



# STANDARDS AND POLICIES

## High School On-Campus

### 2023-2024

HOC

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### **Lakeview Baptist Church Purpose Statement**

We believe that God’s purpose for Lakeview Baptist Church is to love the Lord God and to express that love by making, nurturing, and equipping disciples of Jesus Christ in Auburn and throughout the world.

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### **Lakeview Christian School Purpose Statement**

Lakeview Christian School exists as a ministry of and under the authority of Lakeview Baptist Church. Therefore, we function and teach in accordance with all adopted statements of faith, including the Baptist Faith and Message, the Nashville Statement, the Manhattan Declaration, the Chicago Statement, and the Danvers Statement (all listed on the website at lakeviewbaptist.org or available in the church office).

We will teach Biblical family values including that a marriage union is between one man and one woman. We will only recognize a child’s sex and enroll a student according to the God-given biological sex to which he or she is categorized at birth.

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### **High School On-Campus (HOC) Mission**

Our mission is to partner with and assist home school families in educating their high school students by facilitating courses needed to earn Carnegie credits required for high school graduation.

We accomplish this mission by providing instructors who create lesson plans, assign homework, plan in-class activities, provide instruction during class hours each week, and test and evaluate student work to provide a grade. Students are assigned the equivalent of a week’s homework to complete, and parents must ensure that students complete all given assignments.

Our courses are open to all area high school students in accordance with our policies. Students do not have to be members of Lakeview Baptist Church or part of the Lakeview Christian School (LCS) covering to enroll.

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### **Mandatory Orientation Meeting**

Parents agree to attend the orientation meeting scheduled for July 25 from 1:00 PM to 3:00 PM at Lakeview Baptist Church in rooms N108-109. At this meeting, each instructor will distribute a class syllabus and provide a course overview. In addition, HOC’s policies will be explained, and questions will be addressed. Because of the importance of this information to your student’s HOC classroom success, one parent is required to attend. Students are welcome but their attendance is not required. Anyone unable to attend must contact Candace Denison, HOC Coordinator, at [HOC@LakeviewOnCampus.org](mailto:HOC@LakeviewOnCampus.org).



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### Important Dates

- Mandatory Orientation Meeting: Tuesday, July 25, 2023
- Fall Semester: Classes begin August 7, 2023, and end December 5, 2023
- Spring Semester: Classes begin January 8, 2024, and end May 6, 2024

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### Academic Credits and Responsibilities

Students earn Carnegie credits required for high school graduation through successful completion of courses. In the Carnegie system, 120 hours of coursework (including instruction and labs) is required to earn 1 credit. HOC students receive 64-96 hours of classroom instruction, depending on the number of hours a class meets per week. To fulfill credit and course requirements, students are given assignments to complete at home. Parents are responsible for supervising the student's completion of out-of-class, self-instructed work assigned by the instructor. The parent is still the student's primary teacher.

Course credit will be issued upon successful completion of the course term. No partial credit will be awarded. Final grade and credit will be sent to the student's parents and cover school administrator.

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### Assignments

Students are expected to complete all course assignments as directed by the instructor. The HOC program is not designed to offer individual course customization.

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### Attendance

Courses require regular in-person attendance. HOC attendance policy is no unexcused absences. The instructor must be notified of upcoming absence; work will still be due on date assigned, either turned in by another student or arranging to take the work to the instructor's home, and if necessary, compensating the instructor for extra time outside the class to catch the student up on work. Students should be seated in the classroom at the designated course start time so class may begin promptly.

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### Missed Work

It will be the responsibility of each student to find out what was missed and to keep current. A friend may take notes or pick up papers for the student. Any in-class activities such as pop quizzes, tests, group activities, etc., must also be made up through consultation with the instructor. We encourage parents to stay in good communication with the instructor. Even if a student is absent, the work is still due on the date assigned.



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### Parental Supervision Of Course Work

Go over the class syllabus with the student making sure that they understand what is expected and when certain homework assignments are due. The instructors may have specific classroom expectations. Commit to looking over student's work and grades given each week. Do not allow the student access to solutions manuals in any subject unless the instructor gives permission to check answers. Be sure your student is reading the assignments. Searching the internet for answers often does not produce relevant information.

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### Progress Reports/Grades

A progress report will be sent home mid semester. An end-of-the semester average will be calculated and a final grade for year-long courses will be determined. The final grades will be sent to each student's parents and home school covering administrator or contact. Parents are expected to accept the grade given by the instructor without alteration.

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### Withdrawal

A student may withdraw without penalty provided that the student does so before or during the midterm week. No grade will appear on the permanent record. However, a student who withdraws after the deadline will receive a "W" and his or her grade at time of withdrawal (W/Grade) but will receive no high school credit for the course. To withdraw, the parent must submit a written, signed request to the instructor that the student be dropped from class. The withdrawal request will then be forwarded to the HOC coordinator and the student's home school covering administrator or contact.

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### Tuition and Fees

Tuition is based on the number of weekly class hours per semester (16 weeks) or academic year (32 weeks). Registration is a commitment to HOC, the instructor, and the other students for the entire academic term. All tuition and fees are **non-refundable** unless the course is cancelled by Lakeview HOC.

Tuition and fees are due at the time of registration. Checks for registration and science lab fees should be made payable to Lakeview Christian School. Checks for tuition should be made payable to the instructor. All checks must be submitted **with** the registration forms.

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### No Refund Policy

Exceptions to this policy are made **only** in cases of hardship or extenuating circumstances beyond a family's control. In this situation, please contact Candace Denison, HOC Coordinator, at [HOC@LakeviewOnCampus.org](mailto:HOC@LakeviewOnCampus.org).



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### Placement Test

Students will be required to take a placement test to help us gauge a student's readiness for math courses. When Algebra 1, Geometry, or Algebra 2 courses are offered, placement tests will be given on campus in May. Details will be emailed to those who have registered for these courses.

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### Severe Weather

The HOC coordinator or course instructor will contact you via text or email if the class has been cancelled. Contact the HOC coordinator at 334-704-4570 if you have questions.

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### On-Campus Conduct

- Students may not arrive or remain more than 15 minutes before or after class starts.
- Students will not be allowed to roam the church building.
- Students may not leave campus between consecutive classes or during class breaks.
- Cell phone use is restricted to out-of-class unless directed by the instructor. No gaming systems or other electronic entertainment devices.
- No boyfriend/girlfriend displays of affection.

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### Classroom Conduct

- Classroom behavior should be above reproach.
- Classroom rules must be obeyed.
- Students must be respectful, in language and conduct, of instructors, classroom assistants and other adults, and fellow students.

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### Dress Code

- Students should be dressed modestly and appropriately.
- No sleepwear.
- No spaghetti straps.
- No crop or midriff tops. Shirts must overlap pants.
- Boys may wear shorts that reach at least the knee.
- Girls may wear capris and long pants but may not wear shorts.
- Girls may wear skirts that reach at least the knee.
- Girls may wear leggings or tights, but shirt must completely cover buttocks.