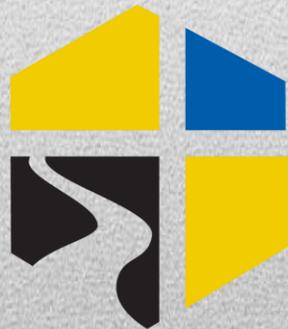


# Parent/Student Handbook

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**Lake Region**  
Christian School

7398 Fairview Road, Baxter, MN 56424  
(218) 828-1226 office  
[www.lakeregionchristianschool.com](http://www.lakeregionchristianschool.com)

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# Administration

Pastor David Grotzke.....Administrator  
Steve Ogren.....Principal  
Cheri Barringer .....Office Manager  
Rachael Anderson..... Office Assistant  
Greg Ranweiler .....School Committee Chairman

# History of LRCS

In 1974, Lake Region Christian School was founded by Pastor Richard Paige and the First Baptist Church congregation. LRCS was located on Sixth and Juniper Streets in Brainerd, Minnesota. LRCS began as an Accelerated Christian School (ACE), and during the first year, thirty students were enrolled in Kindergarten through eleventh grade. The teaching staff included three full-time teachers and three to four part-time staff members.

In the winter months of 1977-1978, the church and school moved to its present location at the intersection of highways 210 and 371 in Baxter, Minnesota. The teachers at LRCS began incorporating some traditional Bible, English, and math mini-classes into the curriculum in 1979-1980. Work also began on a new soccer field. During the 1983-1984 school year, LRCS dispensed with the ACE learning program and went to a traditional classroom setting. After experiencing much growth, the church voted to expand the building in 1997-1998. Included in the expansion, were high school and middle school classrooms, offices, a music room, a library, and a gymnasium. In 2006-2007, the middle school program was introduced, and fifth through eighth grade students had their own classes, teachers, chapels, and lunch times. In 2007 the upstairs was completed to give us an additional 10,000 square feet of classroom space.

Since the beginning, Lake Region Christian School has offered a full and varied educational program with the highest quality training in a distinctly Christian environment. Quality programs are available to the students in academics, music, athletics, drama, and other elective and extra-curricular activities. Throughout the years, LRCS has been known in Minnesota and the upper Midwest for its excellence in education.

## Principals

1974-1978	Pastor Richard Paige	1984-1998	Mr. Chuck Arns
1979-1980	Pastor Jerry Maart	1999-2005	Mr. Randy Miller
1980-1981	Mr. David Wagner	2005-2006	Mr. Mark Monroe
1982-1983	Mr. Al Jacobson	2007-	Mr. Steve Ogren
1983-1984	Mr. Judson Mitchell		

# Doctrinal Statement

1. *We believe* the Bible to be the inspired, infallible, authoritative Word of God.
2. *We believe* that there is only one God, eternally existent in the persons of the Father, Son, and Holy Spirit.
3. *We believe* in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood on the cross, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. *We believe* that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. *We believe* in the resurrection of both the saved and the lost; those that are saved unto the resurrection of life, and those that are lost unto the resurrection of damnation.
6. *We believe* in the spiritual union of believers in our Lord Jesus Christ.
7. *We believe* in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

# Goals

Our goal is to develop Christ-likeness in the life of every student. Four major areas in which this Christ-likeness should be manifested include

1. *Spiritually*- *“Let the Word of Christ dwell in you richly.” Colossians 3:16*
  - Lead each child to personal acceptance of Jesus Christ as Savior
  - Enrich the child’s devotional life
  - Develop a well-balanced and Christ-like personality
  - Awaken a realization that God has a purpose and plan for each life
  - Develop from Scripture the ability to find help independently
  - Give knowledge, love, and understanding of the Bible
  - Instill a sense of responsibility for the lost that will lead to intelligent witnessing
2. *Mentally*- *“Let this mind be in you, which was also in Christ Jesus.” Philippians 2:5*
  - Develop a mind-directed and not a feeling-directed life
  - Develop a positive reaction to life
  - Discover and develop individual aptitudes
  - Cultivate analytical thinking and a priority-directed life
  - Impart a command of knowledge and skills
3. *Socially*- *“None of us liveth to himself.” Romans 14:7*
  - Instill a loyalty to Jesus Christ in all things and at all times
  - Develop an understanding of the student’s place and obligations in the family
  - Help the child share his Christian responsibility as a citizen for the welfare of every group to which he belongs
  - Awaken and foster missionary responsibility toward all men
4. *Physically*- *“Present your bodies a living sacrifice... unto God.” Romans 12:1*
  - Develop a respect for the body as a temple of the Holy Spirit
  - Teach intelligent care of the body
  - Encourage the yielding of the body as an instrument for God’s use

## Mission Statement

The mission of Lake Region Christian School is to teach the heart and mind of each student from a Biblical world-view, to cultivate in every student an understanding of the importance of growing in a personal relationship with Jesus Christ, and to assist parents in preparing their children to faithfully serve their families, churches, businesses, and communities for God’s glory.

# Admissions Policies and Procedures

Lake Region Christian School admits students of any race, color, national, and ethnic origin to all rights, privileges, programs, and activities available at the school. We do not discriminate on the basis of race, color, and national or ethnic origin in administration of our educational, admission, scholarship, athletic and/or other school administered programs.

Admission to Lake Region Christian School is determined by 1) a personal interview with the administration to determine a student's interest in academic and spiritual matters, 2) by possible academic testing, and 3) by the prospective student's general attitude toward the school and its policies. We desire to educate as many young people as possible, but class size may limit admission. We are not equipped to handle students with substantial learning disabilities, severe emotional problems, or an uncooperative spirit toward rules and discipline.

Families must agree to abide by school policies and to assist the school and support school officials in the implementation and enforcement of its policies. Students of LRCS shall be of highest moral character and be obedient to all Biblical principles, including, but not limited to, prohibitions against fornication, drug use, alcohol use, pornography, and homosexuality.

# Enrollment Process

The enrollment process consists of the following:

1. A completed application, which includes a statement of cooperation and a check for the application fee (\$100 per family, non-refundable).
2. A student record release form (for those entering 1<sup>st</sup>-12<sup>th</sup> grade). If your child's previous school does not send a record of your child's immunizations, or it is incomplete, we will be requesting that the information or immunizations be brought current prior to their first day of school. You may refer to the section on immunizations, page 9. Those students entering Kindergarten should submit an immunization record from your doctor.
3. Submit a non-refundable curriculum fee to the LRCS Business Office. \$150 for preschool and \$200 for K5-12.
4. Sign the tuition/fee payment schedule and the *Statement of Cooperation*.

## Re-enrollment Process

Re-enrollment forms are sent home with current students each February. Forms must be filled out and returned to the office before the open-enrollment period to be guaranteed a spot for the next school year.

## Transfer Students

Students desiring to transfer to LRCS at the beginning of a school year should follow the normal enrollment procedures discussed above. Transferring to LRCS after the school year has begun is a rare occurrence and will be considered on a case by case basis. A meeting with the school administration, prospective student, and parents will determine whether or not a transfer will be allowed.

# Health and Safety

Lake Region Christian School works diligently to maintain a safe and healthy environment for all students. Parent and student cooperation with school health and safety policies is necessary in order to avoid accidents and to properly care for students.

## Immunizations

Minnesota State Law requires that each child's file contain proof that his immunizations are current. Please check your child's medical records, complete the following shots, and report them to Lake Region Christian School BEFORE attending. Your child's previous school may have this record, and you can transfer that to LRCS via fax or mail, as may your doctor's office.

**All students going into kindergarten (and any student in the 1<sup>st</sup>-6<sup>th</sup> that has not had these shots)**

- 5 DTP (diphtheria, tetanus, & pertussis)
- 4 Polio
- 2 MMRs (measles, mumps, & rubella)
- Hepatitis B- the 3 shot series takes 6 months to complete (once given, it is good for life)
- 2 Chicken pox (varivax) or parent documentation of the chicken pox illness

**All students going into 7<sup>th</sup> grade (and any student in the 8<sup>th</sup> -12<sup>th</sup> that has not had these shots)**

- 1 Td/Tdap (tetanus-diphtheria-pertussis) booster
- 2 MMRs (measles, mumps, & rubella) after 1 year of age
- Hepatitis B- the 3 shot series takes 6 months to complete
- 2 Chicken pox (varivax) or parent documentation of the chicken pox illness

If immunizations are needed, you may go to your family doctor or make an appointment with Crow Wing County Health by calling (218) 824-1080. If you conscientiously object to your child being immunized or if a doctor certifies that it would be unhealthy for your child to be immunized, you may complete a form indicating the exemption in the LRCS office.

# **Physical Examination**

Middle school and high school students participating in varsity sports are required to have a physical on file that is no more than three years old.

## **Sickness**

In the interest of every child's well-being, parents are requested to keep their child home when he is sick. If a child has symptoms such as elevated temperature, rash, vomiting, excessive nasal discharge, diarrhea, or pink eye, please keep your child home. If your child develops symptoms at school, he will be sent to the office, and you will be notified to pick up your child as soon as possible.

## **Medication**

Students are not permitted to carry medication (either over-the-counter or prescription) on their persons or store them in their desks, lockers, backpacks, or vehicles. All medication must be stored in the school office in a clearly marked Ziploc bag with the child's name, date, dose, number of doses, and the time to be taken. Designated school staff will administer all medications in the school office. We only give non-prescription pain relievers (such as Ibuprofen or Acetaminophen) with parent permission.

# Student Accident Insurance

While every precaution is taken for proper supervision for the prevention of accidents at school, accidents do happen. Students are covered by accident insurance, which covers medical expenses resulting from accidents that occur at school or on school trips, athletic events, etc. This benefit covers that portion of expenses not covered by the parents' individual group or prepayment HMO plans. Claim forms are available in the school office and claims **must** be filed within 90 days of the accident, even if you have not received your bills from the provider.

# Healthcare Appointments

Whenever possible, all medical and dental appointments should be made outside of regular school hours since an academic problem may develop when students must continually leave school for medical purposes.

# School Closings

If the school buses are able to run their routes safely, school will be held, but we usually follow the lead of the Brainerd school system and close our school if they close. Since we have students of varying driving abilities traveling from some distance, parents should always use their best judgment in whether to allow their child to travel in inclement weather. Family contact information is placed within our automated messaging system. This system is used to contact families for emergencies, cancellations, updates, etc...

In the event of inclement weather, school closing will be announced on the following stations and the LRCS website [www.LakeRegionChristianSchool.com](http://www.LakeRegionChristianSchool.com)

- KTIG (102.7 FM)
- KLIZ (107.5 FM)
- 3WI (1070 AM)
- KLKS (104.3 FM)
- WJJY (106.7 FM)

If school closes early due to bad weather, students should be picked up as soon as possible.

# Emergency Drills

Fire, tornado, and lock down emergency drills will be conducted throughout the school year in accordance with regulations. Evacuation maps are located in each classroom.

# Head Lice Policy

If lice or nits are found on a student, he will be isolated, and the parents will be notified to pick up their child as soon as possible. Students need to be treated with medication and be nit free before they are allowed to return to the classroom. Parents are encouraged to give notice to the school in the event that they find head lice or nits on their child at home. This will help prevent the spread of head lice at school.

# General Policies and Procedures

## Attendance

One of the keys to successful academic achievement is regular attendance at school. School attendance is not only required by state law, but it also becomes a permanent part of the student's record. Because Lake Region Christian School discourages taking extra days of vacation while school is in session, please see the school calendar for days off and half days. A student may not accumulate more than 12 absences per semester in order to pass the grade (or class). Refer to the section on *tardiness*, page 14, as that will affect absences. Exceptions will be considered for extended illness which will require a doctor's excuse.

The school day begins at 8:30 a.m. (8:25 for HS) and ends at 2:50 p.m. (2:35 for HS) each day. Students who arrive after 10:00 a.m. or leave before 1:00 p.m. will be counted a half day absent. All absences will be recorded even if a note is brought to school. Medical or dental appointments during the school day will count toward the student's number of absences. Any school-sponsored activity will not result in absences for the participant. (i.e. leaving early for athletic functions).

## Absences

Please notify the school office by 9:00 a.m. if your child is going to be absent (please leave a message if there is no answer). If we do not receive notification that your child is going to be absent, we will be notifying you. Students must be checked into school before noon in order to participate in any athletic event that day.

If the student knows in advance that he will be absent, he should go to the school office and ask for a **make-up work form** to present to all of his teachers. If the student did not know that he would be absent, he will still receive a make-up form upon his return to school. The student will take the form to each of his teachers and find out what work was missed during the absence.

# Tardiness

Punctuality is a matter of primary importance in the education process. Students who are tardy disrupt the educational process and jeopardize their own academic achievement. **All LRCS students need to be in the classroom and seated when the 8:25 or 8:30 a.m. bell rings.**

If students are tardy for any reason, they must check in with the office and present a signed and dated note from their parents stating the details of the tardiness (unless the office has been notified by phone). The student will sign in to receive a pass and proceed to class.

Each high school student will be allowed three tardies per semester without penalty. Upon the fourth tardy, a fine of \$5 will be issued. An additional fine of \$2 will be issued for each additional tardy (i.e. \$7, \$9, etc...) Typically only medical or dental appointments are excused. Absences/tardies, which accumulate for an entire eighteen week semester, are also listed on each quarter's report cards.

## Signing Students Out of School

Lake Region Christian School is a closed campus, and no student is to leave at any time without previous written parental permission. All requests to leave the school building while school is in session, including lunch periods, must be approved by the principal. A student will be considered truant and will be disciplined if he leaves without permission. If the student needs to leave school early, he must bring a signed note from his parents with the date, time, and reason that he needs to leave. The student will present this note to the school office at the beginning of the day. The student will then receive a **pass** that must be initialed by the principal and each teacher affected by their absence. Before leaving the school premises, students need to bring their initialed pass to the office and sign out.

Once a student arrives at school, he is to stay at school until the end of the day, unless they have written parent permission. This means that if the student arrives early to school, they are not

permitted to leave campus to go to the gas station or Wal-Mart (or anywhere off campus) without written parent permission.

Students too young to drive will not be released to anyone other than the student's parents, or the designated people that the parent has authorized.

## **Visitors**

**All** visitors are required to check-in with the school office at the North entrance of the building as all other exterior doors will be locked during normal school hours.

Parents are welcome to visit the classroom, but prior arrangements are requested. Parents are asked not to go directly to the classrooms, but they are required to come to the school office to sign out their child or bring child belongings.

Prospective school-age students may attend if invited by an LRCS student and approved by the principal at least 24 hours before the visit. Visitors must sign in and out at the school office, even if they are visiting only for lunch. All visitors must wear school dress code while on campus.

# **Student Cars and Parking Lot Safety**

It is a privilege and not a right to drive a car to LRCS. Students who drive to school must obey the following regulations:

1. Students may not lounge in their cars before school or during lunch time. Upon arrival at school in the morning, students must leave their cars and may not return to them until school dismisses.
2. Students must park in the area assigned to them. They should not park on the dirt or grass (even temporarily) but only on the marked blacktop area.
3. Any student found “hot-rodding,” speeding, or otherwise driving recklessly on or near school grounds will have his school driving privileges suspended.
4. These rules apply to any motor vehicle a student may drive to school.

For parking lot safety, the use of skateboards, roller skates, and roller blades is prohibited before and after school.

Students who bring bicycles should not be riding them around the parking lot during the school day. Bikes should be parked in the morning and not used until the student leaves for the day. Bikes are not permitted inside the school building.

## **Drop Off and Pick Up**

Preschool students may be dropped off in before school care using the West door or the North door beginning at 7:45 a.m. if they are signed up for the before school program. The school does not provide supervision of students prior to this time, and therefore, we request that parents do not drop off students earlier than 7:45 a.m. for their own personal safety.

Elementary, middle school, and high school students should report directly to the new gym upon arrival if staff meeting has not yet dismissed. Teachers will come and dismiss the students from the gym.

Students are required to leave the school building and the school grounds immediately after the 2:50 p.m. dismissal. Students involved in school-sponsored activities must report to the teacher or coach responsible for the activity immediately. Preschool through elementary school students who are not picked up by 3:05 p.m. will report to after school care in the designated rooms. (See section IX “Financial Policies” for more information on the cost of after school care.) LRCS does not assume responsibility for students in grades 5-12 who remain on campus after 2:50 p.m. and are not involved in a supervised activity.

## **Bus Service**

Reichert Bus Service provides transportation for students in the Brainerd Lakes Area. Parents must make their own arrangements with Reichert by calling (218) 829-6955. Students who use the bus service are expected to obey the policies that Reichert enforces. Bus students will be dismissed from class at 2:40 p.m. in order to catch the bus in time.

## **Telephone and Cell Phone Usage**

Students may make outgoing local telephone calls at the school office. Calls will be allowed only between classes or during lunch. Students must ask permission to make a phone call in the school office.

Personal cell phones may be used only in the school office. They should be used for “business” type calls rather than for casual conversation. Cell phones should be turned off and kept in the locker during the school day. Cell phone possession/usage in class or outside of the office will result in the phone being taken away until the end of the day. It will be available from the principal after classes are done for the day.

# Music Policies

At the discretion of the coaches and chaperones, high school students are permitted to listen to Christian music on away games and field trips. If a student is caught listening to non-Christian music on an away game or field trip, then his music and musical devices will be taken away.

During a normal school day, all I-pods, MP3 players etc. should be left in the student's vehicle or lockers and are not to be used on school grounds.

# Computer Usage

## **General Purpose:**

- Student access to LRCS's internet connection is intended for educational purposes only.
- LRCS computers will be used to conduct school-related research and/or produce school-related documents or projects.
- School computers will only be used under the supervision of school personnel.

## **Expectations and Responsibilities:**

- Students must attend an introductory computer/network user class before they will be assigned a user ID and password.
- Any student who wants to use the school computers must use his or her own user ID/password and must not allow other students to use his/her user ID/password.
- Students are expected to maintain the highest ethical standards when using school computers, specifically avoiding plagiarism, copyright violations, cheating, and offensive or inappropriate content.
- Students should not attempt to circumvent the web filters that are in place and are required to report immediately any failure of the web filter system.
- The student is responsible for any damage – physical or electronic – to school-owned hardware, software, or data that occurs because of abuse or negligence.
- Equipment should only be disconnected or moved by IT support staff.

## **Information Privacy and Storage:**

- All data created, sent, received, or stored on LRCS computers, server, or network are the property of LRCS and may be reviewed by the IT manager at any time.
- Students should only save information to their assigned network user directory. School computers may be erased occasionally without notice for maintenance or repair.

## **Restrictions:**

- No software – including plug-ins – will be downloaded and/or installed by a student unless the student is given specific instructions from a teacher to do so.
- No electronic mail or other communication software (IM, etc.) will be used by the student at any time unless the student is given specific instructions from a teacher to do so.
- The student will not attach any hardware to a computer (zip drives, external CD drives, digital cameras, etc.) unless the student is given specific instructions from a teacher to do so.

## **Consequences:**

- If a student chooses to disobey these guidelines, the student's access to the LRCS network and LRCS computers will be suspended for one week. Repeated violations will be handled by the principal and the computer teacher, and may result in a permanent loss of computer privileges. The LRCS administration and the computer teacher will make the final decision regarding the interpretation of these rules.

# Lockers

LRCS lockers are the property of LRCS and are made available for students' use for a period of one academic year. The lockers are subject to inspection by school officials without notice or prior consent. LRCS students may purchase a lock through the school for use on their lockers. There will be a \$5 charge for the lock. Upon return of the lock, \$3 will be given back to the student. It is the students' responsibility to keep their lockers locked. If the lock is lost during the year, a student may purchase another lock if they so choose. Only school locks may be used on the lockers. Students are not required to have a lock, but it is suggested. Inappropriate pictures or posters will not be allowed.

## High school Classroom Expectations

Each student is expected to come to class prepared with the necessary supplies. Here are the four classroom rules that will be in effect for each high school class:

1. Students should be in their seats ready to begin class when the bell rings.
2. Students should not talk without permission.
3. Students should not get out of their seats without permission.
4. Student's homework should be complete and ready to turn in at the designated time.

## Lost and Found

The "Lost and Found" area is located on the shelf between the pre-school rooms and the lunchroom. All students who have lost articles should check periodically for those articles. Any article not claimed by the end of a current academic quarter will be donated to a worthy cause or discarded. To reduce the accumulation of "Lost and Found" articles, we ask that every student have his or her name on all articles of clothing or other belongings. School-owned textbooks and small jewelry items will be placed in the school office.

# **Chapel**

At the very heart of Christian education is the constant concern of the entire staff for the spiritual growth and vitality of the student body. As a part of this concern, chapel services will be planned to spiritually challenge the students. LRCS provides speakers from churches and our community, as well as from our own staff. Elementary, middle school, and high school all have separate chapel services in order to accommodate their own particular needs. All middle school and high school students are expected to bring their Bibles and participate in the singing during chapel services. Students may also participate in chapel services through special music or testimony.

# **Lunch Program**

The LRCS lunch program offers a variety of healthy menu items in an ala carte fashion providing both hot items (chicken nuggets, hamburgers, pizza etc.) and cold items (yogurt, Jell-o, pudding, carrot sticks, etc.). Parents are encouraged to put money into a lunch account whereby the students purchase lunch items without carrying cash. When the lunch account runs low, a note will be sent home to remind you to put more money into the account. Lunch accounts may be set up in the school office. Milk (\$.40 day) will be taken from the money in the lunch account. Hot items must be ordered in the classroom during first hour. Microwave ovens are available for student use during lunch.

## **Parent-Teacher Communication**

We desire to keep parents continually informed about their child and school events. Notes from the office, contacts by the students' teachers via telephone or e-mail, and the LRCS website are some of the ways that we achieve this. Please ask your children for any communications from their teachers or the school office.

If you need to speak with a teacher, please do not interrupt teaching time to discuss private matters in front of other students. The school office would be glad to schedule an appointment for you with a teacher or the principal.

Parent-Teacher Conferences are scheduled for grades K5-12 following the first and third quarters. Parents are encouraged to come to the conferences and visit with their child's teacher.

There may be times when your child may have some disagreement with or opposition to our LRCS standards as we seek to guide them toward Christian maturity and the achievement of academic excellence. Such times may cause misunderstandings between the home and the school. We would appreciate open communication between the parties involved as we attempt to resolve apparent controversies. LRCS personnel look upon these moments of difficulty as opportunities to work more closely with your family, and that with you, we might have the privilege of drawing out and cultivating your child's God-given strengths while minimizing their weaknesses. In the final analysis, we trust they will find God's purpose for their life.

## **Post- Secondary Enrollment Option**

Post-Secondary Enrollment Option is an opportunity that allows high school juniors and seniors to take courses at Northwestern College on a part-time basis and earn both college and high school credit. Students have the opportunity to choose from a variety of classes that may meet graduation standards as well as provide preparation for future career goals. There is no cost to students

for tuition and course required textbooks. Eligible students will be allowed to take up to two PSEO online courses in the LRCS computer lab during the school day. Please contact the school administration for further details regarding eligibility for this program.

We attempt to accommodate reasonable requests to allow a student to take specialized classes elsewhere, but we do not give a reduction in tuition. Students enrolled full-time in the Post Secondary Program are no longer considered LRCS students, and thus will not be part of the graduating class or be participating in sports.

## **Extra- Curricular Activities**

LRCS offers a number of different extra-curricular activities including, girls' volleyball, boys' soccer, girls' and boys' basketball, MACS Music and Fine Arts Competition, and drama.

When traveling on school trips, students will be supervised at all times by LRCS staff, coaches or their assistants. Students participating in school sponsored extra-curricular activities (athletics or fine arts) will observe the following guidelines:

1. Students represent LRCS and must maintain character and conduct worthy of that honor.
2. Students are expected to maintain high academic standards during each season. Please see the eligibility policy explained in the Athletics section.
3. School dress code is required at all LRCS sponsored activities such as plays, concerts, and graduations. Jeans are permitted at athletic events. Changes will be announced depending on the activity.
4. Students may listen to Christian music on school-sponsored trips. If a student is caught listening to non-Christian music, then the music and the musical device will be taken away.

# Field Trips and Parties

Many times a good educational experience can be achieved by leaving the classroom and going on a field trip. Students are to understand that this is a privilege and with it goes the responsibility of representing our school in a positive manner. The same policies that apply to school and classroom behavior also apply to students when on a field trip.

The teacher in charge of the field trip will provide a permission form giving information concerning the event and cost, and will have a place for the parent/guardian to sign and date. This permission form must be returned, signed, and dated before your child may attend the field trip.

Generally, school vehicles will be used to transport students on all field trips. Parents will be notified if other vehicles/drivers are used for the field trip.

If you would like to distribute invitations at school for a party your child is having, please invite all of the students of your child's gender or grade. If you are inviting only a select group, please contact the other parents directly so that the uninvited children are not affected.

# Senior Class Trip

Guidelines for the senior class trip:

1. The senior class must assume all costs related to the trip.
2. Class advisors will be designated by the administration. They will normally be a staff member or a parent from the class. Class advisors are encouraged to be part of the chaperone group for the trip.
3. The class advisors will help organize fundraisers, help students decide on a destination, plan the trip itinerary, and make necessary reservations.
4. Since the senior class trip is considered an extension of Lake Region Christian School, student conduct shall be governed by the rules and regulations outlined in the handbook.
5. Participants must be a member of that year's graduation class.
6. Trips will be planned with consideration of cost feasibility for all students.
7. All school fees must be paid in full by the student prior to the senior trip.
8. Trip destination and itinerary must be approved by the LRCS School Committee. Trips outside the U.S. will not be permitted.
9. Any money raised for a senior class trip through a fundraising activity by a student who does not go on the trip will be forfeited to the class. Any student who does not participate in the class trip is expected to be in regular school attendance.
10. Class advisors and students are encouraged to plan trips that have some educational and spiritual emphasis.
11. Any gross misbehavior of school rules will result in the student being sent home immediately at the expense of his/her parents after the parents have been notified by telephone.
12. Each student must have written permission from his/her parents to participate in the class trip.
13. Class advisors must carry student medical information forms which must be completed prior to the trip.

# Academics

## Grading Scale

Grading is indicated by an “A, B, C, D, F” and by the following numbers:

A+ =99-100

A=96-98

A- =94-95

B+=92-93

B=88-91

B- =86-87

C+=84-85

C=79-83

C- =77-78

D+=75-76

D=72-74

D- =70-71

F=0-69

An “S” for satisfactory and “U” for unsatisfactory may be used for non-academic classes.

“I” represents incomplete work.

### **Grade Point Evaluations:**

A=3.5-4.0

B=2.5-3.49

C=1.5-2.49

D=.5-1.49

**Honor Roll:** Honor Roll Lists will be published after each quarter.

A=3.5-4.0

B=3.0-3.5

## Progress Reports

LRCS has four nine-week grading periods. Progress reports are issued to Kindergarten through twelfth grade students in the middle of the nine week grading period. Progress reports are sent home with the student, so that the parent may review their grades and sign the progress report. Elementary and MS students must return the signed progress report within two school days..

# Report Cards

Since LRCS has four nine-week grading periods, report cards will be issued at the end of each of the nine-week periods. Report cards are sent home with the student for the parent to review. Students must return the signed report card within two school days. The last report card of the year for high school may be picked up at graduation as long as your bill is paid. Pre-school, elementary and middle school report cards will be handed out in the classrooms the last day of school as long as your bill is paid. Report cards will be held at the end of the year until your bill is paid in full.

## Homework

Homework is given for several reasons:

1. Reinforcement: We believe that most students require practice and drills to master material essential to their education process.
2. Practice: Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
3. Remedial Activity: As the instruction progresses, various weak points in a student's understanding of a subject may become evident. Homework, following instruction, is given to overcome such difficulties.
4. Special Projects: Book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework attention. We do request parent's full cooperation in seeing that the assignments are completed.

Homework Expectations for High School Students: (The elementary and middle school teachers each have their own specific guidelines for homework assignment and completion.)

1. Students have homework in all of their classes on a regular basis. Grades on late assignments will be substantially reduced when graded.
2. When a student is absent, it is his responsibility to get the missed assignments and complete them. **If the student knows that he will be absent from school, the student must see his teachers in advance to make arrangements to make up the work he will miss.**
3. Students excused early from school for sports or other activities must submit current assignments due, obtain homework assignments for the next school day, and make arrangements for tests or quizzes missed while away from school.

## Graduation Requirements

In order to graduate, each senior must complete the following classes and credits throughout his 9<sup>th</sup>-12<sup>th</sup> grade years:

English 4 years x 2 semesters	8 credits
History 4 years x 2 semesters	8 credits
Bible 4 years x 2 semesters	8 credits
Math 3 years x 2 semesters	6 credits
Science 3 years x 2 semesters	6 credits
Spanish 1 year x 2 semesters	2 credits
(second year is an elective)	
Elective Credits	<u>10 credits</u>
TOTAL	48 credits

Failing grades (69% and below) do not count for credits.

# Learning Center

Our learning center is led by a qualified staff member who works with students on a one-on-one basis, helping them to excel in their given subjects. We believe that every child can learn, and every child will learn, whether he is an advanced or challenged student; however, we are not equipped to handle students with major learning challenges.

# Dress Code

## Principles

Our dress code has been established for two reasons: to reflect our personal Christian testimony and to help create an environment conducive to learning. As Christians, we always want to have a proper testimony for Christ in every aspect of our lives. This includes our dress. In addition to our testimony, a classroom filled with well-groomed, neatly clothed students creates a better learning environment and lends a note of seriousness to the task at hand. The dress code has been developed with four principles in mind. These four principles are basic fundamentals of our Christian testimony and will be regularly taught and applied at LRCS:

1. Modesty: Does this call undue or inappropriate attention to my body?
2. Distinction between the sexes: Does this distinguish me from the opposite sex?
3. Distinction from the world: Does this help me identify with Christ and not the world?
4. Appropriateness: Is this proper for the activity at hand?

## Parent Responsibility

We believe that it is the parents' responsibility to ensure that your child is dressed neatly and modestly. Please familiarize yourself with LRCS dress standards and help train your children to comply.

When a student is observed by a teacher or the principal to be in non-compliance of the dress code, the parents or the legal guardian may be called (at the discretion of the principal) and the student will be held out of class until the dress code issue has been remedied. Discipline will be administered for dress code issues as outlined in the handbook. Parents are urged to supervise their child's dress on a daily basis.

# General Guidelines

Lake Region Christian School is an educational institution dedicated to training young men and women to become self-disciplined members of the body of Christ. Each student and staff member shares the responsibility of developing a school spirit that honors our Lord Jesus Christ. In keeping with that philosophy, students and parents are asked to display wisdom in their choices of proper attire for school days and school functions. The school staff relies heavily upon the discretion and loving cooperation of parents as they guide their children to observe school dress guidelines. At LRCS, dress standards emphasize neatness, modesty, and concern for others. Teachers are familiar with these guidelines and will lovingly enforce them. Regarding individual dress code questions, the final decision will be made at the discretion of the school administration.

Working toward the goals of neatness, modesty, and respect through a dress code rather than a uniform system intentionally leaves students a greater measure of choice. We hope to provide ample opportunity for students to learn shopping strategies and practice individuality within boundaries with the support of their parents and LRCS staff. LRCS policy attempts to be very clear about appropriate boundaries. However, knowing that individual choice may also mean some grey areas in decision-making, as a general rule, an outfit a parent or student questions at home is generally best left at home.

The way a student dresses reflects the respect he or she has toward the school, their peers and those placed in authority. A respectful attitude recognizes the power our choices have on our brothers and sisters in Christ and deliberately avoids attire that would serve as a distraction to others. Respect for authority is demonstrated by students who intentionally avoid the need to be approached by a parent or LRCS staff member rather than testing what they might be able to “get away with.”

**NOTE: K3 and K4 students do not have a dress code.**

Students are expected to arrive and depart from school dressed to meet the following guidelines:

Hair:

1. Minimal hair coloring or highlighting is allowed only in natural hair color. Extreme changes are not allowed.
2. Boys' hair needs to be off the collar, off the ears, and combed off of the forehead so that it does not fall down over the eyebrows or eyes.
3. Shaggy hair or partial head shaving is not allowed.
4. Sideburns are not to come lower than the middle of the ear opening. Beards and mustaches will not be allowed for students.

Body Piercing: (other than pierced ears for girls) is not allowed.

Tattoos: (permanent or temporary) are not allowed.

Jewelry: Boys and girls may wear jewelry. The jewelry may not be overstated, questionable or anti-Christian. Excessive jewelry, Gothic-style jewelry, dental grills, spiked jewelry, and more than two earrings per ear are not allowed. Boys are not allowed to wear earrings.

Make-up: Girls may wear make-up in moderation and good taste.

Hats: Hats are not permitted during school hours or anytime inside the school building. Violators will have their hats confiscated.

Sweatshirts: Sweatshirts and hooded sweatshirts are acceptable classroom attire as long as the sweatshirt is not sloppy or bulky and does not have offensive wording or pictures.

Jackets: Jackets are not permitted in class.

Casual Dress: Casual dress is permitted for home games, spirit week, and some field trips.

Clothing must be modest. No bare midriffs, short shorts, or muscle shirts are permitted. Jeans, t-shirts and sweatshirts are acceptable. We never allow inappropriate wording (rock groups, movie themes, etc.) even during casual times.

School Programs/Graduations: Students are required to wear normal school dress code to special events such as programs, plays, and graduation services.

After School: Students may change into casual clothing after school hours if deemed necessary by the parents and the principal. Students should not change until they are ready to leave the building.

\*\* The administration and school committee reserve the right to make any necessary changes in the dress code due to changing styles.

## **Girls' Dress Code**

Pants and Skirts: Girls may wear dresses and skirts that come to the top of the knee when sitting. Slits may not extend above the knee. Loose-fitting, ankle-length pants are also allowed. **Baggy or excessively tight, fitted, pants are not allowed. Flannel, blue jeans, sweatpants, yoga, stretch pants, velour, spandex, wind-pants, track-suit styles, and short pants such as capris, gauchos and Bermuda shorts are not permitted. Middle School and High School girls may not wear camouflage pants of any kind.** Excessively sloppy or frayed pants are not permitted. All girls' pants and skirts need to be of a length that, no matter what posture is assumed, skin is not exposed in the abdomen or lower back. At no time should any portion of underclothing be showing.

Necklines: **Necklines should be no lower than one hand width below the clavicle, no matter what posture is assumed. At no time should cleavage be showing. No tank tops, sleeveless shirts, spaghetti-strap shirts, or off-the-shoulder shirts should be worn.** Tops and bottoms should overlap or be able to be tucked in so that no skin is showing when students bend or stretch.

**No P.E. apparel, including sports related shirts, may be worn to class. This would also include tight or excessively fitted t-shirts.**

**If one of the girls does not have appropriate school attire on, she will be required to change. If she does not have something acceptable to change into, she will need to wait in the office until her parents can bring her something. We will have a limited supply of shirts for the girls to borrow for the day if it is needed. If a girl receives a dress code warning and has to change,**

parents will receive a phone call that day from a staff member. Three dress code infractions will result in a meeting with Mr. Ogren, the student, and parents. Girls may bring to school any clothing that they would like to have checked before they wear it.

Shoes: Dress shoes, tennis shoes, and sandals are acceptable classroom attire. Beach-style flip flops are not permitted.

P.E. Attire: Loose-fitting, knee-length shorts, wind-pants or sweat pants with a t-shirt, and indoor, non-marking tennis shoes (separate pair from daily wear) are acceptable.

## Guys' Dress Code

Pants: Dress pants or khaki style pants are desired. No blue jeans or baggy pants are allowed. Colored jeans are allowed. Nylon warm-up pants and camouflage pants are not acceptable classroom wear.

Shirts: Collared shirts are required. Collars must be “turn-down” collars rather than just ribbing around the neck. Shirts are to be buttoned up except the top button. Shirt tails must be tucked in. Hawaiian-style shirts that are straight bottomed do not have to be tucked in. T-shirts are not permitted as acceptable classroom wear. **Zip-up sweatshirts are allowed but a collared shirt must be worn underneath.**

Belts: Belts must be worn if shirt is tucked in.

Shoes: Dress shoes and tennis shoes are acceptable.

P.E. Attire: Loose-fitting, knee-length shorts, wind-pants or sweat pants with a t-shirt, and indoor, non-marking tennis shoes (separate pair from daily wear) are acceptable.

# **Discipline**

To teach a child using only external restraints leaves a student weak and susceptible to failure when those restraints are removed. Our desire is to use this handbook to develop the habit of living with lasting convictions rather than just temporary compliance to a certain set of rules. Positive reinforcement is also a necessary part of a child's learning. Because of this, individual teachers use various methods of encouragement and reinforcement. Pre-school, elementary, middle school, and high school teachers use a variety of methods in the classroom.

If the attitude and spirit of a child is deemed contrary to the functioning of a Christian atmosphere at LRCS, he will be subject to an immediate confrontation with the principal and parents.

## **Pre-School, Elementary, and Middle School Procedures**

Pre-school and elementary teachers generally handle discipline in their own classrooms. In serious disciplinary matters, the teacher will involve the parents and/or principal. Continued misbehavior could result in suspension or dismissal. We never use corporal punishment at LRCS.

## **High School Procedures**

High school teachers handle most discipline in the individual classrooms. In serious disciplinary matters, the teacher will involve the parents and/or principal. Continued misbehavior could result in suspension or dismissal.

The LRCS discipline system is a means by which we can reach a child's heart. It is our desire to use discipline as an opportunity to teach Biblical principles, and that each student will see the offence as contrary to Scripture, not just the handbook. The handbook, as a set of rules, must be used to lead a student to the Holy Spirit who ultimately controls the attitudes and conduct of his future walk. This can only be accomplished by using the Word of God as the ultimate authority on all

matters. We desire to see all of the students controlled by internal, not external, constraints. At times however, it becomes necessary to discipline a child by way of consequences.

With this in mind, **discipline may be used for the following offences:**

1. Second dress code infraction (and following infractions) - per semester
2. Fourth tardy to each class (and following tardies) -per semester
3. Gum-chewing during school hours
4. Unpaid fines
5. Going off limits without permission
6. Cell phone possession/usage outside of the school office
7. Eating without permission or outside of designated areas
8. Unnecessary talking in the classroom (after one warning)
9. Not returning signed report card after two days
10. Possession or exchange of inappropriate CD's, tapes, videos, DVD's or games
11. Playing or listening to inappropriate music during any school activity
12. Entering another student's locker without permission
13. Displays of affection (hand-holding, hugging, kissing, etc.)
14. Plagiarism
15. Class disruption
16. Throwing Objects
17. Reckless driving on campus
18. Defacing or damaging school property (plus \$ payment)
19. Shoving, scuffling, fighting
20. Vulgar language or profanity
21. Disrespect to a staff member
22. Lying to a staff member
23. Threatening students or staff

24. Skipping class

25. Cheating

26. Stealing

27. Bullying

## **Bullying Policy**

### **I. PURPOSE**

Lake Region Christian School recognizes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. LRCS finds that bullying, like other disruptive or violent behavior, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

### **II. DEFINITIONS**

- A. "Bullying" means systematic, repeated, or recurrent conduct committed by a student or a group of students against another student that serves as the greatest or sole cause of a student's measurable physical harm or emotional distress accompanied (or not accompanied) by physical manifestations. Purely verbal expression, whether oral, written, or electronic, may only be considered "bullying" provided that it otherwise meets the definition of bullying and, or:
- (1.) Such expression is lewd, indecent, obscene, advocating for illegal conduct, likely to incite an immediate breach of peace, or the severe and pervasive use of threatening words that objectively inflict injury; or
  - (2.) LRCS administrators or officials reasonably and objectively determine that such expression will cause a substantial and material disruption of school work.
  - (3.) In the case of cyber-bullying, school administration may contact parents to address an issue that has come to their attention. Repeated issues of cyber-bullying toward students or staff at LRCS may result in suspension or expulsion.
- B. "School Premises" means any building, structure, athletic field, sports stadium or other real property owned, operated, leased or rented by LRCS, including, but not limited to, any kindergarten, elementary, secondary, or vocational-technical school.
- C. "School-Sponsored Functions or Activities" means a field trip, sporting event, or any other function or activity that is officially sponsored by LRCS.
- D. "School-Sponsored Transportation" means a motor vehicle owned, operated, leased, rented or subcontracted by the LRCS.

### **III. PROHIBITION**

LRCS prohibits all bullying on school premises, at school-sponsored functions or activities, or while students are being transported by any means of transportation provided or supported by LRCS.

### **IV. REPORTING**

Any student who believes he or she has been or is currently the victim of bullying may report the situation to the school administrator or assistant administrator. The student may

also report concerns to a teacher who shall notify the appropriate school administrator. School officials are not required to investigate a report if made anonymously unless good cause is shown or stated for filing anonymously or the school officials have good reason to believe that a student may be at imminent risk of physical harm.

V. INTENTIONALLY FALSE REPORTS

Making intentionally false reports about bullying is prohibited and is subject to discipline.

VI. PARENTAL NOTIFICATION

LRCS reserves the right to question a student or students, just as they would in any other discipline matter, to investigate a complaint. If an issue of bullying has been determined, the parents of the child suspected of bullying will be contacted by the administration.

VII. INTERPRETATION AND APPLICATION

- A. This policy shall not be interpreted to infringe upon the First Amendment rights of students, and is not intended to prohibit expression of religious, philosophical, or political views.
- B. It shall be presumed that all verbal expression, whether oral, written, or electronic, relating to religious, philosophical, or political topics or viewpoints is protected by the First Amendment and shall not be classified as “bullying” under this policy unless specific facts demonstrate otherwise.
- C. This section does not impede or preclude a student, the student’s parents or school officials from directly reporting to law enforcement officials any behavior that constitutes a violation of criminal law.

VIII. POSTING

Copies of this policy shall be provided to all employees, students and parents and will be included in the Parent/Student Handbook as of the date of this policy.

Policy date: September 12, 2013

# Suspension and Expulsion

For more serious offences, confrontation with the parents, student, and principal will be deemed necessary to take care of the incident. Immediate suspension or expulsion will probably be the result. The student must make up all work missed during a suspension.

**Here is a general list of offences that would constitute suspension or expulsion:**

1. Possession or use of weapons (knives, guns, brass knuckles etc.)
2. Possession or use of tobacco
3. Possession or use of drugs
4. Possession or use of alcohol
5. Passing or possession of pornography
6. Sexual immorality
7. Bomb Threats
8. Repeated disregard for authority.

Our parents and students expect a safe, weapon and chemical free school. We reserve the right to search a student's person or belongings, including automobiles parked on our campus. If a student is suspected of drug or alcohol use, we may test the student or require the parents to do so at their expense. Registering your child at LRCS constitutes parental consent to such searches and/or tests. We will notify parents if their child is tested at school.

# **Athletics**

## **Philosophy**

LRCS views athletics from a Christian perspective. The development and demonstration of Christ-like traits is one of our overriding goals. As a student athlete is challenged to excel in the pursuit of the approval of the Lord Jesus Christ, he is also encouraged to move toward emotional maturity and skill proficiency. Likewise, parents are expected and encouraged to set a godly example for students while attending extra-curricular activities. LRCS strives to be different from the worldly attitude of “winning at all costs.”

## **Athletic Eligibility Requirements**

LRCS views athletics from a Christian perspective. The development and demonstration of Christ-like traits is one of our overriding goals. This may sometimes go against the popular attitude of “winning at all costs.” An athlete that continually displays actions and attitudes that are detrimental to the Christian testimony of LRCS will be suspended from play indefinitely.

Each athlete should understand that playing sports at LRCS is a privilege and not a right. Academic performance is of utmost importance in earning that privilege. Starting the third week of each quarter, LRCS staff will review the grades of all athletes. This review will take place on Monday morning before school starts. Those athletes that have a failing grade in any one class or a major incomplete (test/project) in any one class, will be given a warning and will be put on academic probation for one week. They will be allowed to play in games and participate in practice during this probation period. If their grade does not rise above a 70% or their test/project is not made up during the one week probation period, they will be considered ineligible for sports. Once an athlete is deemed ineligible, he will be ineligible for the entire week even if his grade rises

above a 70%. Eligibility for practices during this time will be at the sole discretion of the head coach. Athletes will only be allowed one probation period per sport. The final decision regarding eligibility for games will rest on the principal.

We have had several instances where students were handing in work, demanding that the teacher grade it as the bus was ready for departure to an away game. This will not be the case any longer. Also, teachers will not be giving “extra credit” work so that students can inflate their grade after refusing to do the normal assigned homework. If student athletes have a major incomplete (missing test/project), it is highly recommended that they contact the teacher to make up the test in an expedient manner. Failure to do this will result in academic ineligibility.

It is crucial that coaches, teachers, parents, and student athletes are all on the same page regarding the importance of maintaining a high academic standard. Most, if not all, of our student athletes will go on to make a living doing something other than professional sports. Sports definitely have their place, and there are many things that we can learn from them, but remember that we are first and foremost an academic institution. .

# Away Games

Students must travel to and from away games with the team unless parental permission is granted. Generally, school dress code is required for traveling **TO** away games and casual attire is permitted for traveling **HOME** from away games. Coaches may require specific dress codes throughout the season depending on the away game or event.

At the discretion of the coaches, students are permitted to listen to Christian music on away games; however, all i-pods, MP3 players, CD players, and headphones should be left in the vehicle and not taken into the gymnasium or locker room. If a student is caught listening to non-Christian music, then his music and musical devices will be taken away.

# **Financial Policies**

Financial responsibility is one of the key factors in maintaining a quality Christian school for your child. Your cooperation will enable LRCS to maintain a positive Christian testimony by having funds necessary to meet our financial obligations in a timely manner.

## **Tuition Payments**

1. Full and monthly payment amounts are stated in the yearly tuition and fee schedule.
2. Tuition may be paid in full or may be divided into 10 or 12 monthly payments. These payments are due by the first of each month, beginning in August and ending in May. You will not receive monthly statements unless you are two months in arrears. A statement will then be mailed. If you do not bring your account current, you will be contacted to establish a payment plan or a meeting with the school board will be scheduled. The board reserves the option of having the child withdrawn, if financial obligations are not kept current.
3. No student may attend class the next school year if tuition has not been paid in full for the current school year, or a repayment plan has been approved by financial personnel and the principal.
4. No report cards and/or student records (transcripts) will be released until all accounts are up to date or cleared.

## **Fees**

The curriculum fee helps cover the cost of textbooks and consumable materials. The technology fee helps provide quality technology for students to use throughout the school year. The leadership camp fee covers the cost of camp. The Elective fee covers the cost of the supplies needed for each class. The kindergarten graduation fee covers the cost of props, robes, programs, etc. The senior graduation fee helps pay for the speaker, robes, flowers, programs, etc. The activity fee helps defray the costs of the Student Accident Insurance, Minnesota

Association of Christian Schools dues, Stanford Achievement Testing, art, music, and extra-curricular activities. Most families are able to “raise” part of their activity fee through the school fundraiser.

## **Before and After School Care**

Before school care is provided for pre-school and elementary students beginning at 7:45 a.m. We request that students arrive at 7:45 a.m. or later (before school starts) since there is no supervision prior to 7:45 a.m.

After school care is provided for pre-school and elementary students who are still on campus after 3:05 p.m. After school care ends at 5:30 p.m..

If you are interested in using the before or after school program for the entire year, please register in the school office. Registration allows the before and after school cost to be added to the monthly tuition cost.

If you do not register for before and after school care because your child will be coming intermittently, then you would pay the rates stated in the tuition schedule for each hour that your child attends.

You will be billed the following month for the days you used. If you are an intermittent user, please call the school office as soon as you know that your child will need after school care.