



**2023-2024
STUDENT/PARENT HANDBOOK**

Mission Statement

At Lake Rose Christian Academy, our purpose is to address the educational and spiritual development of our students daily. We cultivate a culture of integrity, academic excellence, and community service, fostering an environment that nurtures spiritual growth and academic achievement. We are committed to ensuring a secure and pristine setting that supports the holistic growth of each individual in our community.

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WELCOME

Lake Rose Christian Academy has been training children how to live successful lives and has been equipping them academically for over 20 years. We aim to train students of every ability in the highest principles of moral character, self-discipline, individual responsibility, personal integrity, and good citizenship. Our academy upholds high standards of morality and self-discipline.

This handbook will give you an overview of what you can expect from Lake Rose Christian Academy and what is expected from our parents and students.

Office Contact Information

School Office (407) 434-9988

Fax (407) 297-7887

School Email info@mylrca.com

School Website www.mylrca.com

School Office Hours: 8:00 a.m. – 4:00 p.m.

School Day

The school day is as follows:

Monday, Tuesday & Thursday: 8:15 a.m. – 3:00 p.m.

Wednesday & Friday: 8:15 a.m. – 1:30 p.m.

Guiding Principles

Government

The school is governed by a school board consisting of members of First Pentecostal Ministries, Inc. The Chief Administrator is directly responsible to the Pastor, and the school board and school assistants are responsible to the Chief Administrator. Lake Rose Christian Academy is a ministry of First Pentecostal Ministries, Inc. DBA Orlando Pentecostal Church.

Accreditation

Lake Rose Christian Academy is accredited by the Florida Council of Private Schools.

Admission

A student is admitted to Lake Rose Christian Academy based on academic progress and personal excellence in conduct. Enrollment in our school is a privilege and a valuable opportunity. Students attending this academy should be aware of this special opportunity and should freely desire to pursue his/her education in this environment.

New Student: Please see the calendar for new student assessment dates.

This school admits students of any race, color, national or ethnic origin, and we grant to each all the rights, privileges, and programs provided. We do not discriminate on the basis of race, color, physical limitations, or ethnic origin in the administration of all policies, programs, scholarships, athletics, or any other school-sponsored activities.

Admission Procedure

All items listed below are mandatory:

1. Parents/Guardians visit the school and are interviewed.
2. All necessary forms, medical history, including proof of immunization, and a current physical must be submitted.
3. Parents/Guardians and students must attend the orientation.
4. Parents/Guardians and students must read the handbook thoroughly, and sign and return the Handbook Contract.
5. **All new students are placed on probation for the first 9 weeks.**

Parents/Guardians

It is essential that parents/guardians:

1. **Agree** with the mission, educational philosophy, curriculum design, and goals of Lake Rose Christian Academy.
2. **Support** Lake Rose Christian Academy through prayer and a positive attitude.
3. **Expect** their children to comply with school procedures and policies.
4. **Follow** the Matthew 5 and Matthew 18 principles for conflict resolution.

Matthew 5:23-26

The principle of Matthew 5 is simple. When we know that our brother or sister has ought with us, we are to go to that person and only that person and seek a resolution. The scripture indicates for a resolution to be reached, we are to go and ask forgiveness for any offense that we might have caused.

Matthew 18:15-20

The Matthew 18 principle gives us the chain of command for resolving problems. It first tells us to go to the party we have an issue with. It further tells us that if a resolution has not been reached between our brother or sister in Christ that we have gone to, we are to ask a mature brother or sister to go back with us to the individual. (This would be the school principal or administrator.) Finally, if that fails to bring repentance and resolution, we may take our conflict to a higher authority (in this case, the school administration/pastor and then the school board.)

Students

The students of Lake Rose Christian Academy are expected to come to class with the right attitude and participate in the academic process to their utmost ability. They are also expected to participate in our Chapel services and represent themselves, their family, their church, and their school in a positive light always during the school year.

Chapel

Our Chapel service is held every Wednesday at 9:00 a.m. in the Sanctuary; all parents/guardians are invited to attend.

PARENT COMMUNICATIONS

Progress Reports/Report Cards

Report cards are issued every nine weeks Please see the school calendar for the specific dates that Report cards will be released. Final report cards will be issued only after all tuition and fees owed to the school have been paid. There will be a **\$10.00** replacement fee for lost report cards.

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled throughout the year to provide an opportunity to discuss students' academic, spiritual, and social development. Conferences are scheduled after school or on a teacher workday/student holiday.

Homework

Students are required to complete their daily goals in their schoolwork. If the goals are not completed during the school day, the student will be required to complete the work at home. The goals set by the student and reviewed by the supervisor usually are no more than the student can complete during the school day unless makeup work is needed. **Repeated incomplete homework infractions will result in detention and may result in suspension.**

Communication Envelope

All communications will be sent home in the Communication Envelope. A parent/guardian must sign and return the envelope to school the next day. There will be a \$5.00 replacement fee for lost envelopes.

School Closings

Due to inclement weather and/or disaster emergencies, closing the school on short notice may become necessary. Parents will be given a notice by way of the school website or local media. **We usually follow Orange County Public School closings for weather and/or disaster emergencies.** If Orange County Public Schools are closed due to weather conditions or another disaster, your child's absence will be excused. Watch local television stations for information and directions. Area radio stations will also broadcast school closings. You will also receive an email and/or text from the school.

Fire and Tornado Drills

Practice fire drills will be held during the school year. At the designated time, students are to stand and march out of the building in an orderly manner to an assigned place. Their teacher will give them directions, indicating that it is safe to return to the classroom in the same orderly manner. They must follow the lead of their teacher. Students are to refrain from talking, pushing, or running.

In the case of a tornado drill, students will adhere to the same rules of general conduct, following the direction given to them by their teacher. Students will be led to a designated area, staying away from exterior doors and windows as much as possible and crouching in the tornado position.

Lost and Found

Parents are encouraged to label items, so they can be identified in the event they are lost or stolen. If you lose an item, please contact the school office immediately and leave a detailed description of the item that has been misplaced. We will make every reasonable effort to locate and return found items.

If you find an item, please take it to the school office to be placed in the lost and found. Any items that are unclaimed after 2 weeks, may be discarded. The school assumes no responsibility for the loss or theft of any personal valuables lost or stolen.

Attendance and Absences

Absences

Students are expected to be in attendance regularly. Excused absences will be given only with a note or phone call from a parent/guardian or doctor. Please be sure to note the reason for the absence. If an absence is foreseeable, a note should be sent in advance.

An unexcused absence will result in a 20-minute detention. Every five unexcused absences are regarded as truant and will result in a 3-day suspension from school. Students who are temporarily dismissed because of an unpaid bill will be issued unexcused absences until they return to school. No refund of tuition is made because of an absence.

The Florida Legislature enacted requirements that schools report to the Department of Highway Safety and Motor Vehicles the names, birthdates, sex, and social security numbers of minors who attain the age of 14 and accumulate 15 unexcused absences in a period of 90 calendar days. The legislation further provides that those minors who fail to satisfy attendance requirements will be ineligible for driving privileges. Pursuant to Section 322.091, Florida Statutes, a minor is not eligible for driving privileges unless that minor is enrolled in a public school, non-public school, or a home education program and satisfies relevant attendance requirements.

Tardy Policy

Punctuality is an important aspect of training. A student is considered tardy if he/she is not in the classroom by **8:20** in the morning. Three unexcused tardiness during a quarter will result in a 30-minute after-school detention; **after five detentions for unexcused tardiness during the year, the student will receive a 3-day suspension. Tardiness after 9:00 am is an automatic absence unless the student has a doctor's excuse.**

Tardiness is only excused due to illness or doctor appointments; however, the administration reserves the right to judge each instance of tardiness on its own merits. Repeated detentions and/or suspensions for unexcused tardiness will necessitate a conference with the parent/guardian and may result in disciplinary action, including suspension/expulsion. Please note that if your student arrives at school after 9 am without a doctor's excuse or written advance notification, he/she will be marked absent.

Student Arrival Times and Departure Times

Students may not arrive on campus prior to 7:45 AM. All doors will be locked until 7:45 AM. Students found on campus before 7:45 AM may be given a 30-minute detention to be served after school the following day. **Lake Rose Christian Academy is not responsible for anything that happens to your child if they arrive on the school campus before 7:45 AM.**

Students must be off the school campus after dismissal. Mondays, Tuesdays, and Thursdays, students must be off campus no later than 3:30 PM, unless they have detention. Wednesdays and Fridays, students must be off campus no later than 2:00 PM unless they have detention.

If a student has detention, they must be picked up and/or leave campus no later than 15 minutes after the detention. If a sibling is serving detention, parents/guardians must pick up the siblings before the end of dismissal and wait for the student that is serving detention.

Staff members leave at 3:45 PM on Mondays, Tuesdays, and Thursdays. On Wednesdays and Fridays, staff members leave campus at 2:15 PM. Parents/Guardians with students on campus after 3:30 PM on Mondays, Tuesdays, and Thursdays or after 2:00 PM on Wednesdays and Fridays will be charged \$15.00 per child for the 1st 15 minutes and then \$1.00 per child for each additional minute. The fees assessed are to be paid before the child returns to school the next school day. If your child is dropped off without the fee being paid, you will be contacted by phone to either remove your child until the fee is paid or be assessed an additional \$15.00 per day. No report cards or records will be released until the fee is paid in full.

Students on campus after 4:00 PM may be turned over to the authorities. If you have a dire emergency that prevents you from picking your child up on time, please contact the school immediately. We will arrange for a staff member to stay until the parent/guardian or an approved individual arrives.

Signing In and Out

Students leaving campus for any reason must be signed out by a parent/guardian or an approved individual. Parents/Guardians must note on the registration form who is authorized to pick up their child. If an individual is not listed on the registration form, the parent must scan or fax a signed note to the school giving the unlisted individual permission to pick up their child. The fax number is 407-434-9988. The email address is info@mylrca.com. High school students (18+) may sign themselves out if they have a note from their parent/guardian permitting them to do so.

No student can leave the school premises at any time for any reason unless a parent/guardian or an approved individual has signed them out. This rule is in effect from the time of arrival on campus until dismissal. If a student leaves campus without permission, their parent /guardian will be notified immediately. Local authorities may also be notified if required.

Visitors

Parents/guardians and family members are welcome to visit the school as long as the educational process is not interrupted. All visitors, including parents/guardians/siblings, must first report to the school office to sign in and receive a visitor's badge before beginning their visit on campus.

Telephone Use

Students are permitted to use the telephone only on an as-needed or emergency basis, as determined by the administration. Students are not allowed to use cell phones. If you require that your child carry a cell phone to school, they will need to give it to their teacher upon arrival and ask for it upon dismissal. **If a cell phone is found on a student, it will be confiscated and held in the office until a parent/guardian picks it up.**

Celebrations

Parents/Guardians who wish to bring special food (i.e., birthday cakes, etc.) to lunch for their child's class must have the teacher's permission **at least 48 hours in advance**. It is the responsibility of the parent/guardian to provide paper plates, forks, cups, napkins, etc. The school will not provide these items. If the parent/guardian wishes to be a part of this celebration, they need to follow the procedures as outlined above in the "Visitors" section.

Lunch/Snacks

Lake Rose Christian Academy does not provide lunch. Students must bring their lunch. A refrigerator and a microwave will be provided for student use. **Please note: We do not provide eating utensils, which is against the health department regulations. Please provide a fork/spoon with napkins. No Knives, please.** Snacks and drinks are also sold with prices starting at \$0.50 each.

To ensure the well-being of every child, students are not permitted to exchange or share food, as this could inadvertently expose a fellow student with a food allergy to a harmful ingredient and provoke an allergic response.

Christian Leadership Training

Students will attend 15-20-minute devotionals in their classroom each day. These meaningful sessions organize, outline, and discuss life principles.

Students will attend Chapel every Wednesday morning at 9:00 a.m. Students are not required to pray but must remain quiet during prayer time.

Orlando Pentecostal Church provides activities separate from our school. They meet weekly for youth service and have regular events. (The church calendar can be found online at www.opc.church.) Students aged 13 and older are invited to participate in these weekly events. The OPC youth group promotes Christian training and leadership. Activities include outings, rallies, summer camps, Bible studies, and more.

Curriculum

K – 2nd Grades

Students in K through 2nd grade will be using the Accelerated Christian Education curriculum. For Kindergarten students, this curriculum is an intensive reading and math program. In addition to Reading and Math, 1st and 2nd graders will work in Social Studies, English, Science and Word Building. Students also work on the MobyMax curriculum on the computer.

3rd – 12th Grades

Students in 3rd through 12th grades will be using the computer-based curriculums, Ignitia and Moby Max. New students will be diagnosed through testing and placed at their academic levels in each subject. If they do not complete their daily work in class, they will be required to complete their homework using the internet. Therefore, students must have access to a computer and internet for homework. Parents will be given a login and password so that they have access to their child's grades and lessons. Parents should log in every school day to see if their child has completed their daily assignments. If not, they should make sure their child does the incomplete assignments for homework. Students who do not complete their homework will receive detention. If there are extenuating circumstances that keep a student from completing their homework, the parent should send a note to the teacher explaining the circumstances so that the student does not receive detention. The public libraries also offer computers for use with the internet.

Health Requirements

Staff members will not be allowed to administer any prescription or over-the-counter medications to any students without parental authorization in writing. All medications must be in their original container and be administered in the school office. Cough syrups, cough drops, and other non-prescription medications may require a doctor's note. A medication form must be completed and be on file in the school office before any medication can be administered. Parents/Guardians. We request that you do not send your child to school when there are definite symptoms of illness.

Should a student come to school with a communicable disease, that student will be sent home until a doctor has released the student from their care. This policy also covers such things as lice, (no nit policy), impetigo, ringworm, pink eye, etc....

Due to Covid19, for the safety of our students and staff, if the student exhibits any symptoms, there will be a temperature check. Students found with a temperature above 99 degrees Fahrenheit will be assessed for other symptoms. If other symptoms are present, they will be sent back home. Students are to be checked by a physician to assure us that it is not the Covid-19 Virus. Students with temperatures above 100 Degrees will automatically be sent home. **Parents please note, if you leave and the student is ill, you must come back for them or have someone come for them immediately. If someone does not return for them, DCF will be called to retrieve your student.**

Upon enrollment and prior to attending school, parent/guardian must provide proof of full immunization and a current physical for their student/s. Vaccinations must be updated before entering Kindergarten and 7th grade.

Conduct and Discipline

One of the chief components of discipline at Lake Rose Christian Academy is the understanding that the school is not the primary disciplinarian of any student. Please do not enroll your child with the idea that they will be reformed. Discipline begins in the home, and we are here to work with you. By attending Lake Rose Christian Academy and agreeing to uphold this educational institution's philosophy, mission, and policies, each student has placed themselves under the school's authority, rules, and policies. By enrolling at Lake Rose Christian Academy, students agree to abide by the school's standards on and off campus year-round.

Parents/guardians are the keys to the success of disciplinary procedures, and Lake Rose Christian Academy expects you to support the school in all disciplinary procedures. In the classroom, teachers practice assertive discipline. This is a positive, systematic approach to discipline. Since the teacher is the authority in the classroom, this enables them to set firm, consistent limits for students while at the same time remaining cognizant of the reality of the student's need for warmth and positive support.

We encourage parents to engage with us and raise questions or concerns about our policies or procedures. To maintain a harmonious atmosphere and ensure a positive experience for your child, we kindly request that such inquiries be made **away from your child's presence to avoid potential conflicts between staff and students.**

All students are placed on a probationary period of 9 weeks beginning with their first day of class. If necessary, your child may be placed on a probationary period during the school year.

Standards of Christian Character

Suspension or Dismissal from School

Suspension and dismissal are the school's most serious form of discipline. If these forms of discipline are needed, the student will be removed from the campus immediately and may not return until invited by the school. The student is prohibited from participating in and/or attending school functions and/or activities until the disciplinary time ends. Suspensions will be prescribed at the discretion of the administration.

Lesser violations of school policy may be dealt with by detention; however, the following represents some infractions that could result in detention or suspension, depending on the circumstances:

1. Entering a Test without answering any questions and then exiting the Test. If the student accidentally enters a test, they must inform the teacher immediately so the test can be reassigned; otherwise, it will be counted as cheating.

2. Arguing with or disrespecting the staff members. The student will be issued detention upon the first offense. The second offense will result in detention and a parent/guardian conference. The third offense will result in suspension. Repeated offenses will result in dismissal from the school.
3. Carelessly arriving late for class.
4. Profanity (in word or action). This may result in an automatic suspension. Repeated misbehavior in this area will result in dismissal from the school.
5. Continual classroom interruptions or disobedience will result in disciplinary action ranging from detention to expulsion.
6. Any student who puts another student in danger by any misconduct may be automatically suspended or expelled at the administration's discretion. (Example: fighting or any other physical aggression.)
7. All students are required to keep their hands-off other students and staff members. Physical contact of any kind may result in suspension or expulsion.
8. Vandalism will result in suspension or expulsion. It will be the parent/guardian's responsibility to repair or replace damaged school property.
9. Guns, knives, and weapons of any kind are prohibited. Lake Rose Christian Academy has a zero-tolerance policy regarding weapons, and offenders may be expelled. Weapons will not be returned and may be turned over to a law enforcement agency.
10. Sexual conduct is prohibited. Violators will be suspended or expelled.
11. Dress code violations will result in disciplinary action. The dress code is to be followed during the school day, field trips, and any other school function on or off campus unless students are otherwise instructed.
12. Other students' offices/desks are off-limits. Students who violate this policy will be disciplined.

Expectations

1. All students are expected to come to school prepared with the proper materials, PACEs (K – 3rd only), and completed assignments.
2. Students are expected to be on time.
3. Students are expected to remember that the teacher is the authority in the classroom, and the teacher's rules will dictate the running of the classroom.
4. Students are expected to keep their hands and feet to themselves and to refrain from physical contact.
5. Students must receive the teacher's approval for everything they post on their office bulletin boards. Only two positive personal items are allowed.
6. In the lunchroom, students are required to eat at their assigned table and remain seated until excused. Students are required to put trash in the wastebaskets and keep their designated area clean.
7. In the classroom, students are required to follow general housekeeping rules and keep their desks neat and free from all markings and clutter.
8. Students are expected to follow the dress code guidelines at all school functions on and off campus.

Disciplinary Guidelines

Once a student has been accepted to our school, they are considered a Lake Rose Christian Academy student, whether by new enrollment or re-enrollment. They are subject to all policies and procedures in and out of school, on or off campus. The Standards of Conduct extend to all school activities, on or off campus.

Detention

If a student behaves in a manner that is contrary to the Lake Rose Christian Academy mission and Christ-like character, the teacher may require the student to be kept after school for punitive reasons. The parent/guardian will receive a written detention notice if this occurs. Detention activities may include but are not limited to: Students will be given a writing assignment(s) during detention, including writing about what they did wrong and how to correct the behavior in the future.

Suspensions

The school administration will administer suspensions. Work assigned while a student is serving a suspension cannot be made up. All suspensions will be recorded in the student's files. A suspension also results in the automatic loss of extracurricular participation for the scheduled suspension day.

Personal Electronic Devices

Personal cell phones, MP3 players, video game systems, tablets, computers, smart watches, or any other electronic device cannot be used during school hours. If a student is caught with any of these devices during school hours, the device will be taken away and turned over to the school administrator. **The parent/guardian must come to the school to retrieve the item.** Cell Phones must be turned in to the teacher as soon as the student enters the school. They can retrieve them at dismissal.

Transportation Rules

As the school has a vested interest in the safety and well-being of every student on our vans, students who break any of the following rules while being transported on one of our vans may be suspended or expelled from the privilege of riding the van to and from field trips and/or school-sponsored activities. If a student is suspended or expelled from the privilege of riding the van, it will be the parent's/guardian's responsibility to transport the student to and from field trips and/or other school-sponsored activities.

Here are the rules for riding in school transportation:

1. Always remain in the seat with the seat belt securely fastened. Arms, legs, and head must always remain inside the vehicle.
2. These items are not permitted: food, drinks, gum, candy, tobacco, drugs, mp3 players, radios, weapons of any kind, or any other items or electronic devices the school staff deems inappropriate.
3. Fighting **will not** be tolerated.
4. Nothing is to be thrown out of the vehicle at any time.
5. Excessive noise will not be tolerated.
6. No racist comments, bullying, or any other inappropriate behavior.
7. No cursing or obscene gestures.
8. Students are not allowed to yell out the windows to passing motorists or pedestrians.
9. Parents/Guardians are financially responsible for any damage done to the vehicle by their child. The student may be suspended or expelled, depending on the severity of the damage.
10. Students cannot enter the van unless a staff member is present.

Dress Code

General Appearance:

At Lake Rose Christian Academy, we believe that a student's appearance significantly impacts their self-confidence and acceptance among their peers. Therefore, we encourage you to ensure that your child is always well-groomed and their uniforms are clean and well-maintained. The responsibility for a student's appearance lies with the parents/guardians. If a student comes to school dressed inappropriately, they will be sent home.

Uniforms:

Uniform polo shirts and PE t-shirts with the school logo are required and must be purchased from the approved uniform vendor. Students out of uniform may receive a detention, and repeated violations can result in suspension. Uniform shirts are always required, even on field trips. Shirts must be neat and clean, with no holes or tears, and must not expose the midriff at any time, even when arms are extended above the head.

Pants, Slacks, Skirts, and Jumpers:

Students must wear solid color **BLACK** or **TAN** pants or slacks. Additionally, girls may choose to wear solid color **BLACK** or **TAN** skirts or jumpers. **Shorts are not permitted except at PE.** All bottoms must be worn at the waist and cannot hang below the waistline. Undergarments should not be visible at any time. Belts must be worn with all bottoms that have belt loops and should be subtle (not a fashion statement) in brown, khaki, or black. Belt loops cannot be cut off to avoid wearing a belt. **Spandex, Stretch, Joggers, form-fitting pants or form-fitting shorts will NOT be permitted.** Shorts, skirts, and jumpers must touch or go below the kneecap when sitting. Shorts or leggings must be worn under skirts during PE for modesty.

Shoes and Socks:

Proper closed-toe shoes are mandatory. Athletic shoes are allowed and are required at PE. Crocs and flip-flops are not allowed for safety reasons. Socks are always required, and should blend with the slacks or PE shorts being worn (khaki, white, brown, or black). Multi-colored socks are not permitted.

Jackets, Sweaters, and Coats:

Uniform sweaters, or **SOLID** color **BLACK, NAVY, TAN,** or **WHITE** jackets, sweaters, and coats are allowed over approved dress code shirts. Logos must be inconspicuous. However, **hoodies are not allowed at school** (They may be worn to school for weather purposes but must be removed when they arrive inside).

Jewelry:

Students may wear watches, wedding bands, class rings, and medical bracelets. A medical necklace, if worn, must be tucked into the shirt. Jewelry cannot contain any sharp objects. Chains cannot hang from the neck, belt, or pocket, or be attached to a wallet. For boys: No other jewelry is allowed.

Additional Jewelry Rules for Girls:

Girls may wear one ring, bracelet, and a pair of earrings (small studs only) at a time. **Hoops or dangling earrings are NOT allowed for safety reasons.** Earrings can be worn in the lobe of the ear only. If the student has multiple ear piercings, only one set of earrings is permitted. Nose jewelry, lip

jewelry, tongue jewelry, or any other body jewelry not listed above is prohibited. Chains or necklaces are not allowed for safety reasons. Jewelry should be modest and not excessive in quantity, size, or style, and should not represent cult, gang, or vulgar sentiments. No other jewelry is allowed.

Makeup and Nail Polish:

Boys are not allowed to wear makeup or nail polish. The following applies to girls only: Girls may wear makeup in moderation, and it must be their natural skin tone only. Nail polish is allowed, provided all nails are the same color. (Black nail polish is not permitted.) Designs on nails are not allowed. Nails must be kept no longer than “active” length.

Any student in violation will be sent home or, if possible, we may allow them to correct the violation.

Hair:

Hairstyles should be modest and not draw excessive attention to oneself. **Dyed hair and designs shaved into the head are not permitted.** If student’s hair is deemed inappropriate, the student will be sent home and the principle may require the student to change the style.

To ensure compliance, it is important for students to ascertain whether their hair color and style adhere to the dress code. If a student is considering a style change and is uncertain about its acceptability, we strongly recommend bringing a picture to the Administrator for prior approval. By doing so, any potential disciplinary actions can be avoided.

Boy’s Hair:

Hair must be neatly combed and should not touch the eyebrows, ears, or shirt collar. “Afro-style” hair cannot be longer than 2 inches. The following are not allowed: Braids, twists, or dreads, as well as facial hair including beards, goatees, or mustaches. Sideburns extending below the bottom of the earlobe are also prohibited.

Girl’s Hair:

Students are encouraged to maintain their natural hair color. Wigs or extensions, if used, should match the student’s natural hair color. Extreme hair colors such as stark black, ice blonde, bright colors, or combinations of contrasting colors are not permitted.

Hair adornments should be simple and plain, such as headbands. **Belts, ties, or 3-cornered kerchiefs are not permitted to secure hair.** The dress codes aim to promote natural-looking hair colors and styles while encouraging simplicity and modesty in hair adornments.

Accessories:

Hats and sunglasses are not to be worn inside buildings. Bandanas, 3-cornered kerchiefs, and any other accessories not conforming to the uniform policy are not permitted.

Tattoos and Passion Marks:

Once enrolled, tattoos are not permitted for the duration of the student's attendance at Lake Rose Christian Academy. Students who enroll with a tattoo must keep it covered and invisible. If a student gets a tattoo after enrollment, they will face disciplinary action, which may include suspension or expulsion. Both boys and girls must always keep "hickeys or passion marks" covered.

Dress Code for Performances and Ceremonies:

Students must follow all listed dress codes when performing or participating in any Lake Rose Christian Academy event or production.

Uniform Vendor

Our approved uniform vendor is **Link Uniforms**. Uniforms may be purchased online at the mylrca.com store. You will need to order prior to the ordering deadline listed on our website in order to get your student's uniforms on time. There will be no exceptions for students not in uniform.

Academic Standards

Grading and Promotion Policies

Students will be advanced to the next grade level based on classroom performance, ability to pass the required subjects, completion of PACEs, social maturity, and teacher evaluation.

Grading

E Excellent	A 90 – 100 Excellent
G Good	B 80 -- 89 Good
S Satisfactory	C 70 – 79 Satisfactory
NI Needs Improvement	D 65 -- 69 Fair
U Unsatisfactory	Below 65 is failing.

Testing Resources

The Iowa Assessment / CogAT tests are administered each year in the Spring. These tests are mandatory. A diagnostic test will be administered upon enrollment. The PSAT/NMSQT test is an offsite test that will be available to 10th and 11th graders and it is administered in the fall of each year. Test fees are included in the registration fee each year.

Computer Curriculum/PACEs

The annual curriculum fee covers the computer-based curriculum for grades 3 through 12 and the minimum of 60 PACEs each year for K through 2nd grades. If a student needs additional PACEs, the fees will be charged to the parent/guardian. A fee of \$6.00 per PACE will be charged to replace a lost PACE. **Students who fail a PACE test and must repeat the PACE will be charged \$6.00 for the new PACE.**

Graduation Requirements

High School students must earn at least 24 credits to graduate. Credits must be earned in the following subjects:

Math	4 credits (Must include Algebra)
English	4 credits
Social Studies	3 credits (World History, U.S. History, Government & Economics)
Science	3 credits (Must include Biology)
Personal Finance Lit.	½ credit
Physical Education	1 credit
The Arts	1 credit (Fine and Performing, Speech and Debate or Practical Arts)
Health	½ credit
Electives	7 credits

Type	16 High School College-Preparatory Course Credits ¹	High School Weighted Bright Futures GPA	College Entrance Exams by High School Graduation Year (ACT [®] /SAT [®])	Volunteer Service Hours ²	Paid Work Hours ²
FAS	4 - English (three must include substantial writing) 4 - Mathematics (at or above the Algebra I level) 3 - Natural Science (two must have substantial laboratory)	3.50	2022-23 Graduates: 29/1330 2023-24 Graduates: 29/1340	100 hours	100 hours
FMS	3 - Social Science 2 - World Language (sequential, in same language)	3.00	2022-23 Graduates: 25/1210 2023-24 Graduates: 25/1210	75 hours	100 hours

Financial Obligations

Registration

Registration fees are due upon enrollment or re-enrollment. Please check with the office to see if your scholarship covers registration and re-registration fees.

Tuition

Tuition payments for non-scholarship students are due on the first of each month, beginning September 1st and ending May 1st. Payments not received by the 4th of the month will be assessed a late fee of \$15.00 per day until payment is received. If tuition is not received by the 4th of the month, the student will be temporarily dismissed until tuition, including late fees, is received. Any exceptions to this policy would have to be made before the delinquency and approved by the pastor/pastor's wife.

Delinquent accounts will be subject to any or all of the following:

1. Withholding of new curriculum.
2. Withholding of report cards.
3. Dismissal from school.
4. Temporary dismissal from school until the bill is paid.

Scholarships

Lake Rose Christian Academy works with private and government-subsidized programs to make the dream of a private school education a reality. Currently, we accept the following scholarships: welcome a range of scholarships such as Florida Tax Credit (FTC) (known as Step Up for Students), Family Empowerment Scholarship (FES), Family Empowerment Scholarship with Unique Abilities (FESUA), HOPE Scholarship, AAA Scholarship, and AAAUA Scholarship.

Parents/Guardians will be notified by phone, email, or note when the scholarship payments arrive at the school and will be required to endorse the check within 3 days of notification. Students will not be allowed to attend school after the 3rd day if the check is not signed. The student will receive a temporary suspension letter, and a \$15.00 per day late fee will be assessed until the check is

endorsed. We graciously accept scholarships, but the payments are received after the services are provided. Therefore, we must have the checks endorsed immediately.

NSF Fees

Checks returned for insufficient funds (NSF) by the bank will result in a \$25.00 service charge. This will be handled like a late payment, and all of the rules for late payments will apply.

Accident Insurance

Accident insurance is provided for all students. It serves as secondary coverage to the family's primary health insurance. It covers accidents occurring at school and on school field trips. Forms are available in the school office. **All accidents are to be reported to the office within 24 hours.**

Curriculum and Supply Fees

An annual Curriculum fee of \$400 will be charged for all students. All students must have the proper school supplies listed in the enrollment packet. Failure to bring the required school supplies will incur a \$25 fee per semester.

Discounts

Students who recommend Lake Rose Christian Academy to a family that enrolls and attends at least 1 full year will receive a \$50 discount towards their balance owed.

Withdrawals

Parents/Guardians that withdraw their child from Lake Rose Christian Academy must first check with the office for clearance to release records. All fees, including tuition, books, registration, Technology replacement, etc., must be paid in full before any records will be released. A withdrawal form must be completed by the parent/guardian.

Binding Arbitration

SECTION 1 – SUBMISSION TO ARBITRATION

All employees, students, parents of students, and guardians of students of Lake Rose Christian Academy agree to submit to binding arbitration on any matters which cannot otherwise be resolved and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

SECTION 2 – NOTICE OF ARBITRATION

In the event of any dispute, claim, question, or disagreement arising out of or relating to this Student Handbook or any other school matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreement as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such a solution within a period of sixty (60) days, then upon notice by either party to the other, disputes claim, questions, or differences shall be finally settled by arbitration as described in section 1 above, and such Procedures for Arbitration are adopted pursuant to section 3 below.

SECTION 3 – ARBITRATION PROCEDURES

The Procedures for Arbitration, including the arbitrator, shall be approved by the Pastor, Administrator, and the school board.

2023-2024 School Calendar

Start Time:

8:15 AM

End Time:

Monday, Tuesday, Thursday at 3:00 PM

Wednesday, Friday at 1:30 PM

Wednesday- Wednesday	August 2-9	Pre-planning for teachers
Tuesday	August 8	New Student Orientation 5:00 PM
Thursday	August 10	First day of school
Monday	September 4	Labor Day Holiday (Schools Closed)
Friday	October 13	End of 1 st marking period
Monday	October 16	Teacher Workday/ Student Holiday
Tuesday	October 17	Begin Second Marking Period
Wednesday	October 18	Report Cards Go Home
Monday-Thursday	October 24-26	SCHOOL SPIRIT WEEK Themes T.B.D. closer to the dates.
Friday	October 27	Teacher Appreciation Day (Schools/Offices closed)
Monday-Friday	November 20-24	Thanksgiving Break (Closed)
Friday	December 22	End of Second Marking Period
Two Weeks	Dec. 25- Jan. 5	Winter Break (Closed)
January 2024		
Monday	January 8	Teacher workday/Student Holiday
Tuesday	January 9	Students return/ Third marking period begins
Wednesday	January 10	Report Cards go Home
Monday	January 15	Martin Luther King Holiday)
Monday	February 19	President's Day (Schools/Offices closed)

Thursday	March 14	End of third Marking Period
Friday	March 15	Teacher Workday/ Student Holiday
Monday- Friday	March 18-22	Spring Break (Schools/Offices closed)
Monday	March 25	Begin Fourth Marking Period
Wednesday	March 27	Report Cards go home
Friday	March 29	Good Friday– (Schools/Offices closed)
Tuesday- Thursday	April 16-18	Standardized Testing (Mandatory)
Monday-Friday	May 6-10	Teacher Appreciation Week
Friday	May 10, 2024	Field Day
Wednesday	May 22, 2024	Awards Ceremony 10AM
Monday	May 27, 2024	Memorial Day (Schools/Offices closed)
Tuesday	May 28, 2024	Last day of school
Wednesday-Thursday	May 29-30	Post Planning Day
Friday	June 1, 2024	Report Card Emailed

HANDBOOK CONTRACT

As a parent/guardian and/or a student of Lake Rose Christian Academy, I have read the 2023-2024 Student/Parent Handbook. By signing below, I agree to all policies and procedures of Lake Rose Christian Academy. I understand the general procedures, including discipline, standards of conduct, and financial obligations.

Should any disagreements arise as to the proper application of the handbook rules, I agree to submit to binding arbitration in the case of any matters which cannot otherwise be resolved and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

I consent to search for situations of reasonable suspicion, as determined by the Pastor or Administrator, allowing the appropriate staff to search my child's backpack, purse, pockets, and/or personal items.

I consent for my child to attend all school-sponsored field trips and activities. **I hereby grant _____ or deny _____ permission** for photographs of my child's activities at Lake Rose Christian Academy, for the use of training teachers or informing the public about education or this institution. I understand these photos may appear in display panels, videos, books, brochures, or other promotional materials. I agree that I will receive no compensation for my child's appearance. I also understand that my child's participation confers on me no ownership rights to the photographs or negatives.

As the parents/guardians and as the student(s), we agree to abide by all policies and procedures of Lake Rose Christian Academy and its Code of Conduct and Discipline.

Father's Name (please print) Signature Date

Mother's Name (please print) Signature Date

Please print names of all students Kindergarten through 12th grade.
Student's signature required for 3rd – 12th-grade.

Student's Name (please print) Grade Signature Date

Student's Name (please print) Grade Signature Date

Student's Name (please print) Grade Signature Date

Student's Name (please print) Grade Signature Date

Please sign this form and return to the school. Thank you.