



Parent & Student Handbook

As Lakeside Christian Academy grows in size and scope, this handbook will be altered and modified to fit our situation at that time. In its present form, this handbook includes some things that, while not applicable to our current situation, are included to protect the parameters of our future development and establish a baseline of behavioral and academic standards.

The contents of this handbook are presented as a matter of information only. The language in this handbook is not intended to create, nor is it to be construed to constitute, a contract between Lakeside Christian Academy and any or all of its students. No student handbook can anticipate every circumstance or question about policy and procedure. Thus, Lakeside Christian Academy reserves the right to deviate from this handbook as circumstances may warrant and reserves the right to modify, revoke, suspend, terminate, or change any of the plans, policies, or procedures set forth herein, in whole or in part, at any time with or without notice. Notwithstanding any provision to the contrary, Lakeside Christian Academy administration shall have final authority in any and all matters related to Lakeside Christian Academy, which matters involve students (potential, current, and former) and their respective parents/guardians, including but not limited to, student enrollment, re-enrollment, discipline, dismissal, extracurricular activities, athletics, academic affairs, parental involvement, financial affairs, and adherence to policy.

Lakeside Christian Academy admits students of any race, color, nationality or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

To transform our community by raising up a new generation of Christian leaders.

- Our students will: **Develop a dynamic relationship with Jesus Christ; Possess a thoroughly biblical worldview; Be prepared academically to reach their God given potential**

The goal of Lakeside Christian Academy is to provide and maintain an outstanding school environment within the framework of our mission statement. Students who accept the

privilege of attending LCA agree to the responsibility of appropriate behavior at all times and are expected to uphold the context of the mission statement both on and off the campus.

“As a student of Lakeside Christian Academy, I will honor God in word and deed, be truthful, never steal or cheat, respect myself and others, and live to glorify Jesus Christ.”

Lakeside Christian Academy recognizes parental responsibility for student supervision, and expects parents to set standards of behavior consistent with the school's mission statement and Code of Conduct during non-school related events while under their direct supervision.

Lakeside Christian Academy reserves the right to take appropriate disciplinary action in response to the misbehavior of its students on or off campus during school or non-school related events, especially in serious matters that violate the well-being of the school, the community, or the honor and glory of Jesus Christ. Serious violations of this Code of Conduct may result in suspension or dismissal from the school.

A student, whose parent(s) demonstrates an uncooperative attitude with the school and/or a history of disagreement with the philosophy and the mission statement of the school or how the Administration and Staff carry out the day-to-day functions of the school, may be dismissed from the school at the Headmaster's discretion. Parents may choose to remove their student at any time however, no fees or tuition will be refunded.

- The Bible clearly indicates that parents are responsible for the discipline (that is, training for instruction) of their children. The Christian school exists to assist parents in their God-given responsibilities. Lakeside Christian Academy does not seek to assume a task that God has given to parents, but only to serve, in a limited way, as the parents' appointed and authorized representative in the child's training process. Lakeside Christian Academy has attempted to align themselves as closely as possible with the Bible's instructions to parents so as to provide the utmost consistency for the child between training received at home and training received at school. In that same spirit, the school likewise assumes parents will direct and discipline their children accordingly.
- It is our belief that God expects parents or other authorities to discipline a child with the goal that he/she consistently becomes more self-disciplined, requiring less

supervision as he/she matures. God's ultimate purpose in charging parents with this task is to prepare children to enter into and mature within God's family, and to respond to Him with respect and obedience on the basis of the training that they have received from their parents.

- Lakeside Christian Academy's philosophy of education and discipline exists to serve and further this ultimate spiritual goal.
- During school hours and at other school related and school supervised functions, students are to respond to school faculty and supervisory staff members with the same obedience in action and respectfulness, and in the same spirit that should be present under biblical standards when they respond to their parents or guardians. Any failure to maintain a biblical attitude of respect and obedience toward school authority, which manifests itself in improper behavior or violated standards, will result in disciplinary action, which is appropriate for the violation. The school expects that parents will support the administration of such disciplinary action by encouraging obedience and respectfulness to the action of the school. Only while operating within the above philosophy of discipline can the educational process reach its maximum potential.
- The home, church, and school partnership can only succeed when there is clear communication and mutual agreement regarding student behavior. The goal of this section is to outline and highlight Lakeside Christian Academy's expectations in the area of student behavior. Our standard of behavior is based on the pillars of Christian Character, Mutual Respect and Common Courtesy.
- LCA has at its foundation the goals of presenting a Christian educational program to our students and a Christ-like model to the community. In light of these goals, lifestyle is an important consideration. With this in mind, along with the scriptural guidelines of liberty found in 1 Corinthians 8-10 and Romans 14, immorality, homosexuality and the use of tobacco, alcohol and drug-related substances, both on and off school property, are unacceptable.
- A Christian lifestyle simply cannot confine itself to the school day. It must be a consistent lifestyle in practice. Because student's lifestyles reflect on the reputation of the school, as well as the home, LCA will not hesitate to assert discipline in areas where a student practices a lifestyle or engages in activities antagonistic to the policies, goals and character of the School. Disciplinary action, including dismissal or expulsion, may be taken by the school regardless of where the event occurs. Standards of conduct and character extend to all activities, regardless if they are school related.

We follow the guidelines set forth by the State of Louisiana.

All medication must be turned in to the office and must be accompanied by a medication form completed by a physician. If a student is caught with any form of medication, they will be suspended.

The purpose of the dress code is to encourage students to dress as Christian ladies and gentlemen, representing both Lakeside Christian Academy and Christ. In addition, uniforms are a safety factor for our school so that strangers cannot come on campus unnoticed. The school uniform is to be worn as designed by the manufacturer. The school administration shall be the final interpreter of the dress code. The list outlines the article of clothing required for attendance. These items may be purchased at Bayeaux Uniforms.

We respectfully ask parents to assist the school by:

- Purchasing only regulation apparel;
 - Maintaining an adequate supply of laundered uniforms;
 - Insisting that the student come to school with the required apparel, including rain gear during inclement weather.
 - If a student's attire does not comply with this policy, his/her parent/guardian may be requested to bring regulation apparel to school or keep the student at home until the violation has been corrected and meets administrative approval. Absences due to dress code and haircut violations are unexcused.
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- The Headmaster is the final interpreter of the uniform policy.
 - All non-banded shirts must be tucked in.
 - Uniform shirts/blouses must be worn under the sweatshirt.
 - Hats may not be worn during the school day.
 - No blankets allowed in school.
 - Students must wear LCA Spirit Shirts with Daily Uniform Bottoms.
 - **All Uniforms must be purchased from our official uniform provider – Bayeaux Uniforms in Slidell.**

- Hairstyles that are extreme or attention-seeking, such as Mohawks or outlandish and/or unnatural hair coloring are not permitted.
- Boy's hair should be well-groomed, and it should not be excessively long, (i.e. in general over the collar, ears, or eyebrows.) There will be no pony tails, buns, or braids of any kind in a boys hair.
- Boys must be clean shaven.
- The administration may require that a student cut his hair
- Girls in grade 7 and up may wear appropriate make-up.
- Visible body piercing and tattoos are prohibited. Jewelry must be appropriate and not excessive. Males may not wear earrings.
- Students may not have nose rings.
- Students may not have tongue piercings.
- Students may not wear gauge earrings.

GIRLS - Blue and white plaid smocked dress with Peter Pan collar and bloomers.

BOYS - Khaki shorts or pants, navy or white knit polo with Lakeside logo.

Khaki shorts or pants with navy or white knit polo with Lakeside logo.

Khaki shorts or pants with navy or white knit polo with school logo.

Non-banded shirts must be tucked in. All shorts must be no more than 3" above the knee when standing and 5" when kneeling.

- Any White, Grey, Black or Navy Tennis Shoes (Combination of any these 4 colors are OK)
- Tan or Navy Sperry's (name brand not necessary)
- **Solid** White, Black, Grey or Navy socks (no logos or designs)

GIRLS: Navy, Grey, Black or White footed tights or ankle length leggings

BOYS: Navy, Black or Brown belt

- Navy LCA Sweatshirt with school logo.
- Navy fleece with school logo or plain White, Navy, Grey or Black jacket.
- Any jackets outside; no outside jackets may be worn inside the buildings.

Regular attendance is required by Louisiana law and is necessary for good scholarship. All school days on the calendar are considered full days unless otherwise specified through notification or special events. Attendance at school becomes a permanent part of the student's record. We believe that regular attendance in class is essential to the success of a student's school experience.

The school policy concerning student participation in extracurricular activities (i.e. athletics, spirit groups, choir, band, club, etc.) requires attendance in four class periods (or in Middle School, at least four hours) on the day of participation. Extenuating circumstances must be approved by the division head.

Reporting Back to School after an Absence

There is no separate accounting of excused or unexcused absences for purpose of determining whether a student has reached the threshold number of ten (10) absences per semester. Any class missed counts as an absence, which is accumulated over the semester. This includes: doctor appointments, illnesses, retreats (other than school), and absences requested by a parent with prior notification to the administration. If a student

misses a class, for any reason, this counts as an absence. Students will be considered absent from any class to which they are more than 15 minutes late.

Students may have pre-arranged parental discretion absences for anything besides illnesses.

Students absent to get their driver's license may be excused ONLY IF pre-arranged.

In order to receive credit for missed work and for the absence to be considered medically excused, the excusal note must be written by a doctor who specializes in the appropriate area that corresponds to the student's absence. The doctor must be a physician who is currently treating the student for the illness indicated on the absence.

- Personal Illness: excused by a doctor's note and/or parent's note. Students are allowed only 2 parent handwritten notes per nine weeks.
- Death of an immediate family member;
- Scheduled for a doctor's/dentist appointment. Parents should schedule appointments after school hours if possible. All notes should be turned into the Lakeside office within one day from the time the student returns to school to change the absence from unexcused to excused.

A pre-arranged absence gives the school advance notice that the student will be absent. For these absences, a parent/guardian must submit a note to the school office and/or Principal.

Students will be allowed two (2) pre-arranged days per semester in which the absence can be excused (a total of 4 days per year). A minimum of three (3) days written notice to the Division Head is required in order for the prearranged absence to be excused.

After the absence is excused, the office will notify the teacher(s). The student then must arrange with his/her teachers for all the assignments to be missed during such absence, and all make-up work must be completed within as many days as the student was absent. Work assigned before the absence will be due upon returning to school'

Attendance Codes

"P" = present in class

"T" = unexcused tardy to class

- "ET" = excused tardy to class
- "A" = unexcused absence
- "EA" = excused absence
- "PA" = pre-arranged absence
- "ME" = medical excused absence
- "SR" = school related absence (does not count against total accumulated absences)
- "CV" = college visit (Juniors and Seniors allowed 3 per year, and does not count against total accumulated absences)
- "ISS" = in-school suspension
- "S" = out-of-school suspension

Attendance will be taken during each class period. A student may be in jeopardy of failing a class if they have more than 10 absences per semester (which includes excused or unexcused absences). This policy is in alignment with the Louisiana Bulletin 741. A student, who has accumulated more than ten (10) absences per semester due to prolonged illness or other similar long-term reasons, will need to have medical documentation to support these absences.

These absences will then be reviewed by the Principal or Headmaster for determining approval. Any student that exceeds 10 absences in any semester will be reviewed by the administration and consequences may apply.

If an absence or tardy is unexcused, up to 1/2 credit will be recorded for any missed work or test.

A student who has an absence shall, by the end of the day the student returns to school, make arrangements with his/her teacher(s) for any make-up work. It is the student's responsibility to make these arrangements.

Students shall be allowed at least the same number of days for make-up work as the number of days absent unless the assignment was assigned prior to the absence.

If a student is late making up the work, the Late Work Policy will apply.

Excessive unexcused absences may preclude students from make-up work. Excessive would be more than ten (10) absences per semester without a doctor's note.

The Late Work Policy will be determined by the teacher and will also be determined by the nature of the assignment (homework, projects, research papers, etc.) Such penalties can include a percentage taken off the assignment, or an assignment may not be accepted, etc. This includes making up work or tests for an excused or approved absence.

Three (3) documented college visitation days will be allowed for juniors and seniors per school year. Students must complete missed work according to the make-up policy. Documentation by the college admissions office must be submitted upon return to school. College visits do not count against the total accumulated absences.

A student who has ten (10) or more absences per semester may present documentation to the Principal or Headmaster for waiver. The administrative review of a student's absences will occur under the following circumstances:

- A licensed physician shall document absences for extended illnesses or hospitalization with a certification of illness for the specific days of absence.
- Chronic illness requires an annual verification by a licensed physician. The designated Division Head shall review the documentation, render a decision, and notify the student, parent(s) and teacher(s).

Doctor or dental appointments, personal or family illness, death in the family, religious holidays, and pre-arranged absences are considered excused absences; all others are unexcused. Detailed records for students will be kept in the office regarding signing in and out of school. Students too young to drive will NOT be released to anyone other than the student's parent(s) or legal guardian except when parents have given permission for another person to pick the student up on emergency card.

Parents must sign the check in/out form in the office/receptionist desk when checking children in/out during the day. A student may not check out after 2:30pm, unless pre-approved.

If a student checks out and returns the same day, the student must present a doctor or dentist excuse for the classes missed or a parent must accompany the student to the middle school office and meet with the Principal or Headmaster.

All students are required to check in/out through the office. Students who know in advance that they will be checking out of school early for a doctor/dentist appointment, should either bring a signed note from home or the parent can call the office personnel stating the reason for the early departure. If a student checks in after 8:10am or checks out and returns the same day, the student must present a doctor/dentist excuse for the classes missed and check in through the office upon arrival.

Truancy is a violation of state law. Skipping school either part of the day or all of the day is considered truancy. No credit will be granted for work missed because of truancy. Additionally, parents will be notified, and disciplinary action will be taken. Truancy may result in suspension or dismissal from Lakeside Christian Academy.

Detention Policy: LCA will not have in-school detentions. Instead, beginning with the third red slip, a character-building homework assignment will be given along with an increasing monetary fine, which will be donated to the playground fund.

IMPORTANT NOTE: The student is not allowed back at school without the completed homework and fine. Any work missed due to absence will be given a score of zero.

Parent/Teacher Conferences: The teacher(s) or the parent(s) may request a conference at any time to discuss recurring behavioral issues.

Minor Offenses: Below is an outline of our disciplinary process.

First offense:	Verbal warning
Second offense:	Verbal warning and classroom consequence
Third offense:	First red slip issued
Fourth offense:	Verbal warning
Fifth offense:	Verbal warning and classroom consequence
Sixth offense:	Second red slip issued
Seventh offense:	Verbal warning
Eighth offense:	Verbal warning and classroom consequence
Ninth offense:	Third red slip issued

	<ul style="list-style-type: none"> • Character-building homework assignment • \$10 fine to LCA for Playground Fund
Tenth offense:	Verbal warning
Eleventh offense:	Verbal warning and classroom consequence
Twelfth offense:	The fourth red slip <ul style="list-style-type: none"> • Character-building homework assignment • \$20 fine to LCA for Playground Fund
Thirteenth offense:	Verbal warning
Fourteenth offense:	Verbal warning and classroom consequence
Fifteenth offense:	The fifth red slip <ul style="list-style-type: none"> • Parent/Teacher Conference scheduled • Character-building homework assignment • \$30 fine to LCA for Playground Fund • One-Day Suspension
Sixteenth offense:	Verbal warning
Seventeenth offense:	Verbal warning and classroom consequence
Eighteenth offense:	The sixth red slip <ul style="list-style-type: none"> • Parent/Teacher Conference scheduled • Character-building homework assignment • \$40 fine to LCA for Playground Fund • Two-Day Suspension
Nineteenth offense:	Verbal warning
Twentieth offense:	Verbal warning and classroom consequence
Twenty-first offense:	The seventh red slip <ul style="list-style-type: none"> • Executive Staff/Parent Conference scheduled to discuss possible expulsion from LCA • Character-building homework assignment • \$50 fine to LCA for Playground Fund • Three-Day Suspension

Students are required to be in their classrooms by 8:00. Tardiness affects not only one student, but also disrupts the entire classroom experience and effectiveness. Please arrive early to allow for walking time and settling into their seat.

While the carline is staffed until 8:00 as a convenience to parents, this does **NOT** mean children are on time if they exit their vehicle by 8:00. They must be **IN CLASS** by 8:00. If they arrive to class after 8:00, they will be sent to the office for an unexcused tardy. If you

think your child will be late to class, please drop them off at the office. You do not need to walk them in.

The first through fifth unexcused tardy will receive no consequence.

Every unexcused tardy beginning with the 6th one and thereafter will result in a fine of \$5 (for the playground fund) and a missed recess for the student.

Intervention Plans are invoked by the administration when it becomes apparent that a student has or may be headed toward a serious problem. It gives the student the opportunity to correct him/her direction and to assume the responsibilities involved in a more mature and appropriate manner.

Intervention Plans may be put in place for the following reasons:

- A. **Attitude:** A rebellious spirit, which is unchanged after an effort by the teachers, faculty, administration, or a continued negative or uncooperative attitude and negative influence upon other students.
- B. **Misconduct:** Continued deliberate disobedience to a teacher or of school rules and policy, committing a serious breach of conduct in or out of school which has an adverse effect upon the student's or schools' Christian testimony.

No Cell phones (including but not limited to other electronic devices including smart watches) are allowed at any time during the school day. Phones should not be seen, heard, or in use, and will be confiscated regardless of owner.

- **First Offense:** Phone will be turned into the office. Phone will be confiscated for 1 day.
- **Second Offense:** Phone turned into the office. Phone will be confiscated for 2 days.
- **Third Offense or more:** Phone turned in to office. Parent meeting. \$25 Fine and Workday. The student will need to turn in the phone to the office every morning.
- **Students are to respect teachers and faculty members at all times as representatives of God's authority on campus. Incidents of disrespect or defiance will result in school**

disciplinary actions. Any threatening behavior, act of violence or threatened violence against a teacher or other school personnel will result in immediate dismissal.

- Students are not allowed to go to their vehicles or hang out in the parking lot during the school day, unless they have permission from the office to retrieve something from their vehicle.
 - Chewing gum is not allowed on campus.
 - Students are not allowed in school buildings or on campus after hours unless accompanied by a school personnel.
 - The public showing of physical affection is not permitted on campus or at school events.
 - There are times when LCA depends upon the services of substitute teachers. Regular disciplinary rules apply for a substitute however, consequences will be more severe.
 - Students involved in extra-curricular activities must be present in school for at least four class periods (for middle school at least four hours). Students who have a doctor/dentist appointment on the day of an event/practice must also be in attendance for at least four periods.
 - Re-occurring Minor Offenses: Students who continue to have re-occurring minor offenses will be subject to further disciplinary action and be placed on Behavior Probation.
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1. Alcohol: Drinking alcohol or under the influence at school or during any school function may result in dismissal. Any student who uses alcohol off campus will be subject to disciplinary action at the school (including, but not limited to, three day suspension, service hours, counseling). The student will be placed on Behavior Probation. Any student that provides alcohol on or off campus may be subject to dismissal. Note: A second offense involving alcohol on or off campus will result in dismissal.
 2. Drugs: The sale, purchase, possession, consumption, etc. of illegal drugs at any time (on or off campus) will result in expulsion and the necessary notification of proper authorities. All students and employees are subject to random drug tests. See procedures for testing for illegal substances.
 3. Tobacco: The use of tobacco, in any form, at school, or during any school function on campus will result in a suspension. This includes vaping or similar inhalants. The student will be placed on Behavior Probation. Repeated offenses will result in dismissal.

4. **Other Substances:** Any synthetic inhalant, chemical or mind/mood altering substance or non-prescribed substance (including but not limited to bath salts or other substances) are strictly prohibited at school or during any school function (on or off campus). Any student using or has possession of these substances will be subject to disciplinary action at school (including a three day suspension, service hours, and counseling). The student will be placed on Behavior Probation. A second offense involving these products will result in dismissal.
5. **Fighting:** Students who engage in fighting will be subject to disciplinary action (suspended or dismissal) and be placed on Behavior Probation.
6. **Harassment or Bullying:** Every student at LCA has the right to his/her own dignity and individuality. Any student who develops a behavioral pattern of assaulting, harassing, bullying or demeaning another student(s), either verbally or by social media means will be subject to disciplinary action (placed on Behavior Probation, suspended or dismissed). Racial insults, ethnic insults, sexual innuendos or prejudicial behavior will not be tolerated.

One of the primary responsibilities as a school in accordance with our school's mission is to create and sustain a safe community; so all students can focus on their work and do their best. In order to achieve this goal we must acknowledge that bullying can occur within our community and that it is harmful to everyone involved (the victim, perpetrator and bystanders alike).

Both boys and girls can engage in bullying behavior. We, as a community, will not tolerate an attitude of this kind of behavior to excuse cruel behavior to one another.

- Bullying can be direct or indirect, blatant or subtle; and it involves an imbalance of power, repeated actions, and intentional behavior.
- Bullying is any behavior considered physical aggression, social aggression, verbal aggression, written aggression, intimidation, sexual harassment, or racial/ethnic harassment.
- Bullying can involve cutting someone off from essential relationships. Bullying can include isolating the victim by making them feel rejected by their peers or the community.
- Bullying is malicious gossip and rumor spreading.
- Bullying often occurs outside of the physical school grounds yet these actions still impact the safety of our students as if they have occurred at school. Any bullying behavior demonstrated at school or outside of school that impacts our school community will be addressed by the school.

7. **Threats:** A threat is considered an assault under the Louisiana Criminal Code R.S. 14:36. LCA maintains a no-tolerance policy toward any kind of threat (i.e. verbal, written, gesture, picture or otherwise). Any student making such a threat will be subject to disciplinary action (suspended and placed on Behavior Probation) or immediately dismissed. Local authorities will be contacted and consequences determined in a meeting attended by the offending student, parents, school personnel and police officer.
8. **Weapons:** Bringing or threatening to bring a weapon to school is against LCA policy and is also a violation of state law (La. Revised Statute Title 14-95.2). In addition to immediate suspension or expulsion, the offending student may be subject to consequences as mandated by law. Before the offending student can return to school, the student must be assessed with a psychiatric evaluation in which the documentation states the student does not pose a risk to self or others. The student will be placed on Behavior Probation.
9. **Academic Dishonesty:** Dishonesty, cheating, plagiarism on homework assignments, test, quizzes, papers, or other classroom assignments will result in a zero on the assignment, as well as a disciplinary consequence and demerit points. If more than one student is involved in the dishonesty, all students will receive the consequence. If a student is caught with their cell phones during a test or quiz, the student will automatically receive a zero for the assignment. The student will be placed on Behavior Probation.:
10. **Vandalism:** Any student caught vandalizing the school campus, school property (including school issued laptops) or intentionally defacing school property will be subject to disciplinary action, including but not limited to suspension or dismissal. The student will be placed on Behavior Probation.
11. **Theft:** Theft is a violation of fundamental commandments. Incidents of theft, once proven, will result in disciplinary action, including but not limited to suspension or dismissal. The student will be placed on Behavior Probation.
12. **Skipping School:** Students are not to leave class or campus without permission from the high school office. Parental permission by itself will not be sufficient. To do so exposes the school to unacceptable risk and contributes to poor academic performance. Any student leaving campus during the school day, skipping school, or leaving class without permission of the high school office will be subject to disciplinary action (including but not limited to suspension and placed on Behavior Probation). Repeated incidents will result in dismissal.
13. **Truancy:** Any student who is consistently absent from school without authorization will be subject to disciplinary action including but not limited to suspension or dismissal.

A student involved in a major offense will be suspended and placed on Behavior Probation, or is subject to dismissal/expulsion, at the discretion of the School Administration. An individual involved in repeated minor offenses will be considered for dismissal/expulsion, at the discretion of the School Administration. There may be other incidents not listed that the Administration reserves the right to consider a major offense.

It is impossible to include all details of appropriate conduct in the Handbook. In general, a Lakeside Christian Academy student is to conduct him/herself in a Christ-like manner. When a student's behavior falls outside the realm of what is generally expected, appropriate disciplinary action will be administered. It is our responsibility to ensure that our students live and learn together in a community that is built on respect, caring and support for one another. Anything short of that cannot and will not be accepted.

LCA reserves the right to randomly drug test students that attend. This arrangement is agreed to upon enrollment as a student.

Students will have the opportunity to inform the Administration, prior to testing, if they believe they will have a positive test. If the student confidentially admits to using drugs prior to testing, the student will not be tested. They will be placed on Behavior Probation for 90 days as well as being provided an Action Plan to help guide the student. The Action Plan will include requiring the student to see an outside counselor, community service, etc.

- The student will be placed on Behavior Probation for 90 days.
- The student will be drug tested again at the end of the 90-day probation period. A second positive test at the end of this period will result in dismissal. Subsequent positive tests at any time during the remaining tenure of a student will also result in dismissal.
- Students caught cheating on a drug test will result in dismissal.

- The possession / usage of drugs on campus will result in the following actions:
 - Immediate notification the Headmaster, Principal and parents.
 - Parents will be contacted and informed to come to school immediately.

- As required by Louisiana State Law, law enforcement will be contacted. Any arrest will be solely determined by the investigating officer assigned.
- The student(s) in possession and/or have been proven to have had possession of an illegal drug on campus will be dismissed from school.
- The possession of drugs and or usage of drugs off campus will result in the student receiving the same consequences of a positive drug test.

Students in possession of or responsible for bringing alcohol on campus will be subject to suspension or dismissal from LCA. It should be noted that this applies to all LCA sanctioned events such as Homecoming events, Prom, athletic events, extra-curricular activities, etc. A student in possession of alcohol on or off campus will be placed on Behavior Probation, student will be subject to disciplinary action including but not limited to suspension for up to three days. A second offense involving alcohol on or off campus will result in immediate dismissal.

Detentions will be assigned to students with regarding class discipline issues and minor offenses. Detentions will be on Thursday (3:15-4:15). There will be a \$10.00 fee. Tardy to detentions will be considered a failure to attend. Failure to attend will result in additional day of detention on top of the detention(s) the student is serving. Missing detention twice will result in workday. Saturday detentions will be from 8:00-10:00.

School work will be completed during the in-school suspension or at home and will be due the next day.

High School Behavior Consequences

A Saturday Workday may be 2-4 hours depending on the infraction. There will be a workday fee assessed. Any workday missed or late, will receive an in-school suspension.

An in-school suspension is a full academic day in length. The student will be placed in the school office supervised by faculty and/or administrator for the entire school day. The student will be allowed to work on assignments given out that day and any other work deemed appropriate by an administrator. Work not completed will receive zero credit. Students will receive 10% off the work that is due for that day. A suspended student can participate in extracurricular activities after school. Work may be sent home to be completed that night. This will be at the discretion of the Administrator.

School work missed must be made up on time, or the day the student returns to school. 10% taken off work that is due for the day.

Lakeside Christian Academy cooperates with law enforcement. When law enforcement comes on the Lakeside Christian Academy campus the initial point of contact is the Principal and/or Administration who will then notify the Headmaster.

If a student needs to be questioned by law enforcement, parents (guardians) will be notified by Lakeside Christian Academy as the parent (guardian) is not the suspect of the investigation. Questioning will be done in the Headmaster's office.

The parent (guardian) is responsible for notifying Lakeside Christian Academy of any charges and/or convictions that are classified as a misdemeanor or a felony. A conviction of a felony will result in expulsion from Lakeside Christian Academy.

Lakeside Christian Academy will follow the disciplinary action as defined in the Lakeside Christian Academy handbook when a student is convicted of a misdemeanor. Any arrested student may not return to the Lakeside Christian Academy campus until:

- Administration meets with the student's parents (guardians)
- Administration meets with the Lakeside Christian Academy's Headmaster.
- Administration makes decisions on the charges Lakeside Christian Academy understands that the law states that you are innocent until proven guilty. However, due to the safety and well-being of our students at large, Lakeside Christian Academy must treat any allegation, criminal or not, as serious to the mission of the school. Discipline may be administered on a case-by-case basis upon investigation of allegations, regardless of charges, arrests, conviction, plea agreement or any other legal progress.

If a student is recommended for expulsion, the teacher-disciplinarian in charge must turn the student over to the Headmaster who must follow the process outlined below. It should be noted that although this process is concise, each incident will be resolved on a case-by-case basis in a fair and reasonable manner.

- The student must be informed of the infraction(s), verbally or in writing, and the student's parent(s)/legal guardian must be contacted while the student is still in the administrator's office and no later than close of school on that same day;
- The student and his parent(s)/legal guardian must be informed of the degree of discipline, as related to the incident and is noted below;
- If the Principal or Headmaster determines that multiple minor infractions have become significant enough to warrant expulsion from school, or if a major infraction has occurred while on campus or at a school event, the student's parent(s)/legal guardian will be called to school for an immediate meeting with the Headmaster.

At Lakeside Christian Academy, teachers, parents, students, staff, and other school community members use social networking/media (Twitter, Facebook, blogs, etc.) as a way to connect with others, share educational resources, and travel experiences, create educational content, enhance the classroom experience, and network within and outside of the school community. While social networking is fun and valuable, there are some risks we need to keep in mind when using these tools. In the social media world, the lines are often blurred between what is public or private, personal or professional. Whatever we share should be uplifting, positive and Glorifying to God.

Social media refers to online tools and services that allow any Internet user to create and publish content. Many of these sites use personal profiles where users post information about themselves. Social media allows those with common interests to share content easily, expanding the reach of their ideas and work. Popular social media tools include Facebook, Twitter, LinkedIn, blogs, YouTube and Flickr to name a few. Below are guidelines to follow when members of the school community (students, parents, faculty, administrators, and staff) are representing Lakeside Christian Academy in social media spaces, regardless of whether these are considered professional or personal spaces.

Any student, parent, Guardian, or staff member, who violates in word or spirit our social media policy may be disciplined, suspended, Expelled, or terminated at the discretion of the administration Lakeside Christian Academy. In such cases, no refunds will be due or benefits to be paid.

- We expect good judgment in all situations. Behave in a way that will make you and others proud and reflect well on the school.
- Know and follow the school's Community of Respect and Responsible Computer Use Policy.
- Regardless of your privacy settings, assume that all the information you have shared on your social network is public information.

- Always treat others in a respectful, positive, and considerate manner.

- Because you represent the school, please stick to discussing only those school-related matters that are within your area of responsibility.
- Adults should be open about their affiliation with the school and the role/position they hold.
- Share and interact in a way that will enhance your reputation, the reputation of others, and the reputation of the school, rather than damage them. Behave in such a way to bring glory to God.

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly, and share feedback.
- Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.

- Check all work for correct use of grammar and spelling before posting.

- A significant part of the interaction on blogs, Twitter, Facebook, and other social networks involves passing on interesting content or sharing links to helpful resources. However, never blindly repost a link without looking at the content first.
- Do not publish, post, or release information that is considered confidential or private. Online “conversations” are never private.
- Use caution if asked to share your birth date, address, and cell phone number on any website,
- To ensure your safety, be careful about the type and amount of personal information you provide.
- Avoid talking about personal schedules or situations.
- Never share or transmit personal information of students, parents, faculty, staff, or colleagues online.
- While taking care when posting to safeguard people's privacy, be sure – as necessary and appropriate – to give proper credit to sources. In cases of doubt, privacy should be the default.
- Generally, use only first names of students. There may be special circumstances where a student is widely known for a particular achievement, in which case the use of the full name may be appropriate. If there is any doubt, use only first names or ask the Administrator for guidance.
- Always respect the privacy of school community members.
- Post about the day's activities after the fact.
- Disparaging comments directed toward teachers, students, administration or any other employee of Lakeside Christian Academy should not be made on social media and may be grounds for dismissal.

