



LIFE CHURCH SCHOOL PARENT/STUDENT HANDBOOK 2024-2025

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)

Table of Contents

[Life Church School Vision & Goal Statements](#)

[Statement of Educational Values](#)

[What We Believe](#)

[Non-Discrimination Policy](#)

[Admission & Enrollment Process](#)

[New Families](#)

[Returning Families](#)

[Curriculum Development](#)

[Academic Expectations](#)

[Grading Scale](#)

[Class Schedule](#)

[Report Cards](#)

[Homework Policy](#)

[Parental Involvement](#)

[Parent/Teacher Communication](#)

[Parent/Teacher Conferences](#)

[Elementary Assignment Sheets](#)

[Attendance Policy](#)

[School Hours](#)

[Tardiness](#)

[Absences](#)

[Early Outs](#)

[Health](#)

[Medical Care](#)

[Over-the-Counter Medication](#)

[Prescription & Emergency Medications](#)

[Lice](#)

[Opposite Gender Policy](#)

[Recess](#)

[Chapel](#)

[Community Service](#)

[Field Trips](#)

[School Calendar and Supply List](#)

[Discipline](#)

[Prohibited Items & Sexual Misconduct](#)

[Reporting Suspected Abuse & Neglect](#)

[Food & Drink](#)

[Technology](#)

[Computers](#)

[Cell Phones](#)

[Social Media](#)

[Office Phone](#)

[School Safety](#)

[Transportation](#)

[Insurance](#)

[Inclement Weather](#)

[Lockers](#)

[Personal Appearance](#)

[Acceptable Dress Code \(K-12\)](#)

[Physical Education Attire](#)

[Financial Information](#)

[Tuition](#)

[Payment Options](#)

[Elizabeth Krueger Memorial Scholarship Fund](#)

*Life Church School Vision & Goal Statements

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,
 - through the teaching of the Word on a regular basis in weekly chapels and Bible classes
 - through memorization of the Bible
 - through providing opportunities to encounter the Lord in a personal way
 - through developing a biblical worldview
- love others,
 - through practicing how to serve others and put them first during activities and experiences
 - through community service activities
 - through learning about the heart that Jesus exemplified, and wants us to have, to serve others
- achieve their full academic potential,
 - through working individually with each child to achieve what they are capable of
 - through challenging them and strengthening them in unique areas
 - through assessing their growth through quizzes, tests, semester exams, and standardized testing
 - through teaching critical thinking skills
 - through helping high school students, with their parents, identify what their call is for college or vocation and how to best prepare for their next step
- possess the godly character to be self-governing,
 - through truths and principles taught in chapel and Bible class
 - through real-life situations as they occur in the classroom, on the playground, and at special events
 - through communication with parents to create consistency between home, school, and church life
- and live a missional life in the Kingdom of God.
 - through serving one another and serving the church at events
 - through having extralocal speakers at the school to inspire a broader view

Statement of Educational 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. Please see the [Opposite Gender Policy](#) for more information.

*What We Believe

Godhead

We affirm our belief in the one true living God, who is Spirit, Creator, and Sustainer of all things, eternally self-existing in three persons – Father, Son, and the Holy Spirit. God is distinguishable and yet indivisible in nature, essence, and being. His incommunicable attributes include being immutable, omniscient, and omnipresent.

(Genesis 1:1-31; Isaiah 48:16; 61:1; Matthew 3:16-17; 28:19; John 4:24; Ephesians 4:4-6; Colossians 1:15-17; 1 John 5:7-8)

The Father

We affirm that the Father is the first person of the Trinity and the source of all that God is and does. From Him the Son is eternally begotten and from the Father and Son the Spirit

eternally proceeds. He is the designer of creation, the speaker of revelation, the author of redemption, the sovereign authority of history, and the source of all knowledge.

(John 1:14; 3:16; 14:28; 16:28; Ephesians 4:6)

Jesus

We affirm the deity of our Lord and Savior, Jesus Christ, who was born of the Virgin Mary through a miracle of the Holy Spirit and is therefore both human and divine. He is one indivisible person with two natures – wholly God and wholly man. He lived a sinless life, performed miracles, died an atoning death on the cross, and was resurrected. After having appeared to many after His resurrection, He ascended into heaven and is now seated at the right hand of the Father, interceding on our behalf. He will come again in power and glory to judge both the living and the dead.

(Matthew 24:36-39; John 1:1-14; Acts 1:1-3; 1 Corinthians 15; Philippians 3:20; Colossians 2:9-15; 1 Thessalonians 4:13-18; 1 Timothy 2:5-6; Hebrews 1:3; Revelation 1:7-8; 22:12-13)

The Holy Spirit

We affirm the deity and present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. He came forth from the Father and Son to convict the world of sin, of righteousness, and of judgment, to regenerate, sanctify, comfort, and seal those who believe in Jesus Christ, and to empower them to use spiritual gifts for the carrying out of the work of the Lord Jesus Christ.

(John 14:15-17, 26; 16:7-14; Acts 2:4; Romans 15:13; 1 Corinthians 12:7-11; Galatians 5:16-26; Titus 3:5; Hebrews 9:14)

The Word of God

We affirm that the Bible is the inerrant and infallible Word of God (in its original autographs) that directs and tests our every step. It is free from errors and contradictions and is the final authority for all matters of faith and conduct; it is absolute truth and the only objective, sufficient basis for faith and practice. Our lives should clearly reflect a biblical worldview that impacts society.

(Psalm 119:160; John 17:17; 2 Timothy 3:15-17; 2 Peter 1:21)

Mankind

We affirm that mankind is made in the image of God with intrinsic value from conception to death. He created them male and female with dominion over creation, commanding that they be fruitful and multiply. Man chose to disobey God's direct command in the Garden of Eden, condemning all of mankind to be born into sin. However, this did not negate God's purpose or

plan for mankind: to walk in a right relationship with Him. The chief end of man is to glorify God and to enjoy Him forever.

(Genesis 1-3, 9:1; Isaiah 66:23; John 15:16; Acts 6:1,7; Romans 8:28-29; Colossians 1:10; 2 Timothy 1:9; Titus 3:4-5)

Sin & Salvation

We affirm that all people are sinners by nature and choice, falling short of God's standard and deserving of everlasting punishment for our total sinfulness. Therefore, we have a need for salvation by grace alone and for complete regeneration, which only comes by the work of the Holy Spirit. We all must acknowledge and repent of our sin and have faith in the perfect, complete, and atoning work of Christ on the cross. By doing so, we accept Jesus as both our Lord and Savior, recognizing that Jesus is the only name by which we can be saved. Through salvation, we submit our whole lives to Him and walk in daily, vibrant relationships with Him.

(Mark 1:15; John 14:6; Acts 2:14-47; Romans 5, 10:9; Ephesians 2:8-9)

The Eternal States of Man

We affirm that there is a literal heaven and a literal hell. All those who place their faith, hope, and trust in Jesus Christ will spend eternity in heaven with the Lord. Those who reject Jesus' free gift of salvation will spend eternity separated from the Lord in hell, which has been prepared for the devil and his angels.

(Psalm 9:17; Matthew 5:3, 5:22, 18:8-9, 25:31-34; Mark 9:42-49; Luke 12:5; 16:19-31; John 3:18; Hebrews 12:23; 1 Peter 1:4; Revelation 14:10-11, 20:10-15)

Baptism & Communion

We affirm that water baptism is a symbol of death to our sinful nature and new life through Christ. It is a public declaration of both the inner work of receiving Christ as Lord and Savior and the identification of belonging to Christ and His Church. The sharing of communion represents our covenant relationship with the Lord Jesus and with one another in the Body of Christ. We do this in remembrance of the body and blood of Jesus Christ, which were broken and poured out for our atonement.

(Mark 16:16; Luke 22:14-20; Romans 6:3-4; 1 Corinthians 11:23-32)

Baptism of the Holy Spirit

We affirm that the Baptism of the Holy Spirit and the promise of the Father is available to all believers as a distinct experience, given to imbue the believer with power from God, to offer an inspired witness for Christ, to lead the believer in a life of holiness, and to equip for a

Spirit-filled life of service. This wonderful experience is distinct from and subsequent to the experience of the new birth found through salvation.

(Luke 11:13; 24:49; Acts 1:4-5; 10:44-46a; 11:15-17; 15:7-9; 1 Corinthians 12:1-31; Hebrews 2:3-4)

Worship/Presence

We affirm that man is designed to walk in relationship with God, to know Him, and to love being with Him. Scripture instructs us from the creation account that we were created to be a people of His presence and to walk with Him. The people of God are called to worship in Spirit and Truth and to love Him with their whole heart and life. The presence of God in our midst must prompt a biblical response of believers to God as is witnessed throughout Scripture. This response includes expressions seen throughout the Psalms and other passages of the Bible. Worship should also be found in our daily lives as we walk with and honor God.

(Exodus 33:12-16; Psalms 150; Matthew 22:37-40; Mark 12:28-31; Romans 12:1-2)

Discipleship

We affirm that discipleship is a requirement for every believer. Everyone is called to both become a disciple and to help make disciples, teaching them to put into practice for the rest of their lives everything that Jesus commanded. The cost of discipleship is that we daily deny self-centered living, take up our cross to follow Jesus, and walk with mature leaders within a local church family. This is what it means to be a Christian.

(Matthew 16:24; Matthew 28:19; Luke 14:26-32; 1 Corinthians 11:1; Ephesians 5:1-2; 1 Timothy 4:6-10)

A Relational Kingdom

We affirm that the Kingdom of God is a relational family under God's authority. God is relational, as seen in the triune nature of the Godhead, and we should be as well. Further, biblical relationships are an essential measurement and means to maturity. We will continually pursue a multigenerational, multicultural vision of the Kingdom.

(Genesis 12:3; Psalm 68:5-6; Mark 12:28-34; John 13:34; Acts 2:42-47; 1 Corinthians 12:12-18; 2 Corinthians 5:17-21; Ephesians 2:14-22, 3:14-21; Revelation 7:9; 14:6-7)

The Church - A Spiritual Family

We affirm that the church is to be a family of believers - past, present, and future - who gather regularly for the hearing of the Word, fellowship, worship, prayer, and the breaking of bread. We are to be joined together on God's mission. We strive to allow the fruit of the Holy Spirit to operate through our lives by proclaiming the gospel, promoting justice and love, and

carrying out signs, wonders, and spiritual gifts, using those gifts to serve the local church and community.

(Matthew 10:8, 16:17-19; Mark 16:20; Acts 2:42-47; Romans 10:14-17, 12:3-8; Galatians 5:22-24; Ephesians 3:10-11; 4:16; 1 Corinthians 12:1-31; 1 Corinthians 14:1-33)

Spiritual Authority

We affirm that spiritual authority - demonstrated first by the Lordship of Jesus Christ over His Church and over all mankind as every knee will eventually bow to Him - is a reality woven into every aspect of creation. Jesus Christ delegates this authority so that it can be demonstrated relationally in every home through the lives of families (fathers, mothers, and children), in mutual submission of fellow believers one to another, in the community as displayed by civil government, and in the local church, which is governed by a God-appointed eldership team. This team is plural, governed by team principles, includes apostolic involvement, and is not a democratic system.

(Acts 15:22; Romans 13:1-2, 14:11; Ephesians 4:11-16; 6:1-3; Colossians 3:20; 1 Thessalonians 5:12; 1 Timothy 2:1-3, 5:17; Titus 2:15; Hebrews 13:17; 1 Peter 5:3)

The Return of Christ

We affirm that Jesus will return – personally and visibly – to rule and reign. He will raise all people to judgment, giving eternal life to those who have received salvation through repentance and eternal damnation to those who reject Jesus' free gift of salvation. He will establish a new heaven and a new earth.

(Matthew 25:1-13; John 14:1-3; Acts 1:10-11; 1 Corinthians 15:51-52; 1 Thessalonians 4:13-18; Revelation 20:11-15; 21:1-2; 22:12,20)

Marriage

We affirm that God created mankind and that He created them male and female. As such, He created them differently so as to complement one another. God instituted monogamous marriage between male and female as the foundation of the family and the only biblically-authorized means for sexual fulfillment, pleasure, and procreation. It is the basic structure of human society. Therefore, we perform marriages in accordance with the Bible consistent in both the Old and New Testament.

(Genesis 2:24; Matthew 19:4-6; Romans 1:18-32; 1 Corinthians 5:11, 6:9-11,18-20, 7:1-3,8-11; Galatians 5:19-21; Ephesians 5:3-7; 1 Timothy 1:9-11)

Non-Discrimination 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.

*Admission & Enrollment Process

Steps for New Families

- Read this handbook in its entirety.
- Call the school office to schedule a meeting with the principal.
- Meet with the principal and pastor of Life Church.
- Agree with the policies found in the school handbook and sign the [Parent/Student Handbook Agreement](#)

If, after these meetings, the student(s)/family is accepted, the following steps are then necessary for enrollment:

- Complete and turn in the Application Packet
- Submit necessary documents
 - Current immunization records
 - 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.
 - Student transcripts
 - Pastoral recommendation letter (waved for members of Life Church)
- Do placement testing if needed
- Pay \$25/student enrollment fee

Steps for Returning Families

Complete the following steps for enrollment:

- Complete and turn in the Application Packet
- Submit current immunization records
 - 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.

- Agree with the policies found in the school handbook and sign the [Parent/Student Handbook Agreement](#)

***Curriculum Development**

Throughout the course of their education, students will learn and study the Bible, Reading, English, Math, Social Studies, Health, Science, Art, Foreign Language, Elective Studies, and Physical Education. Students will attend chapel services and participate in daily Bible reading and study. A graduate of Life Church School will have completed the following coursework in their high school career (total of 25 credits):

- Language Arts (4 credits)
- Mathematics (4 credits)
- Social Studies (3 credits)
- Science (3 credits)
- Personal Finance (½ credit)
- Practical Arts (1 credit)
- Health (½ credit)
- Physical Education (1 credit)
- Fine Arts (1 credit)
- Bible (2 credits)
- Foreign Language (2 credits)
- Electives (3 credits)

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 at least adhere to, if not 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

Grading Scale

We strive for academic excellence and will always work to comply with and exceed 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.

Class Schedule

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

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 communicate with teachers.

***Homework Policy**

Homework is a vital component of instruction at LCS and contributes to the development of student responsibility and independence. It may be designed to 1) reinforce and practice regular class instruction, 2) prepare students for future lessons or concepts, and/or 3) enrich and extend regular coursework and enhance individual creativity.

Homework begins in kindergarten with parent-child reading assignments and increases steadily through high school, when one to two hours of homework per night can be expected. Life Church School considers it essential for parents to establish a regular time and place for their student to complete homework. It is critical for students to have a quiet environment where they can learn to concentrate and use time effectively.

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 will be scheduled and a plan put in place to help the student succeed. We utilize a web-based online system (Thinkwave.com) that allows parents to track and monitor all homework assignments and grades. All parents are encouraged to access Thinkwave daily or a couple of times a week in order to monitor their students' grades and assignments. In addition, parents of elementary students have daily assignment sheets to sign and return.

Time spent on homework may vary student to student. However, if your student begins to spend unusual amounts of time on homework each night or claims to never have assignments, please contact his or her teacher.

Consider the following homework and family partnership guidelines:

Elementary students - parents in this category are a strong support academically and in all areas. They should be aware of how amazing, and at times challenging, these ages can be. Children need a great deal of time with their parents to thrive. Parents should also plan to sit with their students during homework times to ensure comprehension and follow through of work assigned. (Parents will not be expected to teach new concepts during homework times.)

- **Kindergarten:** Ten to fifteen minutes twice per week, beginning the second semester.
- **Grades One and Two:** Fifteen to twenty minutes three times per week, *in addition to outside reading requirements.*
- **Grade Three:** Twenty to thirty minutes per day, *in addition to outside reading requirements.*
- **Grade Four:** Thirty to forty minutes per day, *in addition to outside reading requirements.*
- **Grades Five and Six:** Forty-five to sixty minutes per day, *in addition to outside reading requirements.*

*Please note: Teachers often provide time in class for students to begin their homework assignments.

Junior High students - parents of these students are helping them transition from direct parental oversight to more independence and choices. Parents now are monitoring assigned work from the classroom teacher and providing accountability in the follow through. In this season, parents are more of a guide in helping their students become independent learners. However, this age is so critical for very involved parenting in helping students understand godly values in our complex world.

- **Seventh & Eighth Grade:** One to two hours per day can be expected, *in addition to outside reading requirements.*

Senior High students - parenting in this season is a joy as we get ready to launch our students into the world. Parents play a key role in this development and should work on establishing good communication in all areas with their teen. At this level our students should be preparing for autonomous learning where parents help monitor the status of grades and work done from time to time, allowing the students to learn faithfulness and accountability to their classroom teachers.

- **Ninth through Twelfth Grade:** One to two hours per day can be expected, *in addition to outside reading requirements.*

Standardized Testing

All students kindergarten through eleventh grade take standardized tests in the spring as determined by the eldership team of Life Church and Life Church School administration. They will be given the Stanford Achievement Test appropriate for their grade level.

***Parental Involvement**

Parent/Teacher Communication

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 parent/teacher meetings and all-school 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."

Parent/Teacher Conferences

With the goal of helping parents and teachers work together to see our children not only succeed, but excel, there are mandatory parent/teacher meetings scheduled twice annually. These meetings provide opportunities for teachers to encourage parents, cover potential concerns, and answer questions parents might have. Parent/teacher conferences help to ensure that both parents and teachers are able to stay on the same page. In addition to those meetings, parents may request a meeting with their child's teacher or school administration at any time during the year.

Elementary Assignment Sheets

Elementary Assignment Sheets are designed to be an additional communication tool between the teacher and parent. They allow parents to see what is happening in your student's life on a daily basis and be able to plan for upcoming projects. Due to the importance of this communication piece, a parental signature is required each evening.

***Attendance Policy**

Regular attendance and punctuality are essential to the quality of a student's education and are required by law in the State of Missouri. At Life Church School we believe that one of the ways students learn about commitment, respect, and responsibility to their school is through regular attendance and being punctual. This character development helps equip them to serve

Christ. We ask that parents make every effort to have their students at school regularly and on time.

School Hours

The school day begins at 8:00 and students may arrive any time after 7:45 via the main entrance. Please make sure that *all* students are here by 7:55 so that classes may begin promptly at 8:00. 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 to the school office is expected.

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.

At the beginning of the school day, students not in class at 8:00 will be counted tardy and must enter the west-end office door and sign-in at the front desk prior to going to class. Students not in class by 8:20 will be considered absent. For 7-12 grade students, attendance is taken at the beginning of each class hour and a tardy will be recorded when a student is not present at the start of class. For every three tardies in a quarter, parent and student will be required to complete two service hours at the school building per administration decision for time and place.

The tracking of tardies may be suspended by the principal for all students on days the weather is particularly bad. Tardies due to pre-planned appointments (doctor, dentist, etc.) will be excused if an approved student absence request form is on file in the office one week prior.

Absences

([Digital Absence Request Form](#); [Physical Absence Request Form](#))

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.

Excessive Absences/Loss of Course Credit

- A high school student who is absent more than nine (9) times per class per semester for any reason (excused or unexcused, not to include absence due to class activities) will be subject to a loss of course credit. Upon the tenth absence, the student's semester grade could be reduced by ten percent. An eleventh absence could cause the student's semester grade to be reduced to zero with no credit received.
- An elementary or junior high school student who is absent more than twenty (20) times per school year is subject to that being one factor considered in promotion/retention decisions.
- Parents of a student with justifiable extenuating circumstances, such as student hospitalization or severe, physician documented, illness which causes a prolonged absence should immediately notify the principal, who may grant a discretionary exception to this policy. Do not delay as the request for an extenuating circumstance exemption should be made **at the time the situation occurs**.

Excused Absences (students will receive credit for make-up work)

- Prearranged Absence (Vacation, Medical/Dental Appointment, etc.)
 - **Prearranged absences will not be scheduled during the week of standardized testing.**
 - Families should keep in mind that although some homework can be made up, students can never regain actual classroom learning experiences they miss while absent (parents are responsible for helping their student "catch-up" if necessary). Therefore, parents are encouraged to check the school calendar and plan family trips during regular school breaks as much as possible.
 - **If a vacation must stretch beyond a regularly scheduled school break (for example Christmas/Spring break) the administration strongly encourages parents to add extra days at the END of the break. Most school breaks are scheduled at the close of a grading period, so final days before the break involve much reviewing, testing, and grading. Students who are absent during those days may be required to test early without benefit of proper preparation which will likely result in lower grades.**
 - Anytime parents know their students will be absent ahead of time (vacations, medical/dental appointments, etc.), they are asked to fill out a **Student Absence Request form (digital or physical copy)** and have it turned in to the office (with a parent/guardian signature) **no less than one week in advance**.
 - In order to be considered an excused (student receives credit for make-up work) absence, the form **must be submitted one week in advance** and approved by administration, and make-up work must be arranged with the teacher(s).
 - Teachers will determine the appropriate assignments to be completed, the means of completing the work, and whether the work is to be completed before the absence or due upon student's return to class. It will be the student's responsibility to finalize arrangements with each of his or her teachers to complete the assigned work.

- Jr. high and high school students are personally responsible for securing their make-up work from teacher(s).
 - Personal illness with parental explanation
 - 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. This means that a student who is feverish the evening before a school day or who awakens with a fever should be kept home until the fever has been gone a full 24 hours without medication.
 - A parent must call/email the school office each day of absence to notify the office of the reason for the student's absence; limited to three consecutive days.
 - The parents may be called by the office if their call/email is not received in a timely fashion. This helps ensure the safety of students and accurate record keeping.
 - Absence due to illness beyond three consecutive days may require a physician's note in order to be excused.
 - **When absence is due to illness or other serious concern, students may have two days (for each missed day) to turn in make-up work.** Parents may email their student's teacher with questions regarding make-up work. When hard-copy make-up work is needed, teachers may communicate this to parents and **leave the make-up work in the office for parents to pick up after 2:30.**
 - Example: If the student misses Monday due to sickness, they can have Tuesday and Wednesday to do makeup work. They will need to turn it in Thursday morning.
 - Exception: If the count includes any days over the weekend, makeup work is due Monday after the weekend. (Unless the student misses Friday, then they have Monday and Tuesday to work and turn it in Wednesday morning.)

- Illness/death in the family
- Hospital stays
- Activity-related absence

The following absences are considered excused and are also exempt from the excessive absence policy (they do not count toward a student's nine allowable absences in a semester):

- School sponsored extracurricular events
- College visits (juniors and seniors) with approved Student Absence Request form.
 - Juniors may take three days per year for college visits.
 - Seniors may take two days per year for college visits.
- Job shadowing (juniors and seniors) with approved Student Absence Request form.
 - Juniors and seniors may take one job shadow day per year.

Unexcused Absences (students will NOT receive credit for make-up work)

- Absence for Unplanned Appointment

- When a student must leave school for an unplanned appointment (those that do not have an approved Student Absence Request form), parents are asked to call/email the school office specifying the reason for leaving school (doctor, dentist, funeral, etc.), the time s/he will leave the building, and the approximate time of return.
 - If a student is away from school for more than twenty (20) minutes in a half-day period s/he will be considered absent for that half-day.
 - Special safety procedure: Any time a student leaves/returns mid-day, they must do so through the west (office) entrance. The adult picking up or returning the student must come into the building to sign in/out the student.
 - 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.
- Any other absences inconsistent with the excused absence policy will be considered unexcused.
 - Absence for senior pictures and driver's testing will not be excused. Students are encouraged to schedule these activities outside of regular school hours.

Early Outs

School will be dismissed either at 12:30 pm or 1:30 pm on early-out days. Parents are encouraged to check the school calendar and make a note of early-outs, holidays, and special days such as Spirit Week, Change for the Philippines, etc. Calendar changes will be published in email updates.

Health

Medical Care

While Life Church School does not have a nurse on staff, our full-time staff is trained in first aid and CPR. As soon as we are aware that a student has been injured or is not feeling well, we carefully assess the student and provide appropriate care.

Head injuries in particular, are assessed and treated carefully. Anytime a student's head is injured in such a way that a bump or bruise develops, or the student seems dazed or disoriented, is experiencing nausea, blurred vision or a headache, the parents will be notified immediately by phone. In addition, in the case of head injuries or other serious injury, an injury report will be completed by the adult supervisor in charge of the student. Injury reports are signed by the principal and filed in the school office. Parents and staff should be aware that the effects of a concussion may not manifest themselves immediately, and the students should be monitored carefully for symptoms; medical care should be sought, if necessary. Should a student sustain a

concussion in or out of school, s/he may not participate at recess or in a PE class until the parent provides the school a medical release form, signed by a health care provider that clears a student for participation in recess and/or PE. For additional information about head injuries, please refer to the following MSHSAA website link:

http://www.mshsaa.org/resources/pdf/ConcussionPacketHB300_Final.pdf.

If a child becomes seriously ill or injured, we will notify parents immediately, or, at the administrator's discretion, contact those designated by the parents as emergency contacts.

Over-the-Counter Medication

Many schools no longer offer over-the-counter medications such as Tylenol or cough drops. At LCS, our desire is to be able to continue to provide this helpful service for our families. We have established the following guidelines for parents to read carefully.

We have a small budget for stocking our medicine cabinet, so we generally offer generic forms of acetaminophen (chewable and regular strength) or regular strength ibuprofen. TUMS are also available for an upset stomach with parental approval. We also welcome new, unopened donations of these as well as band-aids and cough drops.

When it has been determined that a child needs medication they are sent to the office. We will first check enrollment paperwork to see that the child has parental permission to receive OTC meds at school. We will not administer medication to students who do not have signed parental permission. Over-the-counter medications are dispensed according to package dosage directions, and only after 9 am. Excess doses will not be administered to any student. Each student dose will be recorded and parents will be notified via text or email.

Prescription & Emergency Medications

No prescription medication will be administered at school without written parental consent. Prescription medications sent to the school should be brought in the original container and accompanied by a signed parental 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. No medications are to be stored in classrooms or student desks/backpacks. All medications will be administered by the teacher or administrative staff.

Students with a chronic disease, such as asthma, may assume responsibility for their own medication administration (e.g. bronchodilator, EpiPen, insulin, etc.). Students with an EpiPen may also assume responsibility for it. Parents must notify the school in writing for this arrangement. The school will not be responsible for this medication.

With an exception for these emergency medications (e.g. inhalers and EpiPens), students are not to carry medication at school.

Illness

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. This means that a student who is feverish the evening before a school day or who awakens with a fever should be kept home until the fever has been gone a full 24 hours without medication. If your child has been vomiting prior to coming to school, either the evening before or the morning of, please plan to keep them home for 24 hrs unless you know for sure it is simply related to allergies or another non-illness area.

If a child becomes sick at school, parents will be notified and required to pick up their child. This is considered an excused absence.

Lice

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. This will be considered an excused absence.

*Opposite Gender Policy

The Opposite Gender Policy is a junior high/high school conduct and behavioral policy regarding how teenage boys and girls should relate to each other as brothers and sisters in Christ. Central to the policy is a “no dating” agreement, but the real reason and value of it is so much more than just that. Our goal is to create a safe environment for our students to pursue God and build deep friendships, free from the distractions of dating. We do not consider this a LCS rule, but rather a family value that is agreed upon by both parents and students and carried out at home and at school.

We have modeled our opposite gender policy for junior high and high school on these verses:

Do not sharply rebuke an older man, but rather appeal to him as a father, to the younger men as brothers, the older women as mothers and the young women as sisters in all purity. (I Tim. 5:1-2)

For this is the will of God, your sanctification; that is that you abstain from sexual immorality; that each of you know how to possess his own vessel in sanctification and honor, not in lustful passion, like the Gentiles who do not know God; and that no man transgress and defraud his brother... For God has not called us for the purpose of impurity but in sanctification. (I Thess. 4:3-7)

Daughters of Jerusalem, I charge you by the gazelles and by the does of the field: Do not arouse or awaken love until it so desires. (Song of Solomon 3:5)

There is nothing impure about attraction; we realize that it is natural for students to have special feelings for each other and that some of them may even be ready to pursue a dating relationship while still in high school. However, most students are not. Dating in high school often results in major distraction at best and stumbling in sin at worst before young people are able to navigate the spiritual, emotional, and social challenges that arise in that context. At Life Church School we believe that dating moves to courtship and courtship moves to marriage (which means you are responsible enough to support a family).

Furthermore, we want all of our students to experience a broad range of friendships and enjoy spending time together in groups, getting to know one another without feeling pressure to form or manage exclusive relationships with the opposite gender. We want their friendships to be a source of spiritual encouragement, strength, and camaraderie rather than a source of distraction or distress. We also want to help them focus on learning and developing their talents and gifts.

Therefore we require all students to make a personal commitment to refrain from dating for the duration of their time at Life Church School and to be accountable to their parents as they walk out the decision.

We strongly recommend that parents and students discuss their commitment before moving forward.

If an issue arises in our midst (whether at LCS or outside LCS) that is contrary to this policy or contrary to basic Biblical values, we will address it in coordination with the student's parents. Typically if a student is struggling outside of school, they are also struggling inside of school. We want to set a culture of confession and repentance, without shame, followed by complete restoration and freedom. We want to partner with families together in this and have a good overall strategy to help the students. Sometimes consequences, including suspension, will be given as well.

Additionally, any kind of unrepentant sexual impurity or rebellion against parents, whether in school or out of school, will be treated with appropriate measures, which may include expulsion.

Recess

Kindergarten through sixth grade classes have recess, which is scheduled by their teachers. Parents are asked to make sure their students are dressed properly to go outside. Students will be kept indoors only during extreme weather conditions.

Skateboards, rollerblades, metal or wooden baseball bats, and hardballs may not be used during the school day. Teachers have an assortment of play equipment available for students to use at recess.

***Chapel**

Chapel is usually held once a week on Wednesday mornings. Parents and friends are welcome to join LCS students in chapel.

***Community Service**

Community service is important to Life Church School as a way of teaching our students the value of showing the love of Christ to the community in which they live. Therefore it is promoted through classroom and extracurricular activities. Most students will have the opportunity to participate in at least one service-oriented field trip per school year.

***Field Trips**

In connection with their classroom studies, students may take various educational field trips throughout the year. Advanced notice will be given if a fee is required for a particular field trip. These trips are an integral and exciting part of learning; therefore, it is expected that each student will attend. One benefit of field trips is that students are disciplined in the art of self-control and gracious deportment in various situations, in addition to the field trip's educational value. Parents will be notified in advance of the specifics concerning the field trip and parental consent will be required for a student to attend.

Field Trip Fees and Release Forms

If a field trip will require a fee, notice will be given in advance. Each student must have a completed Parental Agreement and Health/Emergency Form on file. The Parental Agreement and Health/Emergency Form are included in the enrollment packet at the beginning of the year.

Field Trip Behavior

Students are expected to use good behavior and respect the rights of others while on field trips. All school rules apply while on field trips. Students should observe the following additional rules for riding in teacher/volunteer vehicles:

- Remain orderly at all times, particularly when waiting to get in the vehicle.
- Talk quietly, never shout.
- Keep arms, hands, head, and objects inside the vehicle.
- Follow the driver's directions.
- No eating, drinking, or gum in the vehicle without the driver's permission.
- Clean up your space upon returning to school.

School Calendar and Supply List

The school calendar and supply lists are available at the school office. The school supply lists are also available digitally on the school website.

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.

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.

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 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. Students are required to thoroughly wash hands before eating.

Taking personal responsibility for bringing their lunch to school with them each day reinforces in students a growing sense of self-disciplines and personal accountability. **If a student forgets their lunch, they will not be allowed to contact someone to bring it to them.** Hot pockets are available and will be given to the student. However, \$3 will be charged.

NOTE: Students will not be allowed to leave for lunch unless it is with an adult and has been prearranged. Food may also not be delivered unless prearranged for a special event. Parents are welcome to bring food and share lunch with their student.

Technology

Computers

Students make use of computers during the school day. Parents should discuss internet safety with their child. Students must follow safe-use guidelines. Texting or messaging on a computer and the use of social media is prohibited during school hours. 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

Cell phones may be brought to school but must be turned off and stay in the student's backpack once a student arrives on campus. A teacher may also request that all phones be turned in to them at the beginning of class. The school will not be responsible for lost or stolen cell phones. A cell phone may not be used as a calculator for math class. Students are not allowed to use cell phones for calling or texting on school premises before or during the school day, including between classes and at recess. They may only be used during school hours with explicit staff permission for a specific task.

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.

Social Media

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.

Office Phone

Students may use the school office phone during/after school hours at the teacher's discretion, and in keeping with the following guidelines:

- Students may not use the phone for social plans (i.e., making evening plans, asking to go home with someone after school, etc.).
- Students may not use the phone if they forget their lunch (see Lunch).
- If a student needs to use the phone for something they forgot for class or an after-school activity, the student must get permission from the teacher for whom they need the items. The teacher will make the decision if the student needs to use the phone.
- Phone calls are limited to a maximum of two minutes.

Note: We understand unexpected needs for phone use do arise. Those situations will be considered on an individual basis.

*School Safety

Though school crises may occasionally bring safety issues to the forefront, statistically, school is still one of the safest environments for your child.

- All exterior doors are locked throughout the school day.
- Our school receptionist diligently monitors activity in and outside of the school building during school hours. *All* visitors, including parents, are required to enter through the main office entrance on the west side and sign in. If a visitor will not give a name or does not have a viable purpose in visiting the school, s/he is not allowed to enter.
- Students are not allowed to leave the school building without permission during school hours.
- LCS administration will always follow directions of local law enforcement emergency management in an emergency.
- **If you should hear that the school may be experiencing an emergency, please help us by:**
 - **stopping to remember**, we take the trust you have placed in us for the care and safety of your student very seriously; student/staff safety is our immediate priority in an emergency.
 - **resisting** the urge to speculate or react to rumors or hearsay. Be assured, once the situation is under control, including the safety of our students and staff, the administrative team is committed to contacting parents as soon as is safely possible.

- **remaining calm and reminding** your student of these things if they contact you on their cell phone. Reassure them by directing them to remain calm, resist giving place to rumors, and to follow directions. your calm confidence can greatly help your student respond appropriately, thereby freeing administrators and staff to work at resolving the situation more quickly.
- In the event it is not secure or becomes unsafe to remain on campus, students may be relocated to the alternate safe site at Cornerstone Church (1702 N Elson, Kirksville, MO 63501) where parents may pick up and sign out their chil(ren) when safe.

Routine Practices to Ensure the Safety of Students and Staff in an Emergency:

Severe Weather: The administration will monitor threatening weather conditions. In case of a tornado threat, teachers will direct students to the appropriate Weather Safe zone.

Smoke, Fire, Chemical Leak, Bomb Threat: Students will be directed to evacuate the building immediately in an orderly manner as directed by their teachers, leaving behind all belongings, and proceed to the Outdoor Safe Zone. Administrators will leave the building last, “sweeping” for anyone remaining in the building.

Physical Threat/Armed Intruder: Response to these emergencies may vary.

Prohibition of Persons Guilty of Sex Crimes/Registered Sex Offenders: LCS prohibits all persons who have pled guilty or no contest to or have been convicted of and/or found guilty of sex crimes, or persons registered as sex offenders of being in or within 500 feet of any school building, school property, school activity, or any vehicle used to transport students (Refer to Missouri State Statutes 566, 568, and 573). The Eldership Team of Life Church and administration of Life Church School may make rare exceptions for parents, guardians, or custodians of students enrolled in the school if the person’s presence is necessary to transport the student, may benefit the student educationally, or in situations where the parent, guardian, or custodian will always be supervised.

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.

***Insurance**

The school facility is properly insured to cover liabilities incurred. The school insurance for injury is secondary to the family's personal insurance.

***Inclement Weather**

When will I know if school is closed due to inclement weather?

When possible, the principal will attempt to make an announcement to close school by 10 pm the night before. In most cases, however, a decision cannot be made until morning. The goal is to make a school closing announcement by 6 am.

Who makes the decision?

The principal makes the decision to close school based upon current weather conditions, weather forecasts and road conditions. Area schools' decisions are taken into consideration, however we do not always follow the lead of our public-school districts, since we do not have bus routes to contend with. Remember, if a decision is made for school to remain open, parents have the option to keep their children home for health and safety reasons. However, please be aware that standard school attendance policies will apply.

How do I find out if school is closed?

The moment the decision has been made, the principal will send out a text and an email to the parent and student contact list.

What happens if the weather worsens during the school day?

LCS administrators closely monitor the weather. We try to avoid unexpected early dismissals. However, on occasion, early dismissal is unavoidable. Parents must have a contingency plan for supervision of their children in the event school is dismissed early. When it is necessary to dismiss children during the regular school day, the principal will send out a text to the parent contact list. We will provide as much advance notice as possible. In addition, the school will send out an email announcing an early dismissal.

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.

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, except for special activity days where explicit teacher permission is given. All shoes must be tied and/or secure, with toes covered and a strap over the heel. If parents have difficulty reaching these requirements due to financial difficulty, please talk with the principal. At LCS, we want to take care of one another.

Physical Education Attire

Students should wear dark, knee-length athletic shorts or sweatpants (no tear away pants), non-form-fitting T-shirts, socks, and athletic shoes. Leggings may be worn under shorts for female students. If a student does not properly dress out for p.e., points will be deducted from their grade.

If a dance class or other specialty course is offered, a required dress code notification will be included with enrollment.

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.

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 a scholarship for your child, please contact the school office.



**Life Church School
Parent/Student Handbook Agreement Form
2023 - 2024**

ONLY ONE FORM PER FAMILY NECESSARY

The Life Church School Parent / Student Handbook is available in a printed form in the school office or online at <https://lifechurchkv.org/life-church-school>

Please read and discuss the handbook with your child/children and return the signed agreement below no later than Friday, August 18, 2023. Signatures for junior high and high school students are required along with parent signatures. Please notify the school office promptly if you need help obtaining a paper copy or if you are unable to access the handbook online.

I/We have read and discussed the Life Church School Parent/Student Handbook and understand the policies and regulations of Life Church School.

I/We agree to comply and support the Administration and Faculty in implementing the policies and regulations herein.

Family Name: _____

Parent Signature: _____ Date: _____

Student Signature (s) for those Jr High and older: _____

The Principal retains the right to amend the Parent/Student Handbook at any time for just cause. Parents will be given prompt notification if changes are made.