

Lakewood Christian School

2026-2027



Student Handbook

Principal: Dr. Ashleigh Moore

Vice Principal: Melissa York

Policies and Procedures

2026-2027

Welcome

Education is very important to the staff at Lakewood Christian School. We are honored that your family has chosen to partner with us this year.

While we strive to endeavor to provide the best possible education and continue to bring the best education opportunities into the classroom, we know we can only reach our goals with the help of God.

Therefore, we have chosen to include the principles of Christ while planning our educational program for you. It is our desire for your child's education to promote growth academically, socially, physically, and spiritually. This exciting adventure can influence your child for a lifetime. It is our desire to see your child embrace a destination in life with God as the Guide.

This handbook has been prepared to better acquaint you with our school policies and procedures.

Mission Statement

1 Can Do All Things Through Christ: Excelling in Excellence

Statement of Faith and Vision

We believe the Bible is the divinely inspired Word of God. We believe the principles of the Bible are for daily living and therefore we accept the beliefs for men that are stated in His Word.

God the Father, God the Son and God the Holy Spirit, is the foundation of our faith. God gave His Son, Jesus Christ, so that we may be forgiven and dwell with Him for all eternity. Just as Jesus is the Cornerstone of our faith, He is also the Cornerstone of this educational program.

The family is an example of God's plan for mankind. Lakewood Christian School is an extension of the family and has set its course to support the Christian foundations of the family through policy and procedures.

We strongly believe that the love and respect taught in the family at home. And supported in the classes and hallways of Lakewood, are the best example of Christ's love. We also believe it is the best atmosphere for learning, and growing both emotionally and spiritually.

The help we receive from our Heavenly Father allows us to reach our goal of excellence on the campus, in the classroom and in our lives, with Him all things are possible.

Lakewood Christian School does not discriminate based on race, color, nationality or ethnic origin in any of its administered programs. Therefore, students are admitted with the same privileges and rights available to all. Lakewood Christian School does admit special-needs students when a determination can be made that we may be able to meet their needs.

Student Expectations

As a Christian School, Lakewood is committed to teaching and leading by the principles found in God's Word. Therefore, students are encouraged to keep an open mind in pursuing a relationship with Christ.

Admission is based on the application, references, and interview process. Testing may be required prior to entrance to establish grade placement. Also required is a copy of the most recent report card. Registration forms and fee transactions will need to be completed and received.

During the first few days of school, the Policy and Procedures will need to be read by both student and parents and the acceptance and receipt of the Student Handbook form completed and returned.

In addition to the Online Registration Forms, a current copy of the **Florida Immunization Form, Florida Student Physical, and Birth Certificate will need to be turned in to complete registration. Please see page 24-26 for examples.**

In case of separation and/or divorce, a copy of court mandated custody papers WILL need to be on file and stay updated for the protection of the child. Legal Guardianship will require paperwork on file.

The needs of the student are always first. Lakewood Christian School may not be able to meet the needs of all students who apply. Therefore, it must be noted that Lakewood Christian School does not have the ability to meet the needs of students who are currently in, or have been:

- In a rehabilitation program for drugs and/or alcohol;
- Currently using alcohol, tobacco, vape or drugs;
- Currently or in the past incarcerated;

- Expelled from the public school system, or another private school;
- Failing two or more subjects, or grade point average below 2.0;
- Rebellious and/or physically abusive or diagnosed with ODD;
- Has needs (academically, behaviorally or spiritually) that Lakewood Christian School believes it cannot meet.

All students returning to Lakewood Christian School must register each year. Having attended the prior year does NOT guarantee a place for the next academic year.

As a private school, Lakewood Christian School reserves the right and privileges of both setting and maintaining the policies, standards, and expectations it believes are important and necessary to follow the Mission and Philosophy of the school. Not only does Lakewood Christian School reserve the right to refuse admission to a student who does not meet the entrance requirements or student expectations, Lakewood Christian School also reserves the rights to suspend or expel any student who violates the policies and procedures as stated in this handbook, as well as any other rules or policies defined by the Principal and Administration. Parents must support the policies of Lakewood Christian School for their student to attend.

Registration, Withdrawals and Fees

Fees and tuition are subject to change, depending on budgetary constraints, economy and/or enrollment.

Fees are due at the time of registration. Tuition is to be paid in 10 monthly installments, due on the 1st day of the month. Should the parents elect to pay bi-monthly, payments are due on the 1st and the 15th of the month.

Parents are responsible for paying ALL tuition and fees not covered by a scholarship.

Tuition not paid by the 30th of the month will result in the dismissal of the student. In cases of emergency, please call the office as the principal and/or Administration has the authority to make the final decision for such emergencies.

Report cards, test results, and student records will be held until all delinquent fees are paid.

A two weeks notice of withdrawal is required for future readmittance, please contact the office for the proper forms to complete. As stated in the Financial Contract, **all fees are nonrefundable**. Tuition must be current, books and other property belonging to the school must be returned in before leaving. Grades, Test Scores and Records will be sent upon receipt of all financial responsibilities cleared and items returned. Insufficient funds will result in a \$40 fee.

2026-2027 Yearly Fees

CURRICULUM FEES MAY CHANGE DUE TO UNFORESEEN INCREASES BEYOND OUR CONTROL.

<i>Description</i>	<i>Registration Fee</i>	<i>Curriculum Fee</i>	<i>Yearly Tuition</i>	<i>Technology</i>	<i>Testing</i>	<i>Total Cost</i>
Kindergarten	\$200	\$700	\$7,000	\$150	\$200	\$8,250
1 st Grade	\$200	\$700	\$7,000	\$150	\$200	\$8,250
2 nd Grade	\$200	\$700	\$7,000	\$150	\$200	\$8,250
3 rd Grade	\$200	\$400	\$7,000	\$150	\$200	\$8,250
4 th Grade	\$200	\$700	\$7,000	\$150	\$200	\$8,250
5 th Grade	\$200	\$700	\$7,000	\$150	\$200	\$8,250
6 th Grade	\$200	\$700	\$7,000	\$150	\$200	\$8,250
7 th Grade	\$200	\$700	\$7,000	\$150	\$200	\$8,250
8 th Grade	\$200	\$700	\$7,000	\$150	\$200	\$8,250
9 th Grade	\$200	\$700	\$7,000	\$150	\$200	\$8,250
10 th Grade	\$200	\$700	\$7,000	\$150	\$200	\$8,250
11 th Grade	\$200	\$700	\$7,000	\$150	\$200	\$8,250
12 th Grade	\$200	\$700	\$7,000	\$150	\$200	\$8,250

***HIGH SCHOOL (9-12) STUDENTS MAY INCUR ADDITIONAL COSTS WHEN ADDING COURSES THAT EXCEED THE REQUIRED CORE AND ELECTIVE CLASSES**

Academics and Grading Scale

Grading Scale

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

Conduct Grades

G Good

S Satisfactory

N Needs Improvement

U Unsatisfactory

The student is responsible for his/her academic achievement. Daily reading at home is important for students to continue to have positive academic achievement. Studying for class projects, quizzes, and tests will require time at home. Most academic work can be completed during the school day, and it is uncommon for students to bring home academic work on a regular basis.

Eligibility Requirements for Extra-Curricular Activities

For a student to participate in any extra-curricular activity, a student's academic grades must be a C or above in all subjects and all conduct grades must be a S or above by the end of the grading period. Any student on social restriction or ISS (In School Suspension) will not be eligible to participate in extra-curricular activities until privileges are reinstated. Suspensions and Social Restrictions eliminate participation in extracurricular activities during the week of suspension or social restriction. Repeated offenses constitute ineligibility to participate for an extended period of time from 1-4 weeks.

Promotion

Promotion to the next grade level, for grades K-4, requires students to pass Math, Language Arts and Reading. Students in the grades 5-8 require passing grades in Math, Science, History, English and Creative Studies. High School students need a minimum of 24 credits, a GPA of 2.0 or higher and should complete the ACT or SAT.

Report Cards and Standardized Tests

Report cards provide parents and students with information regarding academic progress, behaviors and attitude. There are four 9-week grading periods in the school year. Mid-Term reports are sent home four weeks into the grading period to let parents know academic and behavioral status, with the belief that the family will work together to help the student achieve academic success. The current grading program allows parents to view their student's grades as well as communicate with the teacher online.

Lakewood Christian School administers the IXL Diagnostic Assessment in the Spring for students in Third-Tenth Grade. This is a national standard used to compare the students to others in both public and private schools on the national level. Standardized testing is required for private schools by the Florida Department of Education.

Academic Probation

Academic probation may occur if: the student's GPA is less than 2.0 for two or more consecutive grading periods or the semester; a student earns an F in a subject for two or more consecutive grading periods or the semester; a student earns more than one F in a single grading period; if a student's academic performance indicates they may not meet graduation requirements.

Lakewood Christian School will notify the parents and student in writing when a student is placed on academic probation, the condition of the probationary period and requirements for removal from probation.

Attendance

School attendance on a regular basis is required by law. Attendance at Lakewood Christian School is a privilege. **Regular attendance and punctuality are important expectations at Lakewood Christian School. School hours are from 8:15am – 2:45pm.** And students are expected to be punctual and in their seat for class to begin at 8:15am SHARP! Arriving after 8:15am causes the interruption of classrooms (ex. prayer, pledges, etc).

Absences

Lakewood Christian School defines an excused absence as: an illness, a pre-scheduled appointment, or unavoidable emergency that precludes the attendance of a student. Other absences are unexcused and will result in the student's inability to make-up academic work and may also keep the student from participating in extracurricular activities.

All absences are unexcused without a doctor's excuse or note, signed by the parent. **Notes must be presented upon arrival in class the next attendance day following the absence.** Parents are requested to notify the school by phone call or email by 8:45am. Unless there is a note, students will be unable to make-up their work.

Lakewood Christian School encourages all off-campus appointments be made after school hours, if at all possible, to lessen make-up academic work that may be required as well as interruption of classroom time for other students.

Medically necessary and transportation related absences will be excused. Students will be sent home all work and activities to complete during the absence(s). All work must be completed and turned in within a week the absence(s). Students who participate in mission trips will also be permitted to work at home/during trip and count as an excused absence. Students will be required to make up any work during these absences.

Extended absences due to medical/mental health, transportation, and mission trips will be given Zoom/online/phone support from teacher.

Excessive absences disrupt classes, create extra work for teachers, and may seriously affect the students' academic standing. 9 unexcused absences in a semester or 18 unexcused absences for the year, constitute a penalty whereby students **may not be able** to make up any work without a doctor's note. Repeated offenses may result in the student being dismissed, ineligibility to return the following school year or the **loss of scholarship**.

After 18 total absences, students may be in jeopardy of repeating the same grade and loss of scholarship. Administration will make all decisions regarding retention of students. Retention will be based on grades and academic performance.

Students who miss more than 9 school days in one semester will be sent an attendance letter that must be signed and returned.

P rearranged absences will not be granted if the student has exceeded the limit for missed days per semester.

If a test, quiz or other assignment was due on the first day of an absence, it must be taken on the first day back at school. **For each day of absenteeism, the excused student will have two days to make up the missed work, with a maximum of 5 days to complete the work.**

Make-up work deadlines may be extended with permission from the principal.

Truancy

Skipping school for any part of the school day is truancy. Parents will be notified immediately that their child has an unexcused absence.

Truancy is a violation of Florida Law. Under this law, students may have their driving privileges suspended due to not meeting state attendance requirements. F.S. 1003.27 and F.S. 322.091

Checkouts, Returns and Appointments

Checkouts and Returns should be at the office. Parents need to fill out the sing-in/sign-out sheet. **Students need not check in after 1:00pm, as attendance will not be counted.**

Any student checking out for an appointment, illness, or family emergency will be allowed to make up class work they miss. The work should be made up the same day if returned after the appointment. Other excused checkouts will allow the work to be made up the next school day.

Parents are encouraged to make every effort in scheduling appointments before or at the end of the school day. Try to schedule reoccurring medical appointments after school as they interrupt academics. If an appointment occurs during school hours, please bring a doctor's excuse to the office.

Tardiness

Continuous tardiness disrupts the teacher, students in the class, and other classrooms. Parents are expected to make every effort to have their student be in attendance and arrive on time.

Being late is disruptive! Students should be in their seats before 8:15am, not rushing to get through the door. A tardy is only excused for illness or family emergency. Otherwise, the tardy is unexcused.

3 Tardy days= 1 day Out of School Suspension (OSS)

Consistent tardiness can result in the dismissal of the student from Lakewood Christian School.

Students missing work due to late arrival must make up for the missed work before the end of the day in order to receive credit. Unfinished work will receive a zero.

Students arriving at Lakewood Christian School after 12:00pm or leaving school before 12:00pm are considered absent. A doctor's appointment is acceptable and will be noted as an excused absence.

High School Driver Policy:

Students who violate Lakewood Christian School handbook policies, are under academic probation, or behavior plans may lose the privilege of driving to school.

Dress Code

Lakewood Christian School has a dress code. Students are required to be in compliance during school hours, while participating in school events, including tutoring and extracurricular activities before and after school.

Parents are requested to make sure your student is in compliance with the dress code before you leave the house. Students will be sent home, with an unexcused tardy/absence when not in compliance with the dress code.

Uniform Code: Uniforms are to be worn during school hours, Monday-Friday, with the exception of Administration approved Casual Days. Parents will be notified when Casual Days are permitted.

Pants: Plain khaki or black, trouser style pants are required. They must fit neatly at or just below the waist. Sagging, low-waist or baggy pants will not be allowed. Rips, tears or holes in uniform pants are unacceptable. Pants must be solid color. No prints or patterns. Leggings are not acceptable when worn as pants.

Shorts: Khaki or black walking shorts are permissible. The required length is at the knee. Short shorts, running shorts, baggy or sagging shorts are not allowed. Shorts need to be solid in color. No prints or patterns. As with uniform pants, the shorts must be free of holes, tears and rips. Skorts are acceptable in Pre-K through 2nd grade only.

Shirts: Polo shirts in black, red, white, or purple with the embroidered insignia are the only acceptable shirts in grades Pre-K through 12. Shirts are to be in good condition at all times. They are to be solid in color with no stripes on the collar or sleeves and must the Lakewood Christian School insignia. In cold weather, students may wear black or red long sleeve polo shirts with the gold embroidered insignia. Plain black or white long sleeve shirts (without a collar) may be worn under the regulation short sleeve polo shirts during Winter months.

Skirts/Jumpers: Girls may wear solid colored khaki skirts or jumpers. Skirts must fit modestly and not be shorter than able for active play, sitting on the floor, and PE. The leggings or tights must be beige/tan, black or white in keeping with the uniform colors. Knee socks must also be the same colors.

Shoes: Sneakers/Tennis shoes are required uniform wear and should be worn at all times. They must fit appropriately, and laces must be tied

at all times. Slip-on shoes, boots, sandals, flip-flops, etc. are not acceptable footwear. Light-up sneakers must be able to be turned off.

Sweaters, Jackets and Sweatshirts: Sweaters, jackets and sweatshirts may be worn inside the building if they are part of the uniform code. In the air-conditioned classroom, only lightweight outerwear is permitted. Heavy coats, heavy jackets and heavy sweatshirts are not acceptable. **ABSOLUTELY NO HOODS OR HATS are to be worn inside at Lakewood Christian School.** Hoodies may be embroidered with the Lakewood Christian School insignia and worn at school. The outerwear must be solid in color, free of brand name logos and insignias, holes, tears or frayed edges. Parents may have the school insignia embroidered on a jacket, sweater or sweatshirt if desired.

ALL TATTOOS MUST BE COVERED UP.

Jewelry: Girls are permitted to wear small earrings in their ears. **Boys and girls are not permitted to wear any body jewelry (nose rings, etc.).**

Excessive jewelry is not permitted. Lakewood Christian School is not responsible for lost items.

Hair: Student hair styles should not interfere with vision. Appropriate styles are best. **Students are to avoid extreme styles, colors, two-toned colors, symbols cut into hair, etc. Green, purple, blue, pink etc. are inappropriate hair colors during the school year. Natural hair colors are permitted.** Boys hair length should be above the collar of the uniform shirt. Beards, moustaches and sideburns below the ear lobe are not permitted.

Fingernails should be clean and trimmed, long nails can lead to accidental scratching of other students.

A general rule for deciding if you are in bounds of the acceptable dress code for school is: IF IN DOUBT, DON'T WEAR IT!

On casual days, shorts must be knee length and shirts must cover the student's shoulder. No short shorts, leggings, crop tops, or spaghetti tanks. Boys are not permitted to wear tank tops or muscle shirts and must wear shirts that cover the shoulders. All other dress rules apply.

Students are not permitted to wear anything with skulls, blood, scary imagery, witches, wizards, Harry Potter, or anime (unless Christian/approved by administration).

Aerosol Sprays/Perfume: Students are not permitted to bring perfume/aerosol sprays to school. This is for the safety of students and teachers with asthma, allergies, and fragrance sensitivities. Students may lightly spray these at home before school.

Discipline

When Lakewood Christian School first began with childcare, our motto was "Partners with Parents." Teaching children involves more than academics. At Lakewood Christian School our goal is to guide children toward a life of self-discipline and Biblical principles of living. Parents that partner with the school and maintain a level of consistency between home and school will inspire their student to a desirable lifestyle that is both peaceful and harmonious.

Discipline is primarily instruction that shapes, both correcting and inspiring appropriateness, while functioning as a guide for life.

Accountability is necessary to guide students along life's path. Student choices may need consequences appropriate for the grade level or emotional maturity of the individual. Extra duties, assignments, or social restriction may be given as a form of consequence at Lakewood Christian School.

Students are encouraged to make appropriate choices and decisions to avoid consequences. **Mutual respect is a choice and is necessary to avoid consequences.** Respect for Teachers and Administration is both a common courtesy and Biblical principle. All personal at Lakewood Christian School should be treated with respect at all times. Respect and fairness for all students is the responsibility of the Administration and Staff of Lakewood Christian School. Any student that feels a teacher did not respect them or feels they were unfairly treated is encouraged to talk with the teacher first. If that is unsuccessful, the student then needs to inform their parents and the principal.

Respect for the students at Lakewood Christian School is vital to maintain an atmosphere conducive to the education of each student. To verbally or physically abuse or harass any student, teacher or staff member is completely unacceptable and contrary to the purpose and goals of Lakewood Christian School. Such behaviors will NOT be tolerated under any circumstances. Students guilty of these behaviors will immediately face a consequence and can be suspended or expelled.

Horseplay is not allowed. It can seriously hurt another student.

Therefore, any such behavior will be dealt with immediately. Horseplay resulting in the injury of another student or damage to school property will usually carry a consequence of suspension, at the least, or expulsion.

We have zero tolerance policy for any student that brings a dangerous weapon or drugs to school with the intent to harm or intimidate any person or at all. Expulsion is immediate.

Cheating is not taken lightly at Lakewood Christian School. Copying another student's work is cheating. Both students involved will have consequences. All students who are found to be cheating will receive a zero (0) on the assignment or test. Parents will be notified, and the offenders will also be suspended or expelled.

Cheating includes the use of search engines to answer questions, the use of AI to create and/or write assignments and having others complete work as their own.

Artificial Intelligence (AI) Acceptable Use Policy

This policy outlines the acceptable use of artificial intelligence (AI) tools and applications within Lakewood Christian School to ensure their safe, ethical, and responsible use. Lakewood Christian School acknowledges that technology is ever-changing and has a tremendous impact on our global society, local community, and classrooms.

Artificial intelligence (AI), including generative forms of AI, is becoming more a part of our everyday lives. It is our responsibility to educate and train students to utilize AI in an ethical and educational way. Therefore, Lakewood Christian School is not banning the student or teacher use of AI, but each student will need to be aware of the limitations and guidelines of its usage:

- Lakewood Christian School student access to specific open AI software, such as ChatGPT, are closely monitored due to data and security concerns. Any misuse of AI tools and applications, such as hacking or altering data, is strictly prohibited.
- Teachers may allow the use of AI for curriculum purposes. Access to specific websites will be granted on an as needed basis, adhering to specific data and privacy guidelines regarding age restrictions and usage.

- College Board and Dual Enrollment college and university classes may have additional restrictions and limitations regarding the use of Artificial Intelligence.
- Students who use AI software with a personal device and/or personal credentials should do so at their own risk - acknowledging that each platform is collecting various forms of data.
- Students must acknowledge the use of AI in any capacity related to their school work: text, image, multimedia, etc. ○ The use of AI could be subject to the Academic Dishonesty Policy.
- Students should acknowledge that AI is not always factually accurate, nor seen as a credible source, and should be able to provide evidence to support its claims. All users must also be aware of the potential for bias and discrimination in AI tools and applications.

Consequences

The following behaviors, or lack thereof will not be tolerated at Lakewood Christian School. Immediate consequences (suspension, social restriction, Saturday detention or expulsion) will be levied for the following student choices:

Class disruption – Disobedience – Disrespect – Stealing – Bullying –
Cheating-Lying – Horseplay

Definitions of Consequences:

Social Restriction: Students are removed from the general/class population but remain in a classroom or office. Classwork is completed. All social interaction with students is suspended during the assigned consequence time period, including lunch and PE. Grades and classwork are to be completed. Students will be permitted physical activity during the day. Students will receive up to 75% credit for assignments completed.

Suspension: Students are sent home for Out of School Suspension. Classwork, quizzes and tests receive zeros (0). In-School Suspension (ISS) can be assigned in certain cases. Work is completed, but only partial credit is given.

Saturday School: Students report to Lakewood Christian School on the assigned Saturday at 7:00am. They will be given written work, appropriate physical labor and any combination of the two that fits the offense. Saturday School is 7:00am-12:00pm. The cost is \$75 and must be paid prior to the assigned Saturday. Students are expected to be punctual, wear their uniform and bring a water bottle and snack.

Expulsion: The student will be isolated and the parent will be notified to come immediately and pick up their child. Should the Police be required, the parent will be notified, and the police will advise the parents as to the student's status. All personal property will be sent home at that time. The student record will reflect the Expulsion. Lakewood Christian School does not accept students expelled from other educational institutions. Other schools may have the same policy.

Student Response to Consequence: **Students are not to argue or respond inappropriately when corrected by a teacher.** Should the student feel there is misunderstanding, he/she should obey the teacher without protesting and return to the classroom or classwork. After class the student should approach the teacher and ask to discuss the matter privately and ask for further clarification and understanding. If this does not resolve the issue, the student should then talk to their parents and ask them to arrange to speak with the teacher and/or Principal.

Probation

All new students, as well as some students with a GPA of 2.0 are placed on probation. The first few weeks of school will determine whether

Lakewood Christian School is the best academic choice for the student. At that time, notification will be made so that arrangements can be made to transition to another school if necessary.

Boy/Girl Relationships

Displays of affection are not permitted between boys and girls. This includes holding hands, hugging and kissing. Discussion of relationships is also not permitted at Lakewood Christian School.

Lakewood Christian School follows the Biblical principles of marriage between a man and woman. Therefore, a relationship between students of the same sex is not permitted.

Cell Phones and Social Media

Students in grades 5-12 may have a cell phone on campus but may not use it during school hours. All phones are to be turned off and left in the predetermined site in the classroom until the student is ready to leave campus. Use of the phone during school hours constitutes an infraction that will result in consequences. The school reserves the right to examine the contents of a confiscated cell phone. Repeated violation may result in losing phone privileges or phones may be held until parent conference.

All phones on Lakewood property may be searched if there is suspicion of illegal or illicit activity.

Lakewood Christian School should have each student's cell phone number on file.

Students and families of Lakewood Christian School are representatives of the school, its policies, and practices on and off campus. As a Christian School, our students are expected to be an example wherever they are. Texting, Tweeting, Facebook, Tik Tok, Instagram, Snap Chat

and other social media are areas for students and families to show respect for the school, staff, students and families that attend. Students and families not in your immediate household are afforded privacy and respect. Photos of students in grades K-12th are not allowed to be posted on any form of social media. Bullying, negativity, profanity and explicit or implied sexuality differences and/or practices, as well as photos are not allowed via texting, tweeting and other social media by students and families. The Principle and Administration will deal swiftly and with severity for infractions.

Health Policy

Lakewood Christian School is a well school. Parents will be called to pick up their student when they exhibit signs of illness or injury. Students will be sent home with a temperature of 99.5 or higher. To return to school, students must have a doctor's excuse or be fever free without medication for 48 hours. **The return policy for 48 hours also covers diarrhea and vomiting.**

- Puss or oozing sores are to be under a physician's care.
- We have a nit free lice policy
- Please notify the office if your child is diagnosed with a contagious illness
- If your child is prescribed antibiotics, he/she needs to be on the medication for 24 hours before returning to school.

Students diagnosed with a contagious disease will be required to have a doctor's note will a date allowed to come back to school.

Students who are absent for more than three days due to illness must have a doctor's note to return.

Oral Medications

To have any medication administered, parents/legal guardian must complete and sign a medication authorization form. All medication must be in the original container with the child's name, name of physician, medication name, and medication directions written on the label. The staff will record the time and date of all medications dispensed. We always notify you before dispensing any medications.

*Please see the principal for form or to discuss your child's needs.

Students must be current on Immunizations and Student Physicals when entering the school. There must be a copy in the student file upon enrolling at Lakewood. **Students with expired forms or without required documentation will not be allowed to attend until the forms are at school.** The missed days will be unexcused absences and the student will be unable to make up work.

Lunch and Snacks

Students must bring their lunch to school. It is important that students bring healthy food items as they need protein, fruits and vegetables to help them do their best academically and physically the rest of the day. Parents are expected to help. Excessive amounts of sweets are not allowed. Candy is NOT allowed.

Sodas, energy drinks, chocolate drinks, coffee drinks and any other caffeine drinks are not permitted at school.

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

No gum at school.

There is a break in the morning where students may have a snack.

Custody

1. Certified Documentation Requirement

- **Mandatory Filing:** Parents or legal guardians must submit the most recent, legally certified court orders, parenting plans, or custody agreements to the front office prior to enrollment or immediately upon legal finalization.
- **Parental Responsibility:** It is the sole responsibility of the parents/guardians to provide the administration with certified copies of any subsequent legal modifications. The school will strictly execute and adhere to the explicit terms of the *latest certified document on file*.
- **Equal Access Default:** In the absence of a legally binding, court-certified document specifying restrictions, Lakewood Christian School recognizes both biological or legal parents as having equal rights to student pick-up, report cards, school events, and educational records.

2. Institutional Neutrality Clause

- **No Mediation:** Lakewood Christian School, its administration, faculty, and staff will maintain strict neutrality and will not act as mediators, adjudicators, or advisors in parental or familial disagreements.
- **Legal Proceedings:** Faculty and staff members are strictly prohibited from writing personal letters of support, providing character references, or volunteering testimony for use in domestic or custody litigation. Staff will only provide official school records (e.g., attendance, report cards) through standard administrative request channels or if formally compelled by a legal subpoena.

3. Professional Decorum on Campus

- **Expected Conduct:** Lakewood Christian School is a sanctuary for learning and spiritual growth. All parents, guardians, family members, and authorized pick-up individuals are strictly required to maintain professional decorum, a peaceful demeanor, and respectful communication at all times.
- **Prohibited Behavior:** Hostile verbal exchanges, loud arguments, threatening body language, or disparaging remarks about another parent or staff member are completely prohibited on school grounds, at school-sponsored events (such as field trips and cookouts), and in digital communications.
- **Consequences of Disruption:** The administration reserves the right to bar any individual from entering campus or attending school events if their behavior is disruptive or hostile. Continued non-compliance or severe escalations by a parent or guardian may result in the immediate and permanent revocation of the family's enrollment.

Lakewood Christian School maintains the rights accorded by the courts. In cases of separation and/or divorce, students will only be allowed to leave the school as directed by court order. Lakewood Christian School must always have a current copy of court orders. Lunch with a non-custodial parent must be pre-arranged or as directed through the courts.

Office Procedure and Visitors

All visitors and parents are asked to come to the office first for admittance to the school. Items that need to be delivered to the classroom will be received in the office and taken to the designated classroom.

If you need to speak to your child's teacher or administration, regarding an issue please call to schedule an appointment. Unannounced

requests for immediate meetings with teachers/administration will not be permitted.

All visitors (any person on campus who is not a registered student or member of the school's staff or administration) must come to the office to sign in and wear Visitor ID.

When business is completed, the visitor must return to the office to sign out and turn in identification.

In accordance with Florida Statue 386.212 (1): No smoking or vaping on campus. Please do not come to the door smoking or vaping.

Emergency/Weather Closures

We follow safety protocols like Okaloosa County Schools. If they are closed due to weather, then Lakewood Christian School is also closed. Listen and watch the news for any school closure announcements.

In the event of an emergency, once all students and staff are accounted for and safe a school wide email and Class Dojo notification will be sent.

For school evacuations, Davidson Middle School is our alternate location. Reunification procedures will be coordinated at the discretion of law enforcement. Only authorized adults on a student's pick up list will be able to pick the student up.

Requests for demographics, transcripts, report cards and other documents **may take up to 3 business days for request to be processed and returned.** Please make sure to call in advance if you may require any of these documents.

Policy Changes

An exception for one student to any policy in this handbook does not necessarily mean an exception to a policy for another student. The

Lakewood Christian School Principal and Administration, at its sole discretion, has the right to amend any policy or procedure that governs or concerns the operation and student body of Lakewood Christian School. Reasonable notice of these changes will be given to the students and parents.

School Physical Example



Page 1 of 2

STATE OF FLORIDA School Entry Health Exam

To Parent/Guardian: Please complete and sign Part I — Child's Medical History.

State law for school entry requires a health examination by a legally qualified professional. Additional requirements may be determined by local school districts.

(Please Print)

Name of Child (Last, First, Middle)		Birth Date	Sex
Address (Street)		School	Grade
City and ZIP Code	Home Telephone Number	Parent/Guardian (Last, First, Middle)	

PART I — CHILD'S MEDICAL HISTORY

To Parent/Guardian: Please check answers to questions 1 through 8 below in the column on the left.

(Please explain any "Yes" answers in the space provided below.)

1. Yes ☐ No ☐ Any concerns about general health (eating and sleeping habits, weight, etc.)?
2. Yes ☐ No ☐ Any other specific illness or social/emotional or behavioral problems?
3. Yes ☐ No ☐ Any allergies (food, insects, medication, etc.)?
4. Yes ☐ No ☐ Any prescription medication (daily or occasionally)?
5. Yes ☐ No ☐ Any problems with vision, hearing, or speech (glasses, contacts, ear tubes, hearing aids)?
6. Yes ☐ No ☐ Any hospitalization, operation, or major illness (specify problem)?
7. Yes ☐ No ☐ Any significant injury or accident (specify problem)?
8. Yes ☐ No ☐ Would you like to discuss anything about your child's health with a school nurse?

To Parent/Guardian: Please explain any "Yes" answers from above.

I am the parent/guardian of the child named above. I give permission for the information on PARTS I and II of this form provided about my child to be reviewed and utilized only by the staff of this school and any school health personnel providing school health services in the district for the limited purpose of meeting my child's health and educational needs.



Signature of Parent/Guardian

Date

Partnership for School Readiness Recommendations for Prekindergarten and Kindergarten

To Parent/Guardian: Please obtain the services listed below in order to find any problems. Please work with your health care provider to correct or treat any problems that may reduce your child's ability to learn in school. **(These services are recommended but not required.)**

1. Comprehensive Vision Examination (3-5 years of age) Date of Exam: _____ Results of Exam: _____ Health Care Provider: _____ (check one) Optometrist ☐ Ophthalmologist ☐	Please describe any corrective action for any problems detected and any accommodations required.
2. Comprehensive Dental Examination Date of Exam: _____ Results of Exam: _____ Dentist: _____	Please describe any corrective action for any problems detected and any accommodations required.
3. Hearing Screening Date of Exam: _____ Results of Exam: _____ Health Care Provider: _____	Please describe any corrective action for any problems detected and any accommodations required.



School Entry Health Exam
Page 2 of 2

Name of Child (Last, First, Middle)	Birth Date
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PART II — MEDICAL EVALUATION

To be completed and signed by the Health Care Provider ONLY:

The child named above has had a complete history and physical exam on the following date:

(Exam must be within one year of enrollment)

____ Month ____ Day ____ Year

Screening Results:

Height: ____ Weight: ____ BMI%: ____ B/P: ____ Hct/Hgb: ____ Lead: ____ Urinalysis: ____

Vision - Without Glasses	Right 20/____	Left 20/____	Passed ☐	Failed ☐	Referred ☐	Hearing – Right	Passed ☐	Failed ☐	Referred ☐
Vision - With Glasses	Right 20/____	Left 20/____	Passed ☐	Failed ☐	Referred ☐	Hearing – Left	Passed ☐	Failed ☐	Referred ☐

Gross dental (teeth and gums)	☐ Normal	☐ Abnormal		Refer/Tx: _____
Head/scalp/skin	☐ Normal	☐ Abnormal		Refer/Tx: _____
Eyes/Ears/Nose/Throat	☐ Normal	☐ Abnormal		Refer/Tx: _____
Chest/Lungs/Heart	☐ Normal	☐ Abnormal		Refer/Tx: _____
Abdomen	☐ Normal	☐ Abnormal		Refer/Tx: _____
Postural assessment	☐ Normal	☐ Abnormal		Refer/Tx: _____

TB risk assessment done ☐ *(Please review Targeted Testing Guidelines listed below.)*

This child has the following problems that may impact the educational experience:

☐ Vision ☐ Hearing ☐ Speech/Language ☐ Physical ☐ Social/Behavioral ☐ Cognitive

Specify: _____

☐ This child has a health condition that may require emergency action at school, e.g. seizures, allergies. Specify below.

(This form will be stored in the child's Cumulative Health Folder and may be accessed by both school and health personnel.)

Recommendations (Attach additional sheet if necessary): _____

(Please Check One)

☐ This child may participate fully in school activities including physical education.

☐ This child may participate in school activities including physical education with the following restriction/adaptation.

(Specify reason and restriction) _____

Signature/Title of Health Care Provider	Date	Address (Please print or stamp)
☒ _____	____/____/____	
Name (Please print or stamp)		

Tuberculosis Targeted Testing Guidelines for Health Care Providers

Tuberculosis Infection Risk:

Review the following risks and administer a Mantoux TB skin test if child is in one or more categories. The TB test is administered confidentially as part of the health examination. **Do not record administration of any TB test or related information on this form.**

- Recent immigrant (< 5 years), frequent visitor to TB endemic areas
- Close contact to active TB case
- Frequent contact with adults at high-risk for disease, HIV+, homeless, incarcerated, illicit drug user
- HIV+ or have other medical conditions that increase the risk to progress from infection to disease, e.g., chronic renal failure, diabetes, hematologic or any other malignancy, weight loss > 10% of ideal body weight, on immunosuppressive medications

Active TB Disease Risk:

- Does the child exhibit signs/symptoms of tuberculosis (e.g. cough for three weeks or longer, weight loss, loss of appetite)?
- If symptoms are present, work-up or refer for TB disease evaluation.

Immunization Record Example



FLORIDA CERTIFICATION OF IMMUNIZATION

Legal Authority: Sections 1003.22, 402.305, 402.313, Florida Statutes; rules 64D-3.046, 65C-20.011, Florida Administrative Code

_____	_____	_____	_____
LAST NAME	FIRST NAME	MI	DOB (MO/DA/YR)
PARENT OR GUARDIAN	CHILD'S SS# (optional)	STATE IMMUNIZATION ID# (optional)	

Directions:

- Enter all appropriate doses and dates below.
- Sign and date appropriate certificate (A, B, or C) on form.
- See "Immunization Guidelines Florida Schools, Child Care Facilities and Family Day Care Homes" for information and instructions on form completion. Guidelines are available at: http://us/disease_ctrl/immune/schoolguide.pdf.

VACCINE	DOE CODE	Dose 1 MO/DA/YR	Dose 2 MO/DA/YR	Dose 3 MO/DA/YR	Dose 4 MO/DA/YR	Dose 5 MO/DA/YR
DTaP/DTP	A	_____	_____	_____	_____	_____
DT	B	_____	_____	_____	_____	_____
Td/Tdap	C	_____	_____	_____	_____	_____
Polio	D	_____	_____	_____	_____	_____
Hib	E	_____	_____	_____	_____	_____
MMR (Combined)	F	_____	_____	_____	_____	_____
(Separate)	G, H,	_____	_____	_____	_____	_____
	I	Measles (dose 1)	Measles (dose 2)	Mumps (dose 1)	Mumps (dose 2)	_____
	J	Rubella (dose 1)	Rubella (dose 2)	_____	_____	_____
Hepatitis B	K	_____	_____	_____	_____	_____
Varicella	L	_____	_____	_____	_____	_____
Varicella Disease		_____	_____	_____	_____	_____
PneumoConju		_____	_____	_____	_____	_____

Select appropriate box(es)
Certificate of Immunization for K-12

☐ **Part A-Complete**

Part A (Immunizations are complete for school entry and attendance and meet requirements for kindergarten and/or 7th grade (and for grades kindergarten through 12.) I have reviewed the records available, and to the best of my knowledge, the above named child has adequately been immunized for school attendance as documented above.) DOE Code 1

Temporary Medical Exemption **Expiration date:** _____

☐ **Part B-Temporary**

Part B (For children in day care, family day care homes, preschool and kindergarten grades through 12 who are incomplete for immunization in Part A) **Invalid without expiration date.** DOE Code 2

Permanent Medical Exemption

☐ **Part C-Permanent**

Part C (For medically contraindicated immunizations, list each vaccine and state valid clinical reasoning or evidence for exemption.) DOE Code 3 _____

I certify the physical condition of this child is such that immunization(s) as indicated in Part C above is medically contraindicated.

Physician or Clinic Name _____

Physician or

Authorized Signature: _____

Issued By: _____

Date: _____