

# LAKOTA CHRISTIAN SCHOOL



## Home of **The Lightning**

### **Student/Parent Handbook 2015-2016**

*“For as the lightning cometh out of the east, and shineth even unto the west; so shall also the coming of the Son of man be” (Matt. 24:27)*

# LAKOTA CHRISTIAN SCHOOL

7000 Summerhill Dr.

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[WWW.LAKOTACHRISTIAN.COM](http://WWW.LAKOTACHRISTIAN.COM)

Lakota Christian School is recognized by the Ohio Department of Education as a Non-Chartered private school. LCS is a member of the AACSB and Christian Schools of Ohio.

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## 2015-2016 CALENDAR

First Day of School	August 20
Labor Day Holiday	September 7
End of 1 <sup>st</sup> quarter (46 Days)	October 23
Beginning of 2 <sup>nd</sup> quarter	October 26
Parent Teacher Conference (School in session as normal)	November 10
Thanksgiving Break	November 25-27
Christmas Break	Dec. 21-Jan. 1
End of 2 <sup>nd</sup> quarter (42 days)	January 8
3 <sup>rd</sup> quarter begins	January 11
Presidents Day (no school)	February 15
3 <sup>rd</sup> quarter ends (44 days)	March 11
4 <sup>th</sup> quarter begins	March 14
Parent Teacher Conference (School in session as normal)	March 17
Spring Break	Mar 28-Apr 1
Kindergarten Graduation	May 20
Last day of school/ 4 <sup>th</sup> quarter ends (45 days)	May 25
High School Graduation	May 29 @ 6 pm

## GENERAL INFORMATION

### Mission Statement

The mission of Lakota Christian School is to glorify God and partner with families in educating and inspiring their children to impact the world for Jesus Christ. Lakota Christian School is an independent school, under the ministerial umbrella of Morning Star Baptist Church, providing instruction from a biblical worldview. Students will gain knowledge of the Scriptures and how they relate to the curriculum. The educational experience offered encourages individuals to grow in character, integrate faith and learning, and pursue academic excellence as they prepare for their future.

### Accreditation

Lakota Christian School is a member of Christian Schools of Ohio and the American Association of Christian Schools.

### Chapel

Lakota Christian School chapel services are designed to provide opportunities for students and faculty to grow spiritually, demonstrate praise, and develop personal relationship with Jesus Christ.

### Arrival & Dismissal Procedures

The safety of students is of utmost importance during arrival and dismissal times.

Students may arrive from 7:30 a.m. until 8:00 a.m. Prior to 7:30 a.m., there will be no adult supervision. Beginning at 7:30 a.m., students should be dropped off at the gymnasium entrance. Students will be supervised in the gymnasium until 7:55 a.m., and then directed to homeroom. Students are not permitted to walk from the parking lot areas. Students arriving at school after 8:00 a.m. must be signed in at the school office. **Parents of students must walk students who are late into the building for this purpose.**

For dismissals, students must be picked up at the front entrance. Parents are asked to please remain in cars during the dismissal process. Please allow adequate time for after-school appointments and activities. **In order to avoid constant interruptions during the last instructional period of the day, students who need to check out in the afternoon, must check out at least 30 minutes prior to dismissal of school.**

In order for teachers to provide a safe dismissal, please send a note with your child to school informing his/her teacher of any changes in after-school procedures.

Lakota Christian offers after-care for students who may need to remain in school past 3:30. One of the staff members will be in charge of supervising these students. The rate for after-care is \$5 per child, per half hour. After-care hours are from 3:30-6. If your child is not picked up by 6:00 p.m., the fee increases to \$10 per child, per half hour.

### **Bad Weather Conditions**

In the event of extreme weather conditions, school closing announcements will be made over WLWT (channel 5), WCPO (channel 9), WKRC (channel 12), and Fox 19, as well as postings on Facebook, and Thinkwave.

### **Lost/Found**

Articles are taken to lost and found and may be redeemed for \$.25. This policy has been established to teach our students personal responsibility. Lost and found is open daily before and after school. LCS is not responsible for lost or stolen items.

### **Safety Drills**

Lakota Christian School has a comprehensive crisis management plan. This plan includes specific procedures for fire drills, tornadoes, etc. Teachers are asked to review important procedures with their students on a regular basis. A copy of the exit locations for fire/tornado drills is posted in each classroom.

### **Lunches**

Lunches are not provided at Lakota Christian School. Students are required to bring a sack lunch.

### **Telephone Use**

School telephones are business telephones and are not to be used for personal conversations. No student will be called to the telephone unless it is an emergency.

### **Cell Phones**

Cell phones are permitted on campus. **However, they may not be seen or heard between 7:30 a.m. – 3:00 p.m.** Students should place cell phones in

their locker during this time. Cell phones should be turned off, not placed on silent, vibrate, or any other “quiet” mode.

The telephones in the school office will be available for emergency use and other urgent matters. Teachers’ phones are not to be used without teacher permission and supervision.

The following is a list of consequences a student will face if caught with a cell phone during school hours:

- *First Offense:* Student will receive one demerit. Teachers will turn in the phone to the principal during the day of the offense. It will not be returned directly to the student; a parent must pick up the cell phone from the school office.
- *Second Offense:* Student will receive one detention. Teachers will turn in the phone to the principal during the day of the offense. It will not be returned directly to the student; a parent must pick up the cell phone from the school office.
- *Third Offense:* Student will turn in their cell phone to the office upon arrival to school **every day** for the remainder of the school year. They may pick it up after 3:00.

Any communication that takes place via cell phones, email, or internet must be school appropriate. Any communication that contains inappropriate language, material regarded as bullying, and/or inappropriate content/pictures/messages will be addressed by administration in line with LCS discipline policies.

We understand that some people learn better by listening to music, etc. However, due to certain safety issues, distraction of others and our desire to promote peer interaction, **Lakota Christian School has taken the zero tolerance stances on these devices during the school day.** Use of iPods or other electronic devices is not allowed during the school day. Students should not have these items turned on for any audio-visual activities. Text messaging is not allowed. Lakota Christian School is committed to maintaining a safe and appropriate learning environment for all learners. If a student is found in violation of this policy, the above actions stated in our cell phone policy will be enforced.

## TUITION

The \$100 registration fee for first time students must be paid at the time of registration and is nonrefundable and nontransferable. For all students (K4 – 12<sup>th</sup>) the first payment secures a position in a class and must be paid in advance by **August 1<sup>st</sup>**. This amount is nonrefundable and nontransferable should the student cancel for any reason. If the August 1<sup>st</sup> deadline is not met, the student's reservation will be canceled to make room for those on waiting lists.

The tuition and fees for classes can be paid via 3 payment options: In full, 10 month payment plan, or 12 month payment plan. An online payment options is available to make payments on your school account. Go to <https://squareup.com/market/lakota-christian-school>. You may either create an account or checkout as a guest. Online payments incur a credit card transaction fee.

Tuition is due by the first of the month and is late if received after 3:30 P.M. on the tenth of the month. If the tenth falls on a weekend, this deadline is extended through Mon. The payment schedule is below:

10 Month Payment Schedule			
Payment Dates	Late after 3:30 p.m. on	Covers Services	
		From	To
Jul. 1 <sup>st</sup>	Jul. 1 <sup>st</sup>	Orientation.....	Sep. 9 <sup>th</sup>
Sep. 1 <sup>st</sup>	Sep. 10 <sup>th</sup>	Sep. 10 <sup>th</sup>	Oct. 9 <sup>th</sup>
Oct. 1 <sup>st</sup>	Oct. 9 <sup>th</sup>	Oct. 10 <sup>th</sup>	Nov. 9 <sup>th</sup>
Nov. 2 <sup>nd</sup>	Nov. 10 <sup>th</sup>	Nov. 10 <sup>th</sup>	Dec. 9 <sup>th</sup>
Dec. 1 <sup>st</sup>	Dec. 10 <sup>th</sup>	Dec. 10 <sup>th</sup>	Jan. 8 <sup>th</sup>
Jan. 1 <sup>st</sup>	Jan. 8 <sup>th</sup>	Jan. 9 <sup>th</sup>	Feb. 9 <sup>th</sup>
Feb. 1 <sup>st</sup>	Feb. 10 <sup>th</sup>	Feb. 10 <sup>th</sup>	Mar. 9 <sup>th</sup>
Mar. 1 <sup>st</sup>	Mar. 10 <sup>th</sup>	March 10 <sup>th</sup>	Apr. 7 <sup>th</sup>
April 1 <sup>st</sup>	April 8 <sup>th</sup>	April 8 <sup>th</sup>	May 9 <sup>th</sup>
May 2 <sup>nd</sup>	May 10 <sup>th</sup>	May 10 <sup>th</sup>	May 25 <sup>th</sup>

12 Month Payment Schedule			
Payment Dates	Late after 3:30 p.m. on	Covers Services	
		From	To
June 1 <sup>st</sup>	June 10 <sup>th</sup>	Orientation.....	
July 1 <sup>st</sup>	July 10 <sup>th</sup>		
Aug. 1 <sup>st</sup>	Aug. 10 <sup>th</sup>		Sep. 9 <sup>th</sup>
Sept. 1 <sup>st</sup>	Sep. 10 <sup>th</sup>	Sep. 10 <sup>th</sup>	Oct. 9 <sup>th</sup>
Oct. 1 <sup>st</sup>	Oct. 9 <sup>th</sup>	Oct. 10 <sup>th</sup>	Nov. 9 <sup>th</sup>
Nov. 2 <sup>nd</sup>	Nov. 10 <sup>th</sup>	Nov. 10 <sup>th</sup>	Dec. 9 <sup>th</sup>
Dec. 1 <sup>st</sup>	Dec. 10 <sup>th</sup>	Dec. 10 <sup>th</sup>	Jan. 8 <sup>th</sup>
Jan. 1 <sup>st</sup>	Jan. 8 <sup>th</sup>	Jan. 9 <sup>th</sup>	Feb. 9 <sup>th</sup>
Feb. 1 <sup>st</sup>	Feb. 10 <sup>th</sup>	Feb. 10 <sup>th</sup>	Mar. 9 <sup>th</sup>
Mar. 1 <sup>st</sup>	Mar. 10 <sup>th</sup>	March 10 <sup>th</sup>	Apr. 7 <sup>th</sup>
Apr. 1 <sup>st</sup>	Apr. 8 <sup>th</sup>	April 8 <sup>th</sup>	May 9 <sup>th</sup>
May 2 <sup>nd</sup>	May 10 <sup>th</sup>	May 10 <sup>th</sup>	May 25 <sup>th</sup>

## Financial Policies

Statements will be sent home with the oldest child in each family and emailed to those who provide an email address. Tuition should be addressed to Lakota Christian School. Tuition should be mailed to:

**Lakota Christian School  
7000 Summerhill Dr.  
West Chester, OH 45069**

A late fee of \$50.00 will be charged on any school account showing a balance of \$10 or more after the close of office hours on the tenth of the month. (When the tenth falls on a Sat. or Sun., tuition payments may be made on Mon. without paying the \$15 penalty.) Students will not be admitted to class and no schoolwork given if payments are one month in arrears. Students enrolled one day or more of any period will owe the full period's tuition. There is a \$25 charge for all checks returned to us by your bank for any reason. If two checks are returned, the account is on a cash basis (including after care payments). We are unable to accept postdated checks.

Lakota Christian School endeavors to keep low tuition rates for the benefit of each parent. For this reason, we conduct an annual fundraising program and anticipate each child's and/or parent's participation in helping raise additional funds needed for the designated school projects. Participation is voluntary and door-to-door sales are not required or recommended. The school receives no state or federal assistance other than a tax-exemption status.

No school records will be released for any student when there is a balance owed on the student's account. Students will also not be allowed to participate in exams when there is a balance owed on their account. This could result in an incomplete for classes.

After care is payable separate from tuition payments and is due every two weeks. If upon the start of the third week of aftercare there is a balance due, your student will not be allowed to remain in aftercare and a parent will be contacted followed by those listed on the contact card if a parent cannot be reached. The student will not be allowed back into aftercare until the balance is paid in full. If late payments occurs a second time, payments will then be due weekly. Aftercare is \$5 every half-hour of care. Aftercare begins at 3:30 p.m. during the school year. If your child is picked up at 3:35 p.m., \$5

will be added to your account. \$5 will be charged every 35 minutes of aftercare after the first half-hour of care.

**Children must be picked up by 5:30 P.M. A surcharge of \$10 (per child) will be made if a child is not picked up by 5:30 P.M. The surcharge will be increased to \$15 (per child) if a child is not picked up by 6:00 P.M.**

**Important:** Any student, whose account is not paid in full by Monday May 11<sup>th</sup>, will not be admitted to class on Tuesday May 12<sup>th</sup>. **No K5 student or 12<sup>th</sup> grade student will be permitted to participate in the graduation program if their account has not been paid in full.**

**Elementary Materials Fees:** The materials supply fee of \$75 for K4/K5 students includes any materials needed to complete art projects or items needed that are not covered by their school supply list. This fee is nonrefundable should a student transfer to another school. This is included your payment plan.

**Kindergarten Graduation Fee:** The kindergarten class cap-and-gown rental and diploma fee for graduation is \$20.00 and will be included on your **May** statement. (No student graduates until tuition and all fees are current.)

**12<sup>th</sup> Grade Graduation Fee:** The 12<sup>th</sup> grade class cap-and-gown rental and diploma fee for graduation is \$100 and will be included on your **May** statement. (No student graduates until tuition and all fees are current.)

# ACADEMICS

Our faculty and staff will work together to ensure a quality atmosphere where children are taught in the context of daily life; they will be taught softly, gently, and consistently. The seamless curriculum founded on a biblical worldview, and measured by National Standards with performance-based assessments, ensures that all students master the content being taught.

We are excited about providing a classroom environment where children will have opportunities to pursue spiritual, as well as academic, excellence.

## **Grading Scale**

Kindergarten:

- E = Excellent
- S = Satisfactory
- U = Unsatisfactory

## **Grades 1-12:**

<u>Letter Grade</u>	<u>Numerical Grade</u>	<u>Description</u>	<u>Quality Points</u>
A	93-100	Excellent Work	4.00
B	85-92	Above Average Work	3.00
C	77-84	Average	2.00
D	69-76	Below Average Work	1.00
F	Below 69	Failing Work	0.00

## **Academic Honors**

*Principal's Honor Roll* (Grades 1-12)

Students must make all A's and S's on their report card in each semester for each nine-week grading period.

*Merit Roll* (grades 1-12)

Students who earn all A's and/or B's in every area and receive no U's under the work habits section of the report card, including conduct area grades.

### **Grading Policy**

Progress reports will be issued at the end of each quarter. Reports cards will be mailed.

### **Assessments**

Lakota Christian School will administer an academic assessment report done by a certified teacher at LCS. Parents will receive a report of their child's academic progress.

## **STUDENT LIFE**

### **ATTENDANCE POLICIES**

#### **Attendance**

Regular attendance is essential to the success of a student's school experience and is expected of every student. Parents are asked to see that absences are held to a minimum and that they are due to legitimate, unavoidable circumstances. Parents are asked to avoid dismissing students from school. While the school realizes that there will be times when extenuating or special circumstances require a student to miss school, frequent or long absences from class for non-essential reasons are not conducive to an appropriate attitude toward learning. Parents must notify the office if there will be a student absence.

#### **Punctuality**

Punctuality is crucial and expected. Multiple unexcused tardies will result in an administrative conference and in disciplinary measure. **Students who are not in their classrooms by 8:00 a.m. will be considered tardy.**

### **Check In/Check Out**

The adult who checks a student in or out must sign the daily check-in or check-out log in the office or at the designated location, stating the reason for the tardy or check-out. Students, who are not in their classrooms by 8:00 a.m., will be considered tardy. Adults (other than the parent/legal guardian) who check a student out must be listed on the student's current release form and must show valid, current picture identification.

Procedure:

- Send a note in advance, if you know you will be checking out your child early.
- Please come to the office, not the classroom, to check out a child.
- Sign the student out with the secretary at the front desk.
- Be prepared to show a picture ID.

### **Absences**

Recognizing that it is sometimes necessary for students to be absent, the following absences shall be considered "excused" absences:

- Illness of student
- Medical appointments which cannot be made after school
- Funerals of immediate family members

**Upon student's return to school, the parent or guardian is required to send a written note for the student to give to their teacher.**

Excess absences may require in the withdrawal of a student. In addition, after 5 and 10 absences parents will receive an email notification.

### **Make-Up Work**

Students who miss assignments due to excused absences must make the work up in a timely manner. The student will have a time period consisting of the number of days missed plus one in which to make up the work. It is the student's responsibility to get his/her make-up work from the teacher. Students who have unexcused absences are

expected to have all work completed on the day they return to school.

### **Tardiness to School**

Students are considered tardy if they arrive after 8:00. If they are over three hours tardy, it will no longer be considered a tardy, but an absence. This rule also applies for children picked up prior to the end of the school day. Any absence of more than 3 hours is considered a full-day absence. Students who arrive to school after the start of the school day must sign in before proceeding to their classroom.

### **Tardiness to Class**

Excused tardies will be given by the office if deemed necessary. Students will receive a warning for their first 2 tardies. A detention will be assigned for any tardy after the 2 warnings. The count will start over at the start of each new quarter.

### **Vacations during the Year**

Parents are strongly encouraged not to schedule vacations during school days, in order to avoid disruptions to the educational process. Parents are asked to advise the school of their plans and to inquire about related deadlines for make-up work. Be aware that teachers are not required to make long-range assignments for vacationing students. Also, students may take tests missed during their absence from school at the convenience of the teacher.

### **Parent/Teacher Conferences**

Close communications between parents and teachers is encouraged. Conferences create better understanding between home and school, and in reporting student progress, and help to meet the individual needs of each child. Parents are encouraged to consult with teachers throughout the year. To schedule a conference, contact the teacher directly by phone or email.

## **APPEARANCE AND CONDUCT POLICY**

### **Discipline Philosophy**

The privilege of attending Lakota Christian School automatically implies that every student will strive to maintain the highest standards of personal conduct. Maintaining an orderly atmosphere is critical to the learning process. Teachers are expected to manage their classrooms with Christian love and firmness.

### **Discipline Procedures**

Corporal punishment will not be administered by Lakota Christian School faculty. Routine discipline will be handled by the individual teachers in harmony with their own methods and abilities consistent with school policies. These could include reprimands, missing a recess, receiving a time out, cleaning a room, or detention.

A student who continually disobeys school and/or classroom rules and has been administered teacher discipline will be sent to the office. Should his/her behavior not improve after being sent to the office the student will be suspended from school for at least one day.

If there is a serious problem, such as swearing, fighting, cheating, forgery, direct disobedience, biting, bullying, racial disrespect, stealing, abusive language or disrespect for authority – the student will be sent to the office, and the following actions may be taken: in-school suspension, out-of-school suspension, or expulsion. If a student receives out-of-school suspension or expulsion, parents are expected to pick up these students within one hour. Students may be suspended for additional days if the situation warrants. Lakota Christian School reserves the right to expel a student who chooses to constantly rebel against the values and direction of the school.

### **Drugs and Alcohol**

Any use of alcohol or any type of drug, as defined by LCS, will result in immediate expulsion. This includes, but is not limited to, prescription drugs that are either not prescribed to the student or prescription drugs that are not taken according to the directions as stated by the doctor/pharmacist.

### **Public Displays of Affection**

Public displays of affection (i.e., holding hands, hugging, sitting on laps, etc.) or personal contact of any kind shall be considered in poor taste on campus and at all school-sponsored functions and is not permitted.

## **Dress Code**

Lakota Christian School requires students to wear uniforms. Parents are encouraged to purchase 2-3 sets of uniforms. Students are expected to be in uniform on the first day of school. However, there is a 2-week grace period for new students before any disciplinary action is imposed on students who are not in uniform.

**Boys** must wear socks and regulation pants, no denim pants will be permitted. Uniform for boys is as follows: khaki or navy pants, blue, white, or yellow collared shirts. Boys in grades 7-12 must wear a belt.

**Girls'** skirts should be long enough to come to the top of the kneecap when sitting or standing. Slits in skirts may not extend above the kneecap. Uniform for girls is as follows: khaki or navy skirts, blue, white, or yellow collared shirts.

Coats and sweatshirts should not be worn in the classroom and should be stored during school hours. Belts are required and shirttails must be tucked in, unless the shirt is the approved style to be worn out. Hats or other headgear may not be worn before or during the school day. All clothing should fit in a traditional manner. Neither excessively tight nor loose fitting attire will be accepted. Sagging pants of any kind are not allowed. Shoes that are designed to be worn with laces must have laces. Any apparel, hairstyle, or accessories that bring undue attention to oneself will not be permitted. Silly Bandz bracelets will not be permitted as part of the uniform. Pants/skirts shall be worn at the waist level so as not to show skin or undergarments.

## **Grooming**

Boy's hair should be well groomed in appearance. The length in back should not touch the collar of a dress shirt. Hair should not cover the entire ear. For boys and girls, hair should not hang in one's eyes. Extreme hair styles are not permitted. Students may be asked to have a haircut before returning to school.

Jewelry must be worn in good taste. No earrings of any description are permitted for boys. Piercing of any body part other than the ears is likewise prohibited.

# PARENT INFORMATION

## ADMISSION AND FINANCIAL POLICIES

### **Admission Policies and Procedures**

Lakota Christian School admits students of any race, color, national origin, and ethnic origin. Tuition must be paid in one of the following two ways: 1) All fees and tuition must be paid before the beginning of the school year, or 2) A 10 month payment schedule must be arranged with the office before the beginning of the school year, and one payment must be received in advance. In addition, all required physician's reports and assessments must be on file in the school office before any child will be permitted to attend school.

### **Immunization Laws**

Enrollment requirements that must be submitted at the time of enrollment for all students new to Lakota Christian School regardless of age or grade level are:

1. Proof of residency
  - Contract to buy or lease property
  - Current original utility bill (water, electric or gas) dated within the last 30 days
  - Rental/lease agreement with custodial parent's name listed
2. Child's original birth certificate or other acceptable alternative.
3. Verified identification (driver's license or state ID) of the individual presenting the child for enrollment as well as evidence of relationship to the child if not established by the birth or court records.
4. Certified copies of any child custody orders, degrees, or modification of orders relevant to the child.

Affidavits or notarized documents are not acceptable documents for custody. Guardianship and custody must be handled through the courts.

Proof of each of the following must be submitted within 14 calendar days of enrollment for all students new to Lakota Christian School regardless of age or grade level:

- Previous school records
- Medical examination within the last year by a physician

- Physician's verification of immunizations including:

*Triple immunization (diphtheria, tetanus, and whooping cough)*

*Polio immunization*

*Measles, rubella and mumps*

*Hepatitis B*

*Chicken pox (Varicella)*

Exemptions from a physical examination and immunizations are permitted if they are contrary to a student or families religious or personal beliefs. Students may also be exempted from immunization requirements if a physician certifies that there is a medical contraindication.

### **Withdrawal**

When a student is enrolled in Lakota Christian School, a place is held open for that student and funds are expended in preparation for his/her education. Each student is responsible for the annual tuition and fees due the school. If it becomes necessary to withdraw from school, all student records will be released to the new school immediately upon payment of all tuition and fees due. Enrollment and re-enrollment fees are non-refundable. Parents are asked to notify the school several days in advance. Student records will not be released without parental consent. Records, grades and credits may be withheld for failure to pay fees.

### **Damages**

Damages to school property and instructional materials by students are the financial responsibility of the student and his/her parents. Fees for damages will be added to the student's account with the school.

### **Termination of Enrollment**

Lakota Christian School reserves the right to terminate a student's enrollment when the Administration determines that the student and/or the parent(s) of the student does not conform to the standards, philosophy, or purpose of the school.

### **Medication**

If a student is to take any medication while at school, he must have on file in the office an authorization for administration form. This form is available in the office. Prescription medication must have a physician's signature; non-prescription medication may be signed by a parent or legal guardian. (This is to be completed each school year.) Each medication must have its own

authorization for administration form. The medication to be dispensed will be kept in the office. Medicine must be properly labeled and in its original container.

Lakota Christian School admits students of any race, color, national origin, and 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, national origin or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.