

LAKE GEORGE CHARTER SCHOOL

Elementary Students / Family HANDBOOK 2024-2025



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MISSION STATEMENT

Lake George Charter School provides an environment where students safely grow and enjoy learning.

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1. Welcome

Welcome to Lake George Charter School! We are thrilled to have you join our elementary school community. Our goal is to create a friendly and safe place where all students can learn, grow, and have fun. This handbook will help you understand our school's guidelines, daily routines, and expectations. We encourage you to read it together with your family and keep it handy throughout the school year. Let's have a fantastic year of learning!

2. Our School Pledge

At Lake George Charter School, we believe in kindness, respect, and doing our best every day. Our school pledge is a promise to show these values:

School Pledge:

"I promise to be kind and respectful to everyone. I will always try my best in all that I do. I am proud to be a student at Lake George Charter School and will represent my school and family with honor and dignity."

3. Enrollment and Withdrawals

Park County vs. Non-Resident Choice Students

Lake George Charter School is committed to maintaining smaller learning environments to provide individualized attention and support for all students. To prioritize this goal, a certain number of enrollment slots are reserved for students residing within Park County. Due to these enrollment limits, we may not accept choice applications from non-resident students if it would exceed our capacity or compromise our commitment to maintaining a smaller, more effective learning environment. The school reserves the right to make enrollment decisions based on available space and the best interests of the school community.

Enrollment Procedures:

Parents or guardians must fill out all necessary forms and provide required documents to enroll a new student.

Withdrawal Process:

If a student needs to leave our school, parents or guardians should inform the school and complete a withdrawal form.

4. Fees and Payments

Supply Fees:

Instead of bringing individual school supplies, families are asked to pay a supply fee of \$75. This fee helps us provide all the necessary materials for a successful school year.

Financial Assistance:

Families needing help with fees are encouraged to contact the school office to discuss options.

5. Lions Pride

Overview and Events:

Lions Pride is our wonderful parent group that helps organize fun events and supports our school community. Some exciting events include our Halloween carnival and Bingo nights. All families are welcome to join and participate!

Meetings:

Lions Pride meets on the second Tuesday of each month. All parents and guardians are welcome to attend and get involved. We are always eager to have more families participate to help ensure the success of our events and activities.

6. The School Day

Daily Schedule and Routine:

School doors open at 7:30 AM. Class begins at 8:00 AM, and the school day ends at 4:00 PM.

Pick-Up and Drop-Off Procedures:

Morning drop-off starts at 7:30 AM, and students should be dropped off at the designated area in front of the school. Afternoon pick-up begins at 4:00 PM; parents are asked to follow the traffic flow and display their car tag for easy identification.

7. Attendance

Attendance:

Regular attendance is essential for academic success and is closely monitored by the school. Students are expected to attend all classes and arrive on time. To participate in school-sponsored events, including but not limited to after-school activities, performances, and sports events, students must be present for at least half of the school day.

Reporting Absences:

Parents/guardians must report absences by 8:00 AM on the day of the absence. If the school has not been notified by that time, an automated phone call (via Alma) will be sent out at 8:30 AM. Upon the student's return, a note, email, or call from the parent/guardian is required to excuse the absence.

Make-Up Work After Absences:

Students are given the same number of days to make up their work as the number of days they were absent. It is the student's responsibility to find out what they missed and to complete any make-up work. Teachers are not expected to provide work ahead of time for planned absences, as instruction may change daily depending on where students are in their learning.

Truancy Policy:

See the Appendix section for a detailed truancy policy and consequences.

8. School Closings and Delays

Communication Procedures:

School closings and delays will be communicated through the school's website, social media, and automated phone calls. Please ensure your contact information is up to date in Alma.

Weather-Related Closures:

In the case of severe weather, the decision to have a 2-hour delay or a closure will be made by 6:00 AM, and notifications will be sent out promptly.

9. Pick-Up and Drop-Off Procedures

Morning Drop-Off:

Drop-off begins at 7:30 AM, and doors open. Students should be dropped off in the designated area at the front of the school. To help with traffic flow, please pull forward in the drop-off lane before letting your child out. No monitoring is available before 7:30, so please wait until the designated time to drop your child(ren) off at the school.

Afternoon Pick-Up:

Pick-up begins at 4:00 PM. Parents should follow the traffic flow, remain in their vehicles, and pull forward in the pick-up lane to keep traffic moving. Please ensure your car tag number (provided by the school) is easily visible.

After 4:30, if your child has not been picked up and contact has not been accomplished, local law enforcement will be notified for the next steps.

Late Arrivals/Early Dismissals:

Students arriving late or leaving early must have a parent or guardian sign them in or out. The sign-in/out form is located in the front vestibule by the front office.

10. Food Services & Snacks

Breakfast and Lunch Programs:

To support academic success, parents are encouraged to ensure their children start the day with a nutritious breakfast and have a healthy lunch to fuel their bodies and minds for learning. Lake George Charter School offers nutritious breakfast and lunch options to all students free of charge this year. Monthly menus are posted to help families plan ahead.

Please note that there is a charge for additional family members who wish to join for meals: Breakfast is \$2.00, and lunch is \$3.50. We encourage all students to take advantage of these meal options to maintain energy and focus throughout the school day.

Free and Reduced-Price Meals:

Although student meals are free, we encourage all families to complete our "free and reduced" forms. These forms are confidential and help our school secure additional funding for qualified applications. For more information, please contact the front office.

Healthy Snacks and Water Bottles:

Students are encouraged to bring healthy snacks and water bottles to stay hydrated. Please ensure water bottles have secure lids, and avoid sending sodas or sugary drinks.

11. Medication and Health Services

Administering Medication and Health Guidelines:

If your child needs to take medication during school hours, a doctor's note and proper documentation are required. Please do not send your child to school if they are sick or have a fever. They should stay home until they are symptom-free for 24 hours.

12. Dress Code

Guidelines and Policy Overview:

We want students to feel comfortable and ready to learn. Clothing should be school-appropriate, modest, and safe. Shorts and skirts should reach mid-thigh, and tops should cover the shoulders. Hats are allowed only during lunch and recess.

General Guidelines:

Clothing should be modest, clean, and appropriate for a school setting. Students are required to wear clothing that is respectful of others, avoiding outfits that are revealing, distracting, or offensive.

Specific Requirements:

Shorts and skirts must reach mid-thigh or longer. Tops should provide full coverage, avoiding low-cut necklines and exposed midriffs, and must cover the torso when standing and sitting. Shoulder straps must be at least two fingers wide. Hats are allowed only during lunch and recess. Clothing featuring images, logos, or offensive text that promotes violence or inappropriate themes such as drugs, alcohol, tobacco, or sexual content is not allowed.

Dress Code Policy:

The full dress code policy, including additional details and guidelines, is in the Appendix section of this handbook.

13. Technology Use

Guidelines for Devices:

To keep our learning environment focused, we follow an "Away for the Day" policy for personal electronic devices, meaning cell phones, earbuds, smartwatches, and other electronic devices must be turned off and stored out of sight during instructional time. School-provided computers and devices are intended solely for educational purposes and are monitored by a screen monitoring system to ensure appropriate use. Personal computer devices are not permitted on campus or during the school day.

Consequences for Misuse:

Inappropriate use of technology, including unauthorized recording or photographing,

will result in confiscation of the device and disciplinary action. This applies to both personal and school-provided devices.

Technology/Cell Phone Policy:

See the Appendix section in this handbook for the complete technology and cell phone policy.

14. Homework

Expectations:

Homework is essential to the learning process, reinforcing concepts taught in class and helping students develop time management skills. Homework is assigned at the teacher's discretion, depending on the subject, coursework, and ongoing projects.

Student Responsibility:

Students are expected to complete their work independently. If they encounter difficulties with their homework, they should take the initiative to seek help from their teacher.

Parental Guidance:

Parents and guardians are encouraged to support their child's learning by monitoring progress and helping with organization, but they should not complete the homework for their child. Teachers must assess the student's individual abilities and progress.

15. Report Cards and Grades

Grading System and Report Cards:

At Lake George Charter School, student performance is assessed using a standardized grading scale. Grades are determined by evaluating tests, assignments, projects, and class participation. These grades follow the traditional A, B, C, D, and F scale. Report cards are issued quarterly, with formal recognition of academic success occurring at the end of each semester.

Honor Roll and Academic Recognition:

To celebrate academic excellence, Lake George Charter School recognizes students on the Honor Roll based on the following criteria:

- **Straight A's:** For students who achieve all A's on their report cards.
- **A's and B's:** For students who earn a combination of A's and B's.

Students who do not maintain satisfactory grades may be ineligible to participate in certain school events and activities, underscoring the importance of academic performance. Details about Honor Roll celebrations, which may vary each year, will be communicated to families. These events are designed to honor the hard work and dedication of our students.

16. Behavioral Expectations

General Conduct:

Students at Lake George Charter School are expected to constantly and consistently

demonstrate respectful behavior. This includes treating peers, staff, and school property with care and consideration. Students should strive to contribute positively to the school environment by showing empathy, understanding, and support for others. Actions that disrupt the learning environment threaten safety or show a lack of respect for school rules and community values are not tolerated.

Respectful Communication:

Effective and respectful communication is essential to maintaining a positive school culture. Students are required to use polite and appropriate language in all interactions. This means avoiding profanity, offensive remarks, and any form of verbal abuse. Constructive dialogue is encouraged, and students should feel comfortable expressing their opinions and feelings in a manner that is respectful to others.

Consequences for Misbehavior:

Violations of behavioral expectations will result in appropriate disciplinary actions. Depending on the severity and frequency of the misconduct, consequences may range from a verbal warning or detention to more severe measures such as suspension, expulsion, or involvement of law enforcement if deemed necessary. The school is committed to a fair and consistent approach to discipline, ensuring that all students understand the impact of their actions and have the opportunity to learn and grow from their experiences. Additionally, restorative practices may help repair relationships and restore a positive school climate.

For more detailed information, please refer to the Discipline Policy in the Appendix, which outlines specific guidelines and consequences.

17. Bullying and Harassment

Definition and Examples:

Bullying and harassment are behaviors that harm, intimidate, or humiliate another student. Bullying can be physical (hitting, pushing), verbal (name-calling, threats), social (spreading rumors, exclusion), or digital (cyberbullying). Harassment includes unwelcome behavior based on race, religion, gender, sexual orientation, or other protected characteristics. Both can significantly impact a student's well-being.

Reporting Procedures:

Students are encouraged to report any incidents of bullying or harassment to a teacher or a member of the administration team. Reports can be made in person, anonymously, or through written communication. Additionally, students can use the Safe2Tell platform to report incidents anonymously and securely. Safe2Tell prioritizes the most serious concerns to ensure that time and resources are used effectively to address genuine issues and maintain a safe school environment. The school will investigate all reports promptly and take appropriate action to address the situation.

Consequences and Support:

Students who engage in bullying or harassment will face disciplinary action, which may include warnings, detention, suspension, or expulsion, depending on the severity of the behavior. In cases where the behavior is particularly severe or involves criminal activity,

law enforcement may be contacted. Please refer to the Discipline Policy in the Appendix for a more detailed outline of the disciplinary procedures and potential consequences. The school is committed to supporting and fostering a safe and positive school environment for all students.

18. Discipline Flowchart/Action Plan

Lake George Charter School follows a transparent, step-by-step process to address student misbehavior fairly and consistently:

Initial Warning: Minor infractions begin with a verbal warning, providing students the chance to correct their behavior.

Progressive Consequences: If misbehavior continues or escalates, the school may issue additional warnings, contact parents/guardians, implement behavior contracts, or refer students to support services.

Consequences Based on Severity:

- **Minor Infractions:** Verbal warnings, restorative tasks.
- **Repeated or Serious Infractions:** Detention, loss of privileges, in-school suspension.
- **Severe Infractions:** Acts of violence, bullying, or substance abuse may lead to out-of-school suspension, expulsion, or involvement of law enforcement.

The aim is to address issues early, support student growth, and maintain a safe learning environment. The Discipline Policy in the Appendix provides a detailed outline of the discipline process.

Appendixes

- Mission/ Vision/ Goals
- Truancy Policy
- Dress Code Policy
- Discipline Policy
 - Academic Integrity
 - Technology and Cell Phone
 - Behavioral Expectations
 - Bully and Harassment

- Signature Pages
 - Choice Agreement
 - Handbook Agreement

Lake George Charter School Mission Statement

Lake George Charter School provides an environment where students safely grow and enjoy learning.

Adopted by Lake George Charter School Board on 4-12-2016

Lake George Charter School Vision Statement

Lake George Charter School provides a small, safe, and nurturing learning environment. We honor traditional and creative educational learning styles while providing an innovative academic environment. Our school supports and encourages family and community involvement utilizing our beautiful natural setting.

Adopted by Lake George Charter School Board on 10-20-2020.

Lake George Charter School Goals

The goals of Lake George Charter School are:

- ❖ To provide a safe environment
- ❖ To provide a rigorous curriculum
- ❖ To promote successful academic growth and achievement
- ❖ To provide music, art, fitness, and technology programs
- ❖ To promote problem-solving, decision-making, critical thinking skills, organizational and time management skills, social-emotional development, and life skills
- ❖ To promote the student's ability to evaluate and improve their work
- ❖ To promote self-discipline and respect for all
- ❖ To promote career exploration for secondary students

Adopted by Lake George Charter School Board on 9-19-2023

Attendance and Truancy Policy

Overview:

Regular attendance is essential for student success and building a solid school community. This policy outlines attendance expectations, procedures for reporting absences, and consequences for truancy.

Attendance Expectations:

Students are expected to attend all scheduled classes and arrive on time daily to maintain academic progress. Parents/guardians must notify the school of absences by 8:00 AM on the day of the absence. Failure to report will result in an unexcused absence.

Types of Absences:

- **Excused Absences:** Include illness, medical appointments, family emergencies, or religious observances. For extended absences, documentation (e.g., a doctor's note) may be required.
- **Unexcused Absences:** Occurs when a student misses school without a valid reason or proper notification. Examples include skipping class, oversleeping, or unapproved vacations. Unexcused absences may result in disciplinary action.

Reporting Absences:

Absences must be reported by phone or email by 8:00 AM on the day of the absence. Upon the student's return, a follow-up note or email is required to excuse the absence officially.

Tardy Policy:

A student is considered tardy if they arrive after 8.05 AM. Excessive tardiness disrupts the learning environment; therefore, **every five tardies** will be counted as one unexcused absence. This policy emphasizes the importance of punctuality and aims to minimize classroom interruptions.

Truancy Defined:

Truancy is defined as three or more unexcused absences within a 30-day period or seven or more in a semester. Truancy can lead to further disciplinary action.

Make-Up Work:

All make-up work is the student's responsibility, whether an absence or tardy is excused or unexcused. Students have the same number of days they were absent to complete missed work. The students are responsible for discussing missed assignments with teachers and completing the work on their own time.

Attendance and Truancy Action Plan:

1-2 Unexcused Absences:

The student receives a verbal reminder about the importance of regular attendance and punctuality.

3-4 Unexcused Absences:

A formal letter highlighting attendance concerns and the potential impact on the student's academic progress is sent to parents/guardians.

5-6 Unexcused Absences:

Parents/guardians are issued a follow-up letter warning of escalating consequences. The parents/guardians and the student must meet with the school administration to develop an attendance improvement plan.

7-8 Unexcused Absences (Chronic Truancy):

The student may face disciplinary actions, such as detention or in-school suspension (ISS). A revised attendance contract specifies expectations and consequences for any further absences.

9+ Unexcused Absences:

The case is referred to the truancy officer or local authorities. If absences continue, consequences may include out-of-school suspension (OSS) or referral to truancy court. Further legal action may be pursued.

Lake George Charter School Dress Code Policy

- **General Guidelines:**

Clothing should be modest, clean, and appropriate for a school setting. Students are required to wear clothing that is respectful of others, avoiding outfits that are revealing, distracting, or offensive.

- **Specific Requirements:**

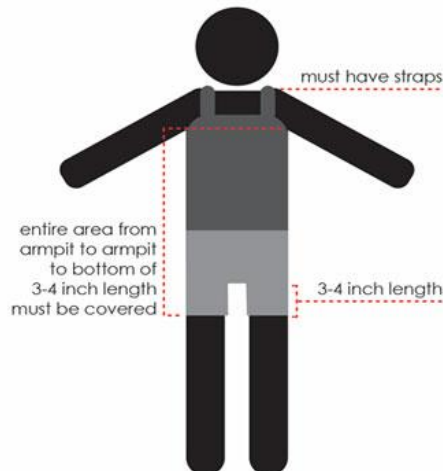
Shorts and skirts must reach mid-thigh or longer. Tops should provide full coverage, avoiding low-cut necklines and exposed midriffs, and must cover the torso when standing and sitting. Shoulder straps must be at least two fingers wide. Hats are not acceptable for elementary students, except for lunch and recess. Clothing featuring images, logos, or offensive text that promotes violence or inappropriate themes such as drugs, alcohol, tobacco, or sexual content is not allowed.

- **Enforcement and Consequences:**

Initial Warning: Students who violate the dress code will receive an initial warning and be asked to change into appropriate clothing. If the student does not have suitable clothing available, the school may provide alternative clothing or require them to contact a parent/guardian to bring appropriate attire.

Repeated Violations: Repeated dress code violations will result in further disciplinary action, including detention, a parent/guardian meeting, or other consequences as deemed appropriate by the school administration.

Final Authority: The school administration has the final authority to determine the appropriateness of a student's attire. If there is any doubt about the suitability of an item of clothing, students and parents are encouraged to err on the side of caution.



Lake George Charter School Disciplinary Plan

Overview

Lake George Charter School is dedicated to maintaining a safe, respectful, and supportive learning environment for all students. This disciplinary plan outlines behavioral expectations, consequences for violations, and procedures for addressing disciplinary issues. The goal is to encourage positive behavior, accountability, and personal growth.

Behavioral Expectations

All students at Lake George Charter School are expected to:

- **Demonstrate Respect:** Treat all members of the school community with courtesy and respect.
 - **Practice Academic Integrity:** Submit their own work and adhere to academic honesty guidelines.
 - **Communicate Respectfully:** Use appropriate language and tone with peers, teachers, and staff.
 - **Use Technology Responsibly:** Follow school guidelines for using cell phones and other electronic devices.
 - **Foster a Safe Environment:** Refrain from bullying, harassment, and any form of intimidation.
-

Procedures for Addressing Disciplinary Issues

1. **Incident Report:** Staff document and report incidents to administration.
2. **Investigation:** The administration investigates and interviews involved parties and witnesses.
3. **Parent/Guardian Notification:** Parents/guardians are informed of the incident and actions taken.
4. **Disciplinary Action:** Consequences are applied based on the violation's severity and the student's history.
5. **Follow-Up:** The administration follows up with the student to reinforce understanding and encourage positive behavior.

Below is a more specific outline for each of the individual policies.

Respectful Behavior and Communication

Expectations:

Students must communicate respectfully with all members of the school community, both in person and online. This includes using polite language, listening actively, and resolving conflicts constructively and privately when needed.

Violations:

Disrespectful behavior includes, but is not limited to:

- Making disparaging or degrading remarks, including on social media.
- Being sarcastic or argumentative with school staff in front of others.
- Refusing to comply with reasonable requests or instructions (insubordination).
- Disrupting the classroom or extracurricular activities.

Consequences:

- **First Offense:** Verbal warning.
 - **Second Offense:** Meeting with administration; notification sent to parents/guardians.
 - **Third Offense:** Notification to parents/guardians; lunch detention.
 - **Repeated or Severe Offenses:** In-school suspension (ISS) and a behavior improvement plan developed with the student, parents/guardians, and administration. Law enforcement may be involved if necessary. Consequences are determined based on the severity and context of the incident.
-

Academic Integrity

Expectations:

Students must uphold high standards of academic honesty. Cheating, plagiarism, and any form of dishonesty are strictly prohibited. Additionally, parents/guardians are encouraged not to complete work on behalf of students, as it is essential to assess the student's individual capabilities.

Violations:

Academic dishonesty includes:

- Copying another student's work or allowing others to copy.
- Plagiarizing without proper citation.
- Using unauthorized materials or devices during exams or assignments.
- Using AI tools or other academic assistance software.
- Parents/guardians completing students' assignments.

Consequences:

- **First Offense:** Zero on the assignment/test; parent/guardian notification
 - **Second Offense:** Zero on the assignment/test; meeting with the student, parent/guardian, and administration; incident documented in ALMA.
 - **Third Offense:** Zero on the assignment/test; meeting with the student, parent/guardian, and administration; incident documented in ALMA. Academic integrity contract outlining future expectations—possible in-school suspension.
-

Cell Phones and Electronic Devices

Usage Guidelines:

To maintain a focused learning environment, the policy is "Away for the Day!" meaning all cell phones, earbuds, smartwatches, and other electronic devices must be turned off and stored out of sight during instructional time. Smartwatches should be set to "study mode" or "airplane mode" to avoid distractions.

Computer Devices:

School-provided devices are strictly for educational purposes and are monitored by a screen monitoring system. Personal devices are not allowed on campus during school hours.

Violations:

- **Inappropriate use of technology includes:**
 - Texting, gaming, or internet browsing during class.
 - Using AI tools or other academic assistance software.
 - Recording or photographing without consent.
 - Unauthorized use of personal devices.
 - Using school platforms like Google products to message or communicate.

Consequences:

- **First Offense:** Device confiscated for the day; verbal warning; incident documented in ALMA as a first offense.
- **Second Offense:** Device confiscated for the day; incident documented in ALMA as a second offense.
- **Third Offense:** Device confiscated; parent/guardian must retrieve it; student prohibited from bringing devices for a specified period; incident documented in ALMA as a third offense.
- **Repeated Offenses:** Device delivered to the front office each day; failure to comply results in a meeting with administration and potential in-school suspension (ISS).

- **Severity of the Offense:** Law enforcement may be involved depending on the severity.

Computer Devices:

- **Damage Fees:**
 - \$250 for damaged computers.
 - \$50 for lost/damaged chargers.
 - \$20 for reparable damages.
 - \$10 for lost/damaged headphones.
 - **Inappropriate Use:** May result in loss of device privileges and potential in-school suspension (ISS). Depending on the severity, law enforcement may be involved.
-

Bullying and Harassment

Expectations:

Lake George Charter School has a zero-tolerance policy for bullying and harassment. All students deserve a safe and respectful learning environment.

Violations:

Bullying and harassment include:

- Physical aggression (e.g., hitting, pushing).
- Verbal harassment (e.g., name-calling, threats, insults).
- Social exclusion or spreading rumors.
- Cyberbullying through digital platforms.

Consequences:

- **First Offense:** Student meeting with administration to address the behavior.
- **Second Offense:** Parent/guardian notification; mandatory meeting with administration; incident documented in ALMA.
- **Third Offense:** In-school suspension and development of a behavior improvement plan; incident documented in ALMA.
- **Repeated Offense:** Out-of-school suspension; re-entry meeting with administration. Law enforcement may be involved if necessary.
- **Severe/Repeated Offenses:** Long-term suspension or expulsion per state laws and district policies.

Animals on Campus Policy

No animals are permitted on campus without prior administrative approval, ensuring safety and comfort for all.

Exceptions:

- Service animals.
- Approved animals for educational purposes/events.

Consequences for Violation:

- **First Offense:** Verbal warning; parents/guardians notified. Depending on the severity, it could lead to possible detention.
 - **Repeated Offense:** Meeting with parents/guardians; possible further disciplinary action, including in-school suspension (ISS).
 - **Severe Violations:** Depending on the potential safety risk to the students and animal, immediate consequences may occur, and law enforcement may be involved.
-

Appeals Process

Students and parents/guardians can appeal disciplinary actions in writing within five school days. After the review, a meeting will be held, and a final decision will be made within five days of the meeting.

Non-Resident (Choice) Enrollment Agreement (Elementary)

Date: _____ Grade: _____ School Year: _____

Student Information:

Student Name: _____

Parent/Guardian Name: _____

Address: _____

City: _____ State: _____

Home Phone: _____ Mobile: _____ Work: _____

School District of Residence: _____

Programs and Services Needed:

To ensure Lake George Charter School can meet the educational needs of your student, please check all programs or services your child may require:

Counseling Services

Tutoring

Gifted and Talented

Vocational/College Courses

Title I

Other (please specify):

Additional Comments:

Disciplinary or Truancy Actions:

Please identify all school disciplinary or truancy actions taken against your student during the past year:

Expectations for Choice Enrollment Students

Academic Performance:

- Consistent effort in all classes, including timely submission of assignments and active participation in classroom activities.

Behavioral Standards:

- Adherence to all school rules and policies, including the **Code of Conduct**, **Dress Code**, and **Technology Use Policy**.
- Respectful behavior towards peers, staff, and all school community members.
- There is no tolerance for bullying, harassment, or disrespectful behavior.

Attendance and Punctuality:

- Regular attendance and punctuality are required for all classes.
- Excessive absences or tardiness may result in disciplinary action and could impact the student's enrollment status.

Consequences for Failing to Meet Expectations:

- Placement on a probationary period for failing to meet academic, behavioral, or attendance expectations.

- Meeting with the student, parents/guardians, and school administration to discuss concerns and outline an improvement plan.
- Possible revocation of choice enrollment application if no significant improvement is observed.

Acknowledgment and Agreement:

By signing below, we acknowledge that we have read, understood, and agree to abide by the expectations and conditions outlined in this agreement. We understand that failure to meet these expectations may result in revoking the choice enrollment application to Lake George Charter School.

Parent/Guardian Acknowledgments:

- Enrollment is valid for no more than one academic year.
- Approval of this request is for the above-named student only and does not ensure approval for siblings.
- Any misrepresentation on this document could result in the removal of my student from enrolling in this school.

Student Printed Name: _____

Student Signature: _____ **Date:** _____

Parent/Guardian Printed Names: _____

Parent/Guardian Signatures: _____

Date: _____

School Official Use Only

Check one:

- I approve the above request.
- I deny the above request for the following reasons:

Administrator Name & Signature: _____ **Date:** _____

Handbook Acknowledgment and Agreement Form

By signing below, we acknowledge receiving, reading, and understanding the Lake George Charter School Student/Parent Handbook for the 2024-2025 school year. We agree to abide by all policies, procedures, and expectations outlined in the handbook, including but not limited to:

- **Attendance and Truancy Policy**
- **Dress Code Policy**
- **Technology and Cell Phone Policy**
- **Behavioral Expectations and Discipline Plan**
- **Academic Integrity**
- **Bullying and Harassment Policy**
- **Choice Enrollment Agreement (if applicable)**

We understand that the school reserves the right to enforce these policies to maintain a safe, respectful, and productive learning environment. We also acknowledge that failure to comply with these policies may result in disciplinary action as deemed appropriate by the school administration.

Student Acknowledgment

I, the undersigned student, have read and understand the Lake George Charter School Student/Parent Handbook. I agree to follow the rules and guidelines set forth in this handbook and understand the consequences of not adhering to these policies.

Student Name (Printed): _____

Student Signature: _____

Grade: _____

Date: _____

Parent/Guardian Acknowledgment

I, the undersigned parent/guardian, have reviewed the Lake George Charter School Student/Parent Handbook with my child. I understand the school's policies, procedures, and expectations, and I agree to support my child in adhering to them.

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____

Please submit the completed form to the front office / teachers within one week.