



LIFE CHURCH SCHOOL  
PARENT/STUDENT HANDBOOK  
2019-2020

*These words, which I am commanding you today, shall be on your heart. You shall teach them diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up. (Deuteronomy 6:6-7, NASB)*

## *Admission Policy*

Life Church School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Our school does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

## *LCS Vision Statement*

The vision of Life Church School is to aid in the discipleship of families, through structured biblical training of children and youth, using the discipline of the educational process. The goal is to develop pure-hearted young people who love God, love others, achieve their full academic potential, possess the godly character to be self-governing, and live a missional life in the Kingdom of God.

## *Statement of Values*

The psalmist understood that “children are a gift of the Lord.” (Psalm 127:3) As such, the responsibility to educate and train our children lies first within the familial structure to whom each gift was given (Deuteronomy 6:7; Proverbs 22:6). At Life Church School, the family of God joins together with parents who are intent on raising their children in an environment which will provide an excellent and transferable education – both biblical and academic – founded upon the Word of God.

The writer of Proverbs states, “The fear of the Lord is the beginning of wisdom, and the knowledge of the Holy One is understanding.” (Proverbs 9:10) All education should provide a foundation from which we can know and experience God. It is our conviction that academic excellence can only be achieved as all of creation is understood from a biblical worldview - God being the Creator, the Sovereign Authority over all history, and the Source of all knowledge.

The goal of biblical Christianity demands that people of every age become true disciples of Jesus Christ. It is imperative that the school be a place where true submission to God and to one another in the fear of God is the pursuit of our lives. This will produce godly character and a Christ-centered life where selfish desires and selfish ambitions do not overrun the school atmosphere but where we cultivate a place for God to dwell.

It is expected that students will treat one another and all persons of authority (parents, teachers, pastors, etc.) according to the biblical pattern for relationships in the Church; each student should treat fellow students with mutual respect. Further, each student will be expected to approach the opposite gender as brother or sister and in all purity (1 Timothy 5:1-2). Parents and staff will promote a no dating policy while students are enrolled at Life Church School.

# ***Policies & Procedures***

## **Curriculum Development**

Throughout the course of their education, students will learn and study the Bible, Reading, English, Math, Social Studies, Health, Science, Music, Art, Foreign Language, Elective Studies, and Physical Education. They also have the option to play an instrument in band or orchestra beginning in 4th grade. Students will attend chapel services and participate in daily Bible reading and study.

Our process of education is centered on teaching people how to learn. Therefore, an integrated curriculum that promotes higher level thinking, questioning, and problem-solving standards will be implemented to foster a strong academic foundation for all students.

We will typically evaluate our curriculum each year to ensure that we adhere to and/or exceed state standards. While we welcome and value input from others on ways to change and improve the prospectus, teachers, administrative staff, and church eldership will bear the main responsibility in the examination of curriculum. Though our specific textbooks and materials may change, our vision will not.

## **Academic Expectations**

Students at Life Church School are expected to put forth their best academic effort at all times. If a student consistently fails to turn in homework or late work (3 or more missing or late assignments), a conference with the teacher and/or school director may be scheduled and a plan put in place to help the student succeed.

We expect the full cooperation and support from parents to ensure that all assignments are completed. Homework may be given for drill, practice, and/or individual projects relating to school studies.

We believe that homework will:

- Develop a positive attitude toward lifetime learning
- Support in-class experiences
- Strengthen academic communication between home and school
- Develop self-discipline and good work habits

Students who have missed school will be allowed one day for each absence to make up the work. Any student knowing of a pre-planned absence must have all assignments completed upon return, if required. In cases of absences due to school-related activities, teachers may request assignments prior to attending the activity. If a test date was announced prior to the absence, students must take the test the first day upon returning to school unless other arrangements have been made.

## **Grading Scale**

We strive for academic excellence and will always work to comply with state standards regarding educational goals. Listed below is our current grading scale:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 ↓

Students who wish to participate in school-sponsored extracurricular activities must maintain an average of 75% and above in all classes.

## **Report Cards**

Report cards will be issued once per semester. Parents may also access their child's grades through their ThinkWave account; however, this access does not replace the need to attend the parent/teacher meetings, which will be scheduled twice annually.

## **Parent Communication**

Parents may request a meeting with their child's teacher or school administration at any time during the year. If a parent has a concern, they should speak directly to their child's teacher. If the parent does not feel the concern has been adequately addressed, they should then speak with the school principal.

Good communication between parents, teachers, school administration, and church leadership is vital in helping each student do his or her best. Therefore, we will also schedule periodic parent meetings throughout the year.

In conflict situations or where there is a grievance, the persons involved (parents, students, teachers, etc.) should take the steps to resolve the problem by following the Lord's direction found in Matthew 18:15-17, "If your brother sins, go and show him his fault in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector."

## **School Hours**

The school day begins at 8:00 and students may arrive any time after 7:45. Students not in class at 8:00 will be counted tardy and must sign-in at the front desk prior to going to class. The school day will end at 3:15 - students will need to be picked up promptly at that time unless other arrangements have been made. If a student cannot be picked up on time, a courtesy call is expected.

**Class Schedule**

Each student will receive their class schedule at the beginning of the school year. If a child has need to drop a class, parents are required to meet with school administration to discuss the options which may be available for the student.

**Tardiness**

It is important for students to be on time and prepared for each class. A student coming late to class, for whatever reason, disrupts the flow of the entire class. Tardiness not only applies to the beginning of school, but also to all scheduled class times and scheduled activities. Being slothful and showing disregard for timeliness will result in disciplinary action.

For 7-12 grade students, a service detention will be given after every five infractions accrued per quarter.

**Absences**

Consistent attendance is of utmost importance. Absence from class imposes hardship on the student who is absent, on other students in the class, and on the teacher(s); lessons, discussions, and activities are planned for the class to participate in together. It is detrimental to the progressive process of learning for students to miss class unnecessarily.

The school calendar takes into account the need for families to have times of rest and relaxation (i.e. Christmas Break, Spring Break, Summer Break). Therefore, it is expected that most absences will be for emergencies, such as personal illness; death or emergency in the family; or appointments with physicians, dentists, etc. that cannot be scheduled at times other than during school hours. However, it is understood that other reasons for students to be absent may arise. Parents should communicate with the office and the child's teacher(s) in advance of the absence. In cases of illness or emergency, please contact the school office by 8:30.

For appointments or other planned absences, an Absence Request Form must be completed and signed by the parent/guardian and turned in to the office to be approved by teachers and the school principal. Teachers will determine the appropriate assignments to be completed and the means of completing the work. It will be the student's responsibility to finalize arrangements with each of his or her teachers to complete the assigned work.

No student is to leave the school without permission from the principal and the classroom teacher. It is critical that the school be aware of each child's location at all times; therefore, students must sign out in the office prior to leaving the premises.

## **Discipline**

Proverbs states: "Train up a child in the way he should go, even when he is old he will not depart from it." (Proverbs 22:6) Life Church School is dedicated to joining with parents in training children to do right and to honor and obey those in authority. In pursuit of this goal, students will not be permitted to have rebellious attitudes or ungodly behavior. Each student is expected to live a daily lifestyle that reflects honesty, integrity, trust, and respect for God, parents, teachers, authorities, peers, and property.

The school discipline policy will be consistent with biblical teaching, helping each student to understand the consequences of sin, experience forgiveness for their misdeeds, and forgive their fellow classmates. Teaching appropriate behaviors will allow students to achieve autonomy with their personal actions and responsibilities.

Our attitude towards discipline and its intended outcome is found in the Book of Hebrews, which says to the one being disciplined, "God is educating you; that's why you must never drop out. He's treating you as dear children. This trouble you're in isn't punishment; it's training." (Hebrews 12:4-11, MSG) The author continues by writing, "All discipline for the moment seems not to be joyful, but sorrowful; yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness." (Hebrews 12:11, NASB)

Disciplinary actions are used at the discretion of each classroom teacher and administrative staff. These actions may include verbal reprimands, time-outs, walking laps, withholding of privileges, detention for repeated disciplinary infractions, or other appropriate consequences. If repentance and tenderness of heart cannot be reached at this point, the student will be released into their parents care until the fruit of repentance is evident.

If a student is an immediate danger to self or others, the parent will be called and the student may be sent home; bullying and intimidation (either physical or verbal) of another student or staff member will not be tolerated. If warranted, local authorities may be called.

Suspension and/or expulsion will be considered for rare, very serious infractions and any illegal activity.

Life Church School does not administer corporal punishment.

## **Prohibited Items & Sexual Misconduct**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and/or being under the influence of alcohol, drugs, or lookalike substances, and possessing or using tobacco, tobacco products, or lookalike substances.

Weapons are not allowed on school grounds or at school activities. Exceptions are made by the principal when weapons are in the control of law enforcement officials, designated security officers, approved persons, or are being displayed for educational purposes. If students bring any weapons to school, the parents will be contacted and/or law enforcement officials may be called.

Appropriate disciplinary actions will be taken, if necessary. School policy will determine the definition of a weapon.

Sexual violence, advances, or other forms of sexual harassment by any pupil, teacher, administrator, or other personnel, or any behavior which creates an intimidating, hostile, or offensive environment, will not be tolerated under any circumstance. All such behavior will affect the school environment, and consequences will result, even if the behavior takes place away from school property.

Any person who becomes aware of such problems should notify school administration immediately. Threats or acts of violence against students, teachers, and administrators will be treated very seriously. Keeping our school safe is a responsibility for all staff, students, and patrons. If you learn of or suspect a school violence incident, please help prevent the act before it happens. You can report incidents anonymously by calling: Missouri School Violence Hotline, 1-866-748-7047 or by reporting online at [www.schoolviolencehotline.com](http://www.schoolviolencehotline.com).

### **Reporting Suspected Abuse & Neglect**

It is a policy of Life Church School that all employees shall cooperate in full with the Child Abuse and Neglect Reporting Act, as mandated by the state of Missouri Section 210.115.1. Any teacher or employee of Life Church School who has knowledge of or reason to suspect abuse or neglect shall report to Missouri Children's Division Child Abuse and Neglect hotline and the school principal. If this report is made orally, it will be followed by a written report to be submitted to Missouri Department of Social Services. Life Church elders will be responsible for conferences, parent contact, or any other action taken in an abuse or neglect case.

### **Health**

Children with a contagious illness should not be brought to school; this includes children who are running a fever, have been vomiting or have diarrhea, or have been told by a doctor that they are still contagious. Children should not return to school until 24 hours after a fever subsides, medication free. If a child becomes sick at school, parents will be notified and required to pick up their child.

Medications sent to the school should be brought in the original container and accompanied by a note detailing complete information of the medication, the name of the student receiving the medication, the amount to administer, the times to administer it, and if the medication needs refrigeration. Parents should give all medicines and any instructions to the teacher upon arrival. All medications will be administered by the teacher or administrative staff. Acetaminophen or ibuprofen will be available through the school secretary after 9:00 and will be recorded when administered.

Students with a chronic disease, such as asthma, may assume responsibility for their own bronchodilator. Parents must still notify the school in writing for this arrangement. The school will not be responsible for this medication.

With an exception for inhalers and EpiPens, students are not to carry medication at school.

If head lice are discovered, the parent will be notified and the student will be removed from the classroom and from the school; students will not be allowed back to school until all nits have been removed.

### **Immunizations**

Students are required to have their immunizations up-to-date. Enrollment will not be finalized until immunizations are current and the current record is in the school office. In compliance with Missouri Law, students whose immunization records are not up-to-date may not attend school.

### **Food & Drink**

In general, food and drink are not allowed in classrooms, though students may have a non-spill water bottle (filled with water only). For special occasions, exceptions may be made at the discretion of the teacher.

#### Snack

Students may bring a healthy snack from home to eat during their morning break.

#### Lunch

Students should bring a lunch to school each day. Refrigeration is unavailable; however, there will be microwaves available for use on a limited basis. Hot water will also be provided.

NOTE: Parents may bring food (or have it delivered) or take their child out for lunch. However, students will not be allowed to leave for lunch on their own or order food to be delivered, unless otherwise prearranged.

### **Transportation**

Life Church School does not have the ability to provide or arrange daily transportation to and from school. Thus, parents are responsible to transport their children. A student with a valid driver's license may drive to and from school.

We have a great responsibility for the safety of every child. Therefore, it is necessary for parents to notify the school office of any changes in transportation arrangements by calling the school office in advance or sending written notification. Last-minute phone calls should be avoided, if possible, as they can cause classroom interruptions. No student is allowed to leave the school premises without first obtaining permission from the office. It is essential that the school be aware of a student's location at all times.

### **Inclement Weather**

School will be closed if weather conditions pose a hazard to parents and students. It is the parent's responsibility to listen for the announced school closings. Closings will be announced via email, text and, when possible, by the following media outlets:

Television - Channel 3 KTVO  
Online - [www.heartlandconnection.com](http://www.heartlandconnection.com)  
Radio - KLTE 107.9



**Lockers**

Lockers are available to all students. Magnetic decorations are allowed on the inside only; neatness is required. Because openness and honesty are an integral part of daily life at Life Church School, locks are unnecessary.

**Supplies**

All students must have a Bible for school use. Students in grades K-6 will use the NIV translation. Students in grades 7-12 should have a Bible with reference helps - NASB is preferred.

Each student is responsible for having appropriate supplies, including paper, pencils, art supplies, tissues, a book bag, etc. An exact list of supplies required by each teacher will be available prior to the start of school.

**Technology**

Students make use of computers during the school day. Parents should discuss internet safety with their child. Students must follow safe-use guidelines. If a student uses technology inappropriately, they will lose the privilege of using computers. Students may not delete the history on school devices at any time. Staff will periodically check devices to ensure appropriate use.

Cell phones may be brought to school but must be turned off and put away once a student arrives on campus. They may only be used during school hours with staff permission. A first offense will result in the teacher confiscating the phone, and the student may collect it at the end of the day. A second offense will result in the phone being given to the principal, and a parent can collect it from the school office. Any further offenses will face disciplinary action.

Student cell phones may be allowed on field trips at the teacher's discretion when used as cameras or to contact parents. Any inappropriate use of a cell phone on a field trip will result in confiscation and disciplinary action.

Students should not use social media (Instagram, Facebook, Twitter, etc.) or chat applications at any time during the school day or on field trips. Access to email may be permitted at a teacher's discretion, but not otherwise during the school day.

## ***Personal Appearance***

We seek to represent Christ to others. Therefore, our dress and personal hygiene should reflect that responsibility. Proper attire and general appearance should be above reproach in all areas of modesty, as we strive to bring glory to God through our appearance and character. We believe that student appearance affects the learning environment and the overall atmosphere of the school. Therefore, the intent of the dress code is to minimize distractions and problems which result from dress that is immodest, promotes an ungodly message or attitude, is extremely unkempt looking, or that brings unnecessary attention to an individual. Students in violation of the dress code will be asked to remedy the violation before returning to class. This may necessitate calling parents for a change of clothes. Final decisions regarding the appropriateness of apparel and/or personal appearance will be at the sole discretion of school administration.

### **Acceptable Dress Code (K-12)**

- Shirts: T-shirts (no plain white undershirts), polo-type shirts, collared shirts, sweatshirts, sweaters, turtlenecks, and blouses are all acceptable. Shirts with any type of design, writing, or picture on them must be acceptable within a conservative church setting.
  - Shirts representing music groups or singers, movies, television shows, and/or characters which communicate any message that may be interpreted to undermine Christian values are not allowed.
  - All shirts must cover the midriff area when hands are extended in the air and cover the back when leaning and have a modest neckline; no form-fitting, open-back, or off-the-shoulder blouses/shirts which could be considered immodest.
  - No tank tops, camisoles, or shirts with spaghetti straps may be worn alone, but may be worn as modest undershirts provided that the straps are completely and securely covered.
- Slacks and Jeans
- Dresses and Skirts which are knee-length, measured from the floor in a kneeling position.
- Yoga pants or leggings may be worn, but only with a long, modest tunic style top, shirt, or skirt, long enough to reach the mid-thigh in length.
- Sweatpants may be worn by elementary students.
- Shorts - mid-thigh length or longer - may be worn by elementary students.
- No pajama pants.

NOTE: Clothing must be in good condition with no tears, frays, shredding, or patches of dissimilar color or material. Hair must be combed and neat in appearance; no cuts or braiding which may appear extreme or attention getting; no unnatural dyes or streaking. Hats, hoods, gloves, and sunglasses may not be worn during school hours. All shoes must be tied and/or secure, with toes covered and a strap over the heel.

### **Physical Education**

Students should wear dark, knee-length athletic shorts or sweatpants (no tear away pants), non-form-fitting crew neck T-shirts, socks, and athletic shoes.

## ***Financial Information***

### **Enrollment Fee**

A one-time \$25.00 enrollment fee is due for all first-time students.

### **Tuition**

Tuition is \$3,060.00 per student. This annual tuition helps cover the costs of salaries and school-related expenses. The budget is dependent on all enrolled students completing the academic year. Only in the case that someone pays for the semester or year and due to extreme circumstances is unable to finish the semester or year will a tuition refund be considered. Refunds will be prorated. Sickness and vacations do not constitute tuition waivers.

### **Fine Arts Fee**

A fine arts fee of \$180.00 will be required at the beginning of each semester for students who participate in band or orchestra. Additionally, if a student chooses to rent an instrument from Life Church School, a \$35.00 rental fee per semester will be assessed. Should a student withdraw from a fine arts program during the school year, the fine arts fee will be charged through the end of the current semester in which the class is dropped.

### **Payment Options**

Tuition payments and fine arts fees can be automatically charged to a credit or debit card. Details are available through the Finance Office. A 2% processing fee is charged for electronic transactions.

There is a \$25.00 charge for returned checks due to non-sufficient funds.

### **Elizabeth Krueger Memorial Scholarship Fund**

At Life Church, we realize that the call and responsibility of raising the next generation is shared by the entire congregation and not just the parents of children in our school.

Because we believe so deeply in the premise that children should be trained in the presence of God, it is important that families who desire to be a part of the school are able to do so, even if they do not have the funds to make this possible. A very important component of Life Church School is the Elizabeth Krueger Memorial Scholarship Fund, which provides tuition scholarships for students whose families are unable to cover full tuition costs. This fund also allows those who desire to serve children the opportunity to help provide financial assistance. Over the years, many students have been served; we and their families are grateful.

For more information on contributing to the Elizabeth Krueger Memorial Scholarship Fund, or if you would like to request scholarship for your child, please contact the school office.

