: 5 demerits).
3. Disrespect toward authority. (Penalty: 5 demerits - expulsion).
4. Reckless driving on campus. (Penalty: 5 demerits).
5. Fighting and/or bullying, including cyber-bullying. (Penalty: 5 demerits - expulsion).
6. Lying or any form of withholding the truth. (Penalty: 10 demerits and paddling).
7. Cheating. (Penalty: 10 demerits and paddling).
8. Stealing. (Penalty: 10 demerits and paddling).
9. Skipping class or leaving campus without permission. (Penalty: 10 demerits - suspension).
10. Making fun of another student's race, color, national origin, family, body, stature, handicap, etc. (Penalty: 10 demerits).
11. Making a mockery of sin (Proverbs 14:9), including, but not limited to, homosexuality, drug use, and vulgar behavior. (Penalty: 10 demerits).
12. Deliberate disobedience. (Penalty: 10 demerits - expulsion).
13. Members of the opposite sex touching each other in any manner except in an obvious emergency. All students are to keep a 6" rule while together at school or on any school sponsored activity. (Penalty: 3 - 10 demerits).
14. Vulgar language, vulgar notes, vulgar gestures, and use of profanity. (Penalty: 10 demerits and paddling - expulsion).
15. Acts of violence or threats of violence directed at another student or staff member. (Penalty: 10 demerits - expulsion).
16. Striking or attempting to strike an administrator, teacher, or staff member. (Penalty: expulsion).
17. Bringing or possessing vulgar literature. (Penalty: 10 demerits - expulsion). Vulgar literature is that which is coarse, morally crude, offensive, obscene, or profane.
18. Smoking or possessing smoking materials, including lighters, electronic cigarettes, or tobacco products of any kind, including smokeless. (Penalty: 10 demerits for possession of lighter, matches, etc.; 25 demerits - expulsion for possession of tobacco products of any kind, including smokeless; expulsion for smoking).
19. Consumption of intoxicating or stimulating substance of any kind. Drinking alcoholic beverages. This includes sniffing glue or other substances for the purpose of obtaining a "high". (Penalty: expulsion).
20. Using, possessing, transferring, or selling narcotics. (Penalty: expulsion)
21. Homosexual acts. (Penalty: expulsion).
22. Fathering, bearing, conceiving, or aborting an illegitimate baby. (Penalty: expulsion).
23. Being arrested and convicted of any charge, misdemeanor or felony (Penalty: expulsion).

Mediation & Arbitration

It is recognized that there may arise disputes relative to how the school administration responds to and handles any matters of policy within this manual.

If the disputing parties fail to reconcile their differences, the parties shall submit their issues to an individual mediator through the Christian Mediation Network (www.christianmediation.com) that they regard as a Christian person of wisdom and who is not related to any other party by blood, marriage, or employment, as mediator. The parties agree to abide by the administrative procedures and the rules of CMN for their mediation proceedings.

The mediation shall be conducted in a spirit of prayer, for the purpose of hearing and discussing the facts and disputes, with a goal of seeking reconciliation of the parties and a resolution of the dispute, which is reducible to writing and is acceptable to the parties.

The mediator shall seek to discern the spiritual needs and weaknesses of the parties as such matters relate to the manner in which the parties view their dispute and the rights each believes he has in the matter.

It shall be agreed that any costs associated with this process will be shared 50/50 between the school and the family requesting the mediation and/or arbitration.

Arbitration

If mediation fails to achieve a resolution of the dispute or is waived by either party, the parties shall submit the dispute to binding arbitration. The parties agree to use the administrative rules and procedures of the Christian Mediation Network (www.christianmediation.com) for such arbitration. CMN shall appoint a single arbitrator and an arbitration hearing shall be set within 60 days after the mediation proceeding. Both parties agree to pay for 50% of the cost.

Refusal to Arbitrate

If any party fails or refuses to arbitrate under the terms of this agreement, they agree that an award may be entered against them by the decision of the arbitrator provided that the refusing party received notices of each hearing, was given reasonable opportunity to participate, and a written decision is given to the party refusing to participate.

Judgment

The decision or award entered by the arbitrators may be entered as a judgment in any court of competent jurisdiction for the enforcement thereof.

Disciplinary Council

In order to protect the integrity of the school, administration and staff, Lakeview Baptist Academy has established a special council to hear all matters that relate to the possibility of any student being expelled and then subsequently reinstated. The members of this council will be determined by the administration and will ideally include ordained deacons and/or pastors.