

# Parent/Student Handbook

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**Lake Region**  
Christian School

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

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# Administration

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Pastor David Grotzke

Pastor Lee Peterson

Mr. Steve Ogren

Miss Jennifer Kovacik

Mrs. Tatum Ogren

Miss Julie Kovacik

Mrs. Cheri Barringer

Mrs. Jessica Kargel

Senior Pastor

Associate Pastor

Administrator

Elementary Principal

Secondary Principal

Assistant to Administrator

Financial Manager

Administrative Assistant

# History of LRCS

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

In the 1979-1980 school year, the teachers began incorporating some traditional Bible, English, and math mini-classes into the curriculum, and work was begun on a new soccer field. During the 1983-1984 school, LRCS transitioned to a traditional classroom setting for all grades. In 1997-1998, the church voted to expand the building to accommodate school growth. The expansion included secondary classrooms, offices, a music room, computer lab, and a gymnasium. In 2006-2007, the middle school was introduced, and fifth-eighth grade students had their own program. In 2007, part of the upstairs was completed to provide for more classroom space. During the 2022-2023 school year, the remaining part of the upstairs was completed to allow for additional growth.

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 extracurricular activities. Throughout the years, LRCS has remained committed to provide a quality education from a Biblical perspective.

## Principals

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

# Doctrinal Statement

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## Statement of Faith

1. We believe the Bible to be the inspired, infallible, authoritative Word of God. (2 Tim. 3:16; 2 Pet. 1:21; Matt. 5:18; John 10:35; Rev. 22:18-19)
2. We believe that there is only one God, eternally existent in the persons of the Father, Son, and Holy Spirit. (Deut. 6:4; Ps. 90:2; Matt. 28:19; John 1:29-34; Acts 5:3-4)
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. (Isa. 61:1-3; Luke 1:26-38; John 1:1-4; Acts 16:31; Gal. 3:26-29; Col. 1:16-17)
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. The salvation of sinners is by grace and faith alone. (Isa. 53:4-12; John 1:29; Eph. 2:8-9; I John 2:2)
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. (Dan. 12:2-3; Matt. 25:46; John 5:28-29; 2 Thess. 1:5-10; Rev. 20:5-6)
6. We believe in the spiritual union of believers in our Lord Jesus Christ. (Eph. 4:11-16; Col. 1:15-20; I Peter 5:1-4)
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Matt. 28:19; John 3:5-7; 2 Cor. 13:14; Gal. 5:22-23)
8. We believe that an individual's gender is determined by God at conception. Gender is not man's choice and cannot be altered. Any attempts to alter the perception of one's gender whether by dress, behavior, or medical means is forbidden by Scripture. (Genesis 1:26-28; Deut. 22:5; Ps. 139:13-16; Mark 10:6-9; Rom. 1:24-27)
9. We believe that God created mankind as male and female, and the only legitimate marriage is between a man and a woman. (Genesis 2:24; Matthew 19:4-6; Romans 7:2; I Cor. 7:10, Ephesians 5:22-23)
10. We believe that the critical race theory (CRT) is an inadequate social theory that does not correctly address the human condition because the theory critiques society through the lens of racial oppression. It denies a Biblical view of human nature and sees everything through racial categories. We do not condone the mistreatment of any person, and we do not believe that history should be ignored but taught through the lens of Scripture.

# Goals

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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 the following:

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

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The mission of Lake Region Christian School is to teach the heart and mind of each student from a Biblical worldview, 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

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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 a personal interview with the administration to determine a student's interest in academic and spiritual matters, academic assessment for elementary students, and 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 (students with IEPs), severe emotional problems, or an uncooperative spirit toward policies 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

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The enrollment process consists of the following:

1. A completed online application, which includes a statement of cooperation and a non-refundable check for the application fee.
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 on page 10. Those students entering Kindergarten should submit an immunization record from your doctor.
3. Submit a non-refundable curriculum fee to the LRCS Business Office.
4. Sign the tuition/fee payment schedule and the Statement of Cooperation.

## Re-enrollment Process

Re-enrollment takes place every year in mid-February. Families re-enroll by logging on to their school Sycamore account and following the prompts.

## 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 an individual basis. A meeting with the school administration, prospective student, and parents will determine if a transfer will be allowed.

# Safety and Student Well-Being

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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 to avoid accidents and properly care for students.

## Immunizations

Minnesota State Law requires that each child's file contain proof that his immunizations are current. The following table contains the shots that your children will need to attend school in the fall. Please check your child's medical records and complete the following shots:

### **Required Vaccines for students going into Kindergarten (and all students in first-sixth grade who have not had these shots)**

Vaccine	Required Number of Doses
DTP (Diphtheria, Tetanus, Pertussis)	5
Polio	4
MMR (Measles, Mumps, Rubella)	2
Hepatitis B	Three-shot series takes three months to complete/once completed, lasts a lifetime
Varicella (Chickenpox)	2 or parent documentation of the illness

### **Required Vaccines for students going into seventh grade (and all students who have not had these shots)**

Vaccine	Required Number of Doses
DTP (Diphtheria, Tetanus, Pertussis)	1 Booster
MMR (Measles, Mumps, Rubella)	2 after 1 year of age
Hepatitis B	Three-shot series takes three months to complete/once completed, lasts a lifetime
Varicella (Chickenpox)	2 or parent documentation of the illness

If immunizations are needed, you may go to your family doctor or Crow Wing County Health (218-824-1080). If you have further questions or concerns, please contact the school office at 218-828-1226.

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 statement indicating the exemption. This form can be picked up in the school office. Please return the form before the first day of school.

## 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 that 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 can 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 that is used to contact families for emergencies, cancellations, updates, etc. In the event of inclement weather, school closing will be announced on the LRCS website [www.lakeregionchristianschool.com](http://www.lakeregionchristianschool.com) and a call will go out on our automated messaging system. If school closes early due to bad weather, students should be picked up right away.

## **Emergency Drills**

Fire, tornado, and lock down emergency drills will be conducted throughout the school year in accordance with regulations. Evacuation maps are posted 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 immediately. 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 if 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

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## Attendance

One of the keys for academic success is faithful attendance at school. Because Minnesota is a compulsory attendance state, students who exceed the maximum number of allowed absences will be in violation of state truancy laws. LRCS discourages families from taking extra days of vacation while school is in session. A student may not accumulate more than **10 absences** per semester to pass the grade or class. Tardiness to school will affect absences. Every third tardy will result in an absence. Class credit for 9<sup>th</sup>-12<sup>th</sup> students could be affected by absences and tardies. Consideration will be given in the event of an extended illness in which case a doctor's note will be required. The school day begins at 8:30 a.m. and ends at 2:50 p.m. Students who arrive after 10:00 a.m. or leave before 1:00 p.m. will be considered a half day absent.

## Absences

Please notify the school office by calling or emailing the secretary by 8:45 a.m. if your child is going to be absent. Students must be at school before 10:00 a.m. to participate in any extracurricular event that day. After the fifth absence during any one semester, a letter will be sent home notifying the parents. After the eighth absence, a second letter will go home reminding parents of the attendance policy. **Upon the tenth absence in any given semester, an educational neglect letter will be sent to Crow Wing County, and the matter will be brought before the LRCS administration which will likely result in loss of credit.**

## Signing Students Out of School

LRCS is a closed campus, and no students are to leave without the prior written consent of the administrator and a parent. If a student needs to leave early, he must bring a signed note from his parents with the date, time, and reason that he needs to leave to the office. The student will then receive a signed pass from the office which he must present when he signs out. HS students will not be allowed to leave for lunch unless they are accompanied by a parent.

## **Visitors**

For the safety of our students and staff, 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 required to come to the school office to sign out their child or collect their child's belongings. Parents are asked not to go directly to the classrooms.

Prospective school-age students may attend if invited by an LRCS student and approved by the administrator at least twenty-four hours before the visit. Student visitors must sign in and out at the school office and 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, students must leave their cars and may not return to them until school dismisses.
2. Students must park in the area assigned to them.
3. Any student found "hot-rodding," speeding, or otherwise driving recklessly on or near school grounds will have his school driving privileges suspended.

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, South, or 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 big gym upon arrival if the 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 3:00 p.m. will report to after school care in the designated rooms. (See “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 the Transportation Office at ISD #181 by calling (218) 454-6920. Students who use the bus service are expected to obey the policies that Reichert enforces. Bus students will be dismissed from class early to ride the bus.

### **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 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 a principal or the administrator after classes are done for the day.

### **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 to produce school-related documents or projects.
- School computers will only be used under the supervision of school personnel.



**Expectations and Responsibilities:**

- Students will be given proper training before receiving a user ID and password.
- Any student who wants to use the school computers must use his own user ID/password and must share his user ID/password with other students.
- 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.

**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 administration and may result in a permanent loss of computer privileges for the student. The LRCS administration 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. Inappropriate pictures or posters will not be allowed. LRCS does not recommend having students keep valuables in the lockers since the lockers will not be locked.

## **Chapel**

At the very heart of Christian education is the constant concern 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 area churches and our community as well as from our own staff. Elementary and secondary students have separate chapel services to accommodate their own specific needs. 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 providing both hot items and cold items. The lunch program is cashless. Parents will put money in a lunch account through the school office, and students will use the account to purchase lunch items. When the lunch account runs low, the office will send a notice to put money in the account. Hot items must be ordered from the student's teacher by 9:00 a.m. each day. Microwaves are available for student use as well. The lunch menu is available on the student management system.

## **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 a 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. Sign-up will be done through Sycamore.

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 lives.

### **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 can 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. 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 PSEO are no longer considered LRCS students and will not be part of the graduating class or the sports program. Please contact the school administration for further details regarding eligibility for the PSEO program.

### **Extra- Curricular Activities**

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

When traveling on school trips, students will always be supervised by LRCS staff, coaches, or their assistants. Students participating in any school sponsored extra-curricular activities will observe the following guidelines:

- Students represent LRCS and must maintain character and conduct worthy of that honor.

- Students are expected to maintain high academic standards during each season. Please see the eligibility policy explained in the Athletics section.
- 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.

### **Field Trips**

Many times, a good educational experience can be achieved by leaving the classroom and going on a field trip. This is a privilege for the students, and they have 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 signed, dated, and returned before students may attend the field trip. The school bus will be used to transport students for field trips.

### **Senior Class Trip**

#### **Guidelines for the senior class trip:**

1. The senior class must assume all costs related to the trip.
2. Class advisors, normally a staff member, will be designated by the administration.
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. Students must be passing all classes and on track to graduate to go on the trip.
7. Trips will be planned with consideration of cost feasibility for all students.
8. All school fees must be paid in full by the student prior to the senior trip.
9. Trip destination and itinerary must be approved by the LRCS administration. Trips outside the U.S. will not be permitted.
10. 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.

11. Class advisors and students are encouraged to plan trips that have some educational and spiritual emphasis.
12. 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.
13. Each student must have written permission from his/her parents to participate in the class trip.
14. Class advisors must carry student medical information forms which must be completed prior to the trip.

# Academics

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## 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

A “P” for pass and “F” for fail may be used for non-academic classes.

### Grade Point Evaluations:

A=3.5-4.0

B=2.5-3.49

C=1.5-2.49

D=.5-1.49

### Honor Roll:

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, and parents will review the grades, sign, and return the progress report.

## 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 released on Sycamore, and parents will review the grades and digitally sign the report cards. Student grades can be viewed by parents at any time by logging on to their Sycamore account.

## Homework

Homework is given for several reasons.

**Reinforcement:** We believe that most students require practice and drills to master material essential to their education process.

**Practice:** Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.

**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.

**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. Specific information about homework will be given from the individual teachers.

### Graduation Requirements

To graduate, each senior must complete the following credits during his 9<sup>th</sup>-12<sup>th</sup> grade years:

English 4 years x 2 semesters	4 credits
History 4 years x 2 semesters	4 credits
Bible 4 years x 2 semesters (enrolled each semester)	4 credits
Math 3 years x 2 semesters	3 credits
Science 3 years x 2 semesters	3 credits
Spanish 1 year x 2 semesters	1 credits
Health/Human Performance	.5 credits
Fine Arts (enrolled each semester)	2 credits
Elective Credits (enrolled each semester)	2 credits
TOTAL	23.5 credits

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

# Dress Code

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## 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 share 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 gray areas in decision-making, as a 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, his or her 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.”

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.

1. **Modesty:** Does this call undue or inappropriate attention to my body (Phil. 4:8)?



2. **Distinction between the sexes:** Does this distinguish me from the opposite sex (Gen. 1:27)?
3. **Distinction from the world:** Does this help me identify with Christ and not the world (I Cor. 6:19-20; Rom. 12:1-2)?
4. **Appropriateness:** Is this proper for the activity at hand (I Tim. 4:12)?

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

### **Girls' Dress Code-Business Casual Standard**

**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. Girls may also wear business casual pants. Flannel, blue jeans, sweatpants, yoga pants, leggings, spandex, and excessively tight pants are not allowed. 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. Girls may not wear shorts.

**Necklines:** 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.

**Shoes:** Dress shoes, tennis shoes, and sandals are acceptable classroom attire.

**P.E. Attire:** Mid-length shorts and t-shirts (no tank-tops, crop tops, or spandex/bike shorts) and indoor, non-marking tennis shoes (separate pair from daily wear) are acceptable.

### **Guys' Dress Code-Business Casual Standard**

**Pants:** No blue jeans or baggy pants are allowed. Colored jeans are allowed.

**Shirts:** Collared shirts are required unless wearing a sweatshirt. Collars must be "turn-down" collars rather than just ribbing around the neck. Shirts are to be buttoned up except the top button. T-shirts are not permitted as acceptable classroom wear.

**Shoes:** Dress shoes and tennis shoes are acceptable.

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

**Casual Dress:** Casual dress is permitted for home games, spirit week, and some special days and field trips. Clothing must be modest. No bare midriffs, short shorts, or muscle shirts are permitted. Jeans, t-shirts, and sweatshirts are acceptable. Wording on clothing must be appropriate and God-honoring.

**Hair:** Minimal hair coloring or highlighting is allowed only in natural hair color. Extreme changes are not allowed. Boys' hair needs to be off the collar, off the ears, and combed off the forehead so that it does not fall down over the eyebrows or eyes. Hair should be clean, well-groomed, and neatly cut.

**Tattoos:** (permanent or temporary) are not allowed.

**Jewelry:** Boys and girls may wear jewelry. The jewelry may not be overstated, questionable, or anti-Christian. Girls' piercings need to be tasteful and appropriate. Boys are not allowed to wear earrings.

**Hats:** Hats are not permitted during school hours.

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

**After School:** Students may change into casual clothing after school hours if staying for a school function.

**\*\* The administration reserves the right to make any necessary changes in the dress code due to changing styles.**

# Discipline

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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 administrator and parents.

## Pre-School and Elementary 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.

## Middle School and High School Procedures

Middle school and 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 offense 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 the students controlled by internal, not external, constraints. At times however, it becomes necessary to discipline a child by way of consequences.

### **Discipline may be used for but not limited to the following offenses:**

Possession or exchange of pornography or inappropriate material

Plagiarism

Reckless driving on campus

Vulgar language or profanity

Disrespect to a staff member

Lying to a staff member

Threatening students or staff

Cheating

Stealing

## **Bullying Policy**

### **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.

### **DEFINITIONS**

**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" if 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 schoolwork.
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.

**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.

**School-Sponsored Functions or Activities** means a field trip, sporting event, or any other function or activity that is officially sponsored by LRCS.

**School-Sponsored Transportation** means a motor vehicle owned, operated, leased, rented, or subcontracted by the LRCS.

## **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.

## **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.

## **INTENTIONALLY FALSE REPORTS**

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

## **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.

## **INTERPRETATION AND APPLICATION**

- 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.
- 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.
- 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.

## **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 offenses, confrontation with the parents, student, principal, and administrator 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 offenses 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

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## Philosophy

LRCS views athletics from a Christian perspective. One of our priorities is the development and demonstration of Christ-like traits in our student athletes. The student athletes are challenged to excel in the pursuit of the approval of the Lord Jesus Christ. Student athletes are encouraged in their emotional growth as well as skill proficiency. Parents are expected and encouraged to set a Godly example in their speech and conduct at all extracurricular activities. LRCS does not want to be caught up in 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 class or a major incomplete (test/project) in any 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 may 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.

### 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.



# Financial Policies

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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 monthly payments. These payments are due by the first of each month, beginning in August and ending in May. Monthly statements are only generated and emailed if the account is past due. If you do not bring your account current, you will need to set up a meeting with the administration to discuss a payment plan. The school 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 the administration.
4. No report cards and/or student records (transcripts) will be released until all accounts are current 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 for juniors and seniors. 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, Iowa Basics Standardized Testing, art, music, and extra-curricular activities. Many families can “raise” part of their activity fee through the school fundraiser.

## **Extended Care**

The extended care program is designed to help parents who are working and need to have care for their children beyond normal school hours. We offer before and after school care for K4-fourth grade students. Before school care begins at 7:45 a.m. Drop-off before 7:45 a.m. is not permitted. After school care begins at 3:00 p.m. and ends at 5:30 p.m. After school

care is \$6 per day if included in the monthly tuition payment and \$4 per hour for a day-by-day basis. 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.

# Policy Manual Signature Page

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The information found in this manual describes the policies and procedures at Lake Region Christian School. I recognize that it is my responsibility to read and follow the policies and procedures within this manual. If I have questions or concerns about any of the policies or procedures, I know that I need to discuss them with a member of the administration.

Knowing that Lake Region Christian School may experience growth, and that certain policies or procedures may need to be updated regularly, I recognize that the information found in this manual may change. If changes to the manual need to occur, a member of the administration will contact me and make me aware of the changes.

I have read and agree to follow the policies and procedures found in this manual. Please sign and return to the office within one week of receiving the handbook.

Date \_\_\_\_\_

MS/HS Student Printed Name \_\_\_\_\_

MS/HS Student Signature \_\_\_\_\_

Parent Printed Name \_\_\_\_\_

Parent Signature Name \_\_\_\_\_

\*Families may have all middle school and high school students sign the same page. Please sign, date, and return this form to the office by the end of the first week of school.