

Lord of Life Lutheran School

K-8 Family Handbook

**Lord of Life Lutheran School exists to assist parents
in providing their children
with a quality, Christ-centered education.**



**A ministry of
Lord of Life Lutheran Church
12021 Northaven Circle
Thornton, Colorado 80241
303.457.2408
www.lordoflife.net**

Table of Contents

Mission Statement	3
Vision Statements	3
Scriptural Foundation.....	5
Policies and Procedures.....	6
<i>COMMUNICATION</i>	<i>6</i>
<i>CONFLICT RESOLUTION</i>	<i>6</i>
<i>REGISTRATION REQUIREMENTS.....</i>	<i>7</i>
<i>ENROLLMENT PROCESS.....</i>	<i>7</i>
<i>NON-DISCRIMINATION POLICY.....</i>	<i>8</i>
<i>K-8 ADMISSION POLICY.....</i>	<i>8</i>
<i>TUITION PAYMENT</i>	<i>8</i>
<i>SCHOOL HOURS</i>	<i>9</i>
<i>BEFORE AND AFTER SCHOOL CARE.....</i>	<i>10</i>
<i>STUDENT DROP-OFF AND PICK-UP / PARKING.....</i>	<i>10</i>
<i>EMERGENCY SCHOOL CLOSINGS.....</i>	<i>10</i>
<i>ABSENCES AND TARDINESS</i>	<i>10</i>
<i>MAKE-UP WORK.....</i>	<i>11</i>
<i>CURRICULUM</i>	<i>11</i>
<i>COMPUTER/INTERNET USAGE.....</i>	<i>16</i>
<i>HOMEWORK</i>	<i>16</i>
<i>GRADING SCALE.....</i>	<i>17</i>
<i>PIANO LESSONS.....</i>	<i>17</i>
<i>CLASS TRIPS</i>	<i>17</i>
<i>EXTRACURRICULAR ACTIVITIES.....</i>	<i>18</i>
<i>DRESS REQUIREMENTS.....</i>	<i>18</i>
<i>SCHOOL PROPERTY.....</i>	<i>20</i>
<i>LUNCHES</i>	<i>20</i>
<i>CHAPEL.....</i>	<i>20</i>
<i>WORSHIP PARTICIPATION</i>	<i>20</i>
<i>PARENTAL INVOLVEMENT.....</i>	<i>20</i>
<i>INSURANCE</i>	<i>21</i>
<i>DISCIPLINE POLICY.....</i>	<i>21</i>
<i>ANTI-BULLYING</i>	<i>25</i>
<i>MEDICINE.....</i>	<i>27</i>
<i>ANIMALS IN SCHOOL.....</i>	<i>27</i>
<i>PERSONAL ITEMS</i>	<i>27</i>
<i>CELL PHONES / ELECTRONIC DEVICES</i>	<i>27</i>
<i>EMERGENCY DRILLS</i>	<i>27</i>
<i>REPORTING CHILD ABUSE</i>	<i>28</i>
<i>BACKGROUND CHECKS.....</i>	<i>28</i>
<i>DRUGS, ALCOHOL AND TOBACCO</i>	<i>28</i>
<i>WEAPONS.....</i>	<i>28</i>

Mission Statement

It is the mission of Lord of Life Lutheran School to assist parents in providing a high-quality, Christ-centered education for each child.

Vision Statements

Lord of Life Lutheran School, as an extension of Lord of Life Lutheran Church, will provide an education that is Christ-centered.

All we have, including our intellectual, social and physical abilities, are gifts from God. To that end, all subjects will be taught from a Christian viewpoint, holding true to the Word of God. The school will provide the foundation for students to become lifelong disciples of the Word.

Lord of Life Lutheran School, as an extension of Lord of Life Lutheran Church, will provide a quality education.

Lord of Life Lutheran School will develop all students' intellectual, physical, and social skills for lifelong service to their Savior. To that end, a safe, stimulating and loving environment consistent with God's will will be provided for all students. An appropriate student/teacher ratio will be maintained. The school will strive to keep current with educational and technological trends in education.

Lord of Life Lutheran School, as an extension of Lord of Life Lutheran Church, will actively seek unchurched families.

We will shepherd these families by speaking the truth in love and encouraging them toward full participation in the congregation. Children of these families will be encouraged to participate in Sunday School and adults will be encouraged to attend Bible Information and Bible Study Classes.

Lord of Life Lutheran School, as an extension of Lord of Life Lutheran Church, will provide an environment that promotes service to the church, to the families of all students, and to the community.

Service to the church will include school participation in worship services, school participation in congregational activities, and congregational participation in school activities.

Service to the families will include parental involvement in the classroom and at home, making available various programs to assist parents, and providing opportunities for Christian stewardship by the families.

Service to the community will include performing activities that will serve members of the Thornton community.

Lord of Life Lutheran School, as an extension of Lord of Life Lutheran Church, will be staffed by personnel who are academically qualified and who understand the importance of the Word of God in a student's life.

Teachers in the school must be WELS members in good standing. WELS certification will be required of all teachers within five years of their accepting a call.

Lord of Life School acknowledges the need of an active, supportive pastor. The pastor will not have any administrative responsibilities with the day to day operation of the school.

Lord of Life Lutheran School, as an extension of Lord of Life Lutheran Church, will communicate openly and frequently to the families of students, as well as to the Lord of Life congregation.

Communication with the families of students will include regularly published school newsletters. An open-door policy will be a guiding principle in communications between staff and school families.

Communication with the congregation will include regular reports to the voters and regularly published school newsletters.

Lord of Life Lutheran School, as an extension of Lord of Life Lutheran Church, will manage its resources according to the principles of Christian stewardship.

Scriptural Foundation

The Lutheran Elementary School established and operated by Lord of Life Evangelical Lutheran Church is founded on these eternal truths as revealed in God's inerrant Word, the Holy Bible.

1. The Holy Scriptures are God's Word and infallible and supreme; the only standard for faith and life. (2 Peter 1:21, 2 Timothy 3:16, John 10:35, Psalm 119:105.)
2. There is only one True God, Father, Son, and Holy Spirit, who reveals Himself in the Holy Scriptures. (Isaiah 43:11, John 15:26, John 5:39, John 14:7-18, Deuteronomy 6:4, 1 Corinthians 8:4.)
3. God created all things and created man as the crown of that creation. God creates each person as male or female, and these distinct, complementary genders reflect the image of God. God instituted marriage as a lifelong union of one man and one woman. (Genesis 1-2)
4. Ever since the fall (Genesis 3) the whole human race is corrupted by sin, making all people guilty before God and subject to damnation. (Psalm 51:5)
5. God through His grace, love, and mercy sent His only Son, Jesus, to live, suffer, and die to pay for all people's sins. (John 3:16, Isaiah 53:5-6, 1 John 1:7, 1 John 2:1-2)
6. All who, through the work of the Holy Spirit and the Gospel, believe that Jesus is their Savior, receive forgiveness of sins and everlasting life. (Ephesians 2:8-9, 1 Corinthians 12:1-3)
7. As a believer in Jesus, the Christian will seek to grow in his Christian knowledge and faith through the study of the Holy Scriptures. The Holy Scriptures will be his source of comfort, security, guidance, encouragement, and hope (confidence) for the future. (Psalm 119:105, 1 Peter 2:2-3. John 20:31, John 5:39, 2 Timothy 3:15)
8. As a believer in Jesus, the Christian will find joy and blessings in worship (both private and public). (Hebrews 10:25, Psalm 122:1, Romans 10:17, Colossians 3:16)
9. As a believer in Jesus, the Christian will use prayer regularly as a God-given privilege. (Philippians 4:6, 1 Thessalonians 5:17-18, Psalm 50:15, James 5:16)
10. As a believer in Jesus, the Christian will strive to show his love to God by using his gifts and talents to help spread the Word of God. He will help his fellow Christians and all people in every way possible. (John 14:15, 1 Thessalonians 2:8, Galatians 5:22-23, 1 Corinthians 10:31, Matthew 28:19-20)
11. The Lord gave parents the primary responsibility for the Christian training of their children. (Ephesians 6:4, Psalm 78:1-7, Deuteronomy 4:9-10, Deuteronomy 6:6-9)
12. The Lord also gave to His Church and hence to each Christian congregation the responsibility to train its children according to the scriptures. (Acts 20:28, Matthew 28:20, John 21:12-17, 1 Peter 5:2)
13. A congregation calls pastor(s) and teacher(s) to function in its midst as ministers of the Word of God. (Acts 1:21-26, Ephesians 4:11, Romans 10:12-15)

Policies and Procedures

Every school has plenty of rules and procedures and Lord of Life Lutheran School is no exception. While it is not necessary that every student and parent agree with every rule or procedure listed here, there is an expectation that parents and students will abide by all the policies of the school while enrolled here. Out of love for our Savior and out of love for your child, we pray that a spirit of cooperation will exist between home and school.

COMMUNICATION

We feel that good communication between the students, their parents, the school, and the congregation is vital to what we are together trying to accomplish. Please feel free to come to your child's teacher with any questions or concerns you might have. Out of respect for the teacher's workload, we ask that you call to schedule a time to meet if at all possible. If the teacher is unavailable, or you feel uncomfortable speaking to the teacher, please feel welcome to speak with the principal, a member of the School Board, or the Pastor.

We will make every effort to keep you as informed as possible of what is happening in your child's classroom, in the school, and in the congregation. Each week there will be an email sent out by the Principal detailing the school items for the week. Each teacher will also send out an email with all the classroom items that need to be noted for the week.

CONFLICT RESOLUTION

Even among Christian friends, disagreement and conflict are unavoidable, and are not necessarily sinful. However, the way we react to conflict can be. It may happen that a parent could have a concern regarding something that has taken place in the school. It is important for everyone that conflicts be resolved in a God-pleasing manner. Matthew 18 provides good guidance for the principles involved in God-pleasing conflict resolution. We ask that you follow these steps for addressing the situation:

1. Search God's Word for answers and solutions. Pray for understanding and for a spirit of patience and submission to God's precepts.
2. Contact the teacher and set up a time to speak with each other privately. If the conflict is resolved, then rejoice in that.
3. If the conflict is not satisfactorily resolved, then consult with the teacher and the principal (or pastor) together.
4. If the conflict is still not resolved, then meet with the teacher, the principal, and pastor together.
5. If the conflict still remains, bring the matter to the attention of the School Board with all parties together. The Board must make a decision and bring the matter to a closure.

It is important to avoid conversations with others who are not directly involved, lest you be tempted to gossip and fall into a violation of the Eighth Commandment, "You shall not give false testimony about your neighbor."

REGISTRATION REQUIREMENTS

Following Adams County School District 12 policy, and Colorado State Law, students entering kindergarten must be 5-years-old and First graders must be 6-years-old on or before October 1st of the school year for which you are applying.

We recognize that some highly-advanced, gifted children may benefit academically, socially and/or emotionally from early entrance into kindergarten or first grade. A highly-advanced, gifted child is one whose body of evidence demonstrates a profile of exceptional ability or potential compared to same-age gifted children (generally at or above 98th percentile on nationally normed assessments as per Colorado Department of Education guidelines. More information about early entrance to kindergarten or first grade for highly-advanced, gifted children can be requested from the school office.

Immunizations

The Colorado Department of Health requires schools to have on file an updated record of the enrolled students' immunizations. Students must be up to date, in the process of becoming up to date, or have a letter on file explaining why immunizations are not current. Students not in compliance with these immunization requirements are not to be allowed in school according to state law. Students not immunized must submit a Medical Exemption form signed by a health care provider or a Non-Medical exemption (religious or personal) submitted by a parent/guardian or emancipated student. Go to www.colorado.gov/vaccineexemption.

ENROLLING AT LORD OF LIFE LUTHERAN SCHOOL

New Student Application Process

1. Visit – Come for a campus tour where you can see our facility, meet our faculty, and learn about our Christian Education.
2. Apply – Complete the enrollment application and pay the non-refundable registration fee.
3. Interview – The Principal and possibly Pastor will meet with the parents and prospective student(s) to talk about our school and our curriculum.
4. Admission – The School Board will review your application. Upon acceptance of your application, you will be given information about tuition payments and any other paperwork needed. **Please note that Lord of Life will need your child's updated immunization record.**

Returning Student Re-Enrollment Process

1. Returning students will be sent an email early in the calendar year. This email will contain a form to re-enroll along with a new tuition agreement for the next year.
2. In July, enrolled students' parents will receive a letter from the principal welcoming you to the new school year and giving details about the "Back to School Night" in August. Please note that Lord of Life will also need your child's updated immunization record.

NON-DISCRIMINATION POLICY

We are all loved by God, and Christ Jesus died and rose again to pay for the sins of all people throughout the world. All people are precious in His sight. Therefore, Lord of Life Lutheran School admits students of any race, color, national, and ethnic origin to all rights, responsibilities, privileges, programs, and activities made available to the students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.

K-8 ADMISSION POLICY

We encourage all who are interested in a quality, Christian education for their children to apply at Lord of Life Lutheran School. If classroom space becomes limited, the Board will admit new enrolling families to Lord of Life Lutheran School in the following order:

1. Children whose parents are active members of Lord of Life Lutheran Church with children currently enrolled. (An active member is faithful to the pledge made when they became a member, namely that they *diligently and regularly attend worship, receive the sacraments, and support the congregation with their prayers, time, talents and offerings.*)
2. Children of non-member families with children already enrolled in K-8.
3. Children whose parents are members of Lord of Life Lutheran Church with no children currently enrolled.
4. Children whose parents are members of other WELS (Wisconsin Synod) churches
5. Children of un-churched parents
6. Children of parents of other church bodies

TUITION PAYMENT

Lord of Life Lutheran School depends primarily upon tuition to operate and pay its teachers. It is therefore essential that all families accept the responsibility of paying the tuition expected for their children enrolled in the school.

- ❖ Every family has three options for paying their tuition.
 1. A lump sum payment for the entire year can be made in August.
 2. Pay by semester in August and January.
 3. Payments made through FACTS Management Company. This is an automatic monthly payment process from an account you specify.
- ❖ If tuition is not up to date at the end of a school quarter, an “incomplete” will be issued to the student for that quarter and a report card will not be issued. The incomplete will remain in place until the tuition for that quarter is paid in full.
- ❖ If tuition is not current by the time of re-enrollment, families will not be allowed to enroll their children for the subsequent year until payment arrangements have been made with the School Board.

Families desiring financial aid may apply through Lord of Life School. Tuition assistance grants are determined on a case by case basis. Applications need to be completed by May 1st prior to the school year. Speak with the principal for more information.

Families are also encouraged to use the non-profit program, in which parents and teens can work the concession stand at various events in the Denver area and receive financial credit toward tuition. See the principal for more information.

SCHOOL HOURS

Morning Doors

Each day the doors will be locked until 8:05 am. Students needing to arrive before 8:05 am are encouraged to make use of before school care which begins at 7:00 am. Access to Before School Care is through the Preschool doors on the Northwest side of the building.

Preschool

Preschool meets from 8:30 am to 11:30 am for morning preschool or 8:30 am-3:15 pm for full day preschool.

Kindergarten

Kindergarten hours are 8:30 am to 3:15 pm Mondays, Wednesdays, and Fridays, or Monday through Friday if your child is enrolled in the five day per week program. You may drop off your child for Kindergarten as early as 8:05am; please have them at school early enough that they can be in their seats and ready for class at 8:30 am. For safety's sake, please accompany your child into the school if the teacher is not there to escort them. Please pick up your child no later than 3:30 pm. All kindergarteners must be escorted to their cars by their parent or guardian. Students not picked up by 3:30 pm will be sent to after school care and charged the drop-in rate.

Grades 1-8

School hours will be from 8:30 am to 3:15 pm. You may drop your children off as early as 8:05 am; please have them at school early enough that they can be in their seats and ready for class at 8:30. Please pick your children up by 3:30. Students not picked up by 3:30 pm will be sent to after school care and charged the drop in rate.

Afternoon Doors

At 3:30 pm the doors will be locked and parents will need to pick up their children in the after school care located at the South entrance of the building.

BEFORE AND AFTER SCHOOL CARE

Care for your child before and after school is available for a fee. It is offered from 7:00 am until 8:05 am, and also from 3:25 pm until 5:30 pm. Contact the school office or talk to the Principal for more information on the program. The program will make use of the gym on the south side of the building. Drop off and pick up for the program will take place at those doors as well. Childcare will not be provided in the afternoon if there is a half-day of school.

STUDENT DROP-OFF AND PICK-UP / PARKING

Drop off of students in grades K-8 will take place outside the East entrance to the building. Pick-up of students in K-4 will be outside the South doors and for the 5-8 students outside the East doors. Please do not block either areas. Please make use of the parking spaces if you plan to leave your vehicle.

Drop off and Pick up of Preschool children will take place at Northwest side doors closest to Pastor's house. Please come inside to drop off and pick up your child.

Please make use of the North entrance for entering and the south entrance for exiting the parking lot. This will help to maintain a continuous flow through the parking lot. Because of the dangerous corner at 120th and Northaven Circle, drivers are encouraged to turn left out of the parking lot and make use of the lighted intersections by Kohl's and US Bank.

EMERGENCY SCHOOL CLOSINGS

If the school is closed due to severe weather or any other regional emergency, an announcement will be made through our text messaging system, and if necessary, an email will be sent informing all families of the closure details.

Any activities scheduled for the day of an emergency closing and through that evening will be canceled. Please check with the school after it reopens for possible rescheduling of those events.

ABSENCES AND TARDINESS

We understand that there will be days when your child must be absent from school or arrive late. We ask that you limit these to times when your child is sick or there is a family emergency. Please make every effort to schedule doctor or other appointments and vacations outside of school hours. This greatly assists your child's teacher in scheduling and continuity.

Colorado state law requires attendance at school. If a child misses 10 or more days during the semester, the parents may be required to meet with the principal to discuss consequences of the missed time, including the possibility of the child being enrolled in class work other than regularly scheduled days of school. The principal is to make the decision as to whether or not to call for such a meeting.

On days when your child will be absent or tardy, please notify the school office as soon as possible; the phone number is **303-457-2408**. If there is no answer, please leave a message. If we do not hear from a family by 9:00 a.m., and the child is not present, the child will be considered unexcused and we will begin calling the listed contact numbers until we can establish where your child is. This is primarily out of loving concern to ensure the safety of your child.

An accumulation of three (3) infractions of unexcused tardiness and/or non-notification of absence will result in an after school detention of one hour on the day after the 3rd infraction occurs. Any excessive absence on the part of the student may be subject for review by the Principal and Board of Education. The Principal may call after six (6) infractions.

MAKE-UP WORK

Your child will be expected to complete all school work assigned to the class during his absence. If questions arise concerning the missed lessons, please call your child's teacher to arrange a special time to review the material. Please talk to the teacher to determine when the work must be completed and turned in.

CURRICULUM

Lord of Life Lutheran School offers Christ-centered curriculum. This does not mean that every subject is taught as a religion class, but it does mean that every subject is recognized as being a gift from God, as is the ability to learn. The curriculum is taught so that our students may become good stewards of His gifts and servants in His world.

Religion class will be taught at every grade level, ranging from Bible stories to Lutheran doctrine. Memory work consisting of Bible verses, hymns and Luther's Small Catechism will also continue at all class levels. We will teach the core subject areas of mathematics, science, language arts, social studies and physical education. We will also enrich your child's learning with computer skills, art, music and foreign language.

Standardized testing will be conducted annually to assess the students' performance compared to national averages. We use the MAP (Measures of Academic Performance) system for these tests. Our tests are web based and give us instant feedback on the student's progress.

Preschool Objectives

The Preschool at Lord of Life Lutheran School has one central two-fold purpose in providing education for 3 and 4 year old children. Our objective is to introduce children to their Lord and Savior Jesus Christ. We will teach them that God loves them, He cares for them, and that Jesus died for their sins. We will teach them how to show their love and thankfulness to God by living a God-pleasing life. These objectives will be met through many vehicles. Following is an overview of our curriculum prepared for our 3 and 4 year old students.

Children will learn of God's love through Bible history lessons, Scripture memorization, hymns, childrens' worship songs, plays, poems, and games to reinforce Bible truths.

Children will also grow academically by focusing on character, language development, community, fine arts, science, math, and physical education.

More detailed information about the preschool program are available in the [Preschool Handbook](#).

Word of God

It is our prayer that a graduate of Lord of Life Lutheran School will have studied God's Word and through that study be led by the Holy Spirit into a deep understanding, knowledge, and faith of his/her salvation. This study includes the following teachings:

1. The Bible is God's infallible and inerrant Word, verbally inspired by God himself.
2. The purpose of God's Word is to reveal his saving grace in Jesus Christ.
3. The Bible has two main teachings: The Law, which reveals our sin, and the Gospel, which reveals our Savior.
4. The Holy Spirit brings us to faith through the Word and the Sacraments of Holy Communion and Baptism.
5. Out of love and thankfulness for God's wonderful, free gift, we are led to a life of service to God and to others.

These teachings are contained in God's Word, the Bible, and children will be required to memorize portions of Scripture, along with parts of Luther's Catechism and the Lutheran Hymnal. It is our prayer that children will also grow in their personal relationship with the Lord through prayer, devotion, and worship.

In grades K-4, Bible lessons are taught. All memory work in hymns, Bible verses, and parts of the catechism are correlated with Bible lessons.

In grades 5-8, religious instruction includes Bible study, catechism and hymn study.

Catechism Instruction

All children enrolled in grades 5-8 will attend catechism instruction during the school day. The purpose of this class is to give each child concentrated study in the teachings of God's word. Upon completion of the class, students are eligible to make public profession of their faith and become communicant members of Lord of Life Lutheran Church.

Science

It is Lord of Life Lutheran School's philosophy that through our teaching of science, children would be led to praise the Triune God, recognizing his power, order, and wisdom as they study and view the awesomeness of his creation. We view this creation in the light of God's Word and in four major areas of study: Life Science, Earth Science, Physical Science, and Health Science. We would pray that the children would be taught to be good stewards of this creation. All science is taught keeping in mind the hand of God throughout all study.

Math

It is Lord of Life Lutheran School's philosophy that through the teaching of Mathematics, children would be led to appreciate the orderliness of God's creation and the application of this orderliness in the field of Mathematics processes. These processes include:

1. The number system
2. Number sense
3. Number relationships (including rounding, estimation, and mental math)
4. Problem solving and reasoning skills
5. Measurement
6. Data collection
7. Interpretation and analysis
8. Geometric concepts
9. Properties and relationships
10. Algebraic methods of solving problems
11. Describing functions and patterns
12. Graphing
13. Solving word problems
14. Using the four basic operations
15. Fractions and decimals

It is also our goal that a graduate of Lord of Life Lutheran School be able to put these processes to good, practical use in everyday life situations and to appreciate that he/she is a faithful steward of the time, talents, and treasure that God has given to him/her.

Language Arts

It is Lord of Life Lutheran School's philosophy that through the teaching of language arts, children be led to realize that communication is a gift of God to mankind for serving and glorifying him. "*A word aptly spoken is like apples of gold in settings of silver.*" (Proverbs 25:11) language arts skills include: listening, speaking, reading, and writing effectively. Students will use these skills to grow spiritually, evaluate written and oral materials and interact appropriately with others in a clear and comprehensive manner. The language arts curriculum includes the following: Reading, Language, and Spelling.

Reading

Reading is an avenue through which our knowledge and appreciation of God's world is enriched and includes the following areas:

- 1) Being able to read the Bible
- 2) Having an ability to use phonetic and sight word approaches to new words
- 3) Being exposed to a God-pleasing variety of genres: poetry, short story, novel, fiction, non-fiction, etc.
- 4) Being able to comprehend well silently as well as reading orally with fluency and confidence
- 5) Having a wide vocabulary
- 6) Understanding the use of plot, setting, and character

Language

According to Matthew 28:20, a person should be able to "go and tell" the good news of salvation. Therefore a graduate of Lord of Life Lutheran School should have achieved these goals:

- 1) Speaking and writing with correct grammar and public speaking skills
- 2) Writing with correct punctuation, grammar, capitalization, and usage
- 3) Being able to listen carefully for directions and understanding
- 4) Knowing how to carry out research at the library and on the computer
- 5) Being able to compose various genres: Poetry, research papers, narratives, etc.

Spelling

A graduate should be able in written form to express his faith and communicate with correct spelling. The following goals are:

- 1) To be a lifelong functional speller
- 2) To have mastered the 1000 words which make up 90% of the English language
- 3) To have developed the skills and knowledge to be able to find the correct spelling of words.

Social Studies

It is Lord of Life Lutheran School's philosophy that through the study of history, geography, world cultures, civics, and religions a graduate will become more aware of God's creative and preserving power, and of the guiding hand of God throughout the course of his story. We pray that the graduate will learn that God has created interdependence in society. It is God's will that Christian people obey the laws of government, which do not violate Scripture. We encourage students to pray for the government. We teach the following:

- 1) Community (family, neighborhood, city, state, country, world)
- 2) American History and Geography
- 3) World History and Geography
- 4) Colorado History
- 5) Government and Civic responsibility
- 6) Stewardship of God's Earth

Fine Arts – Music and Visual

God has blessed humanity with the arts. Through these vehicles we are able to glorify God, understand the past, connect with other human beings, and grow intellectually, emotionally, and spiritually. The study of the arts contributes to the development of the whole person. The graduate of Lord of Life Lutheran school will be encouraged to appreciate the fine arts as harmony, rhythm, color, and form come together.

Physical Education

It is our prayer that the graduate of Lord of Life Lutheran School be led to realize that his/her body is the "temple of the Holy Spirit", and as such should be encouraged to form lifelong habits of good exercise and health. Through the SPARK Physical Education program, a variety of physical activities will be taught at an age appropriate level.

Keyboarding

Students will become competent in keyboarding skills, as well as the use of a word processing program in formatting and publishing written assignments.

COMPUTER/INTERNET USE

Technology is a gift from God to use for the benefit of all. However, as is true with most gifts God has given, people can use them for God-pleasing or sinful purposes. Since this is true also of computers and the Internet, a policy has been developed for students regarding the use of computers and the Internet. It is our desire that our students' experiences in using the Internet are God-pleasing and safe, and that they promote educational excellence. Lord of Life Lutheran School has taken precautions to restrict access to sites that are not in harmony with our goals. However, on a global network it is impossible to control all materials. It is imperative that parents and teachers teach their children about making God pleasing decisions about the type of material accessed. The use of school computers and having access to the Internet through them is a privilege. Inappropriate use will result in the cancellation of those privileges. The faculty will deem what is inappropriate, and its decisions are final.

- A significant amount of time and money has been invested in the purchase and placement of hardware and software in our school. In order to keep the equipment in the best possible condition, areas are to be kept free of food and drink. Additionally, equipment should be left in the condition it was found. Questions, concerns, or problems with equipment should be directed to the classroom teacher.
- Any malicious attempt to harm or destroy hardware or software will result in the cancellation of all computer privileges. The person(s) causing the damage will replace broken or damaged items.
- Permission to use the computer or Internet shall be obtained from the classroom teacher who is also the supervisor of use. The teachers may access student files at any time. Students may be asked to sign an expectation and acceptable use form prior to using the technology.
- Student use of the computers is strictly for educational purposes and research. It is not to be used to retrieve or send e-mail, instant message, social media, or other non-school related applications unless directed by the classroom teacher.
- We use Family Shield through OpenDNS for our internet security and blocking access to inappropriate sites.

HOMEWORK

It should be possible for most students to complete the majority of their work during the day. However, any work not completed will then be considered homework for the evening. Homework will need to be completed by the student by the next day of school. Any incomplete assignments will result in the student spending free time completing the work. Parents will be notified by the child's teacher of any incomplete assignments.

GRADING SCALE

The grading scale for the upper grades is as follows

A+	100	C+	84-82
A	99-96	C	81-79
A-	95-93	C-	78-76
B+	92-90	D+	75-73
B	89-88	D	72-71
B-	87-85	D-	70
		F	69-0

A different grading system will be used for kindergarten and the lower grades. Report cards will be sent home at the end of each quarter. We want to be sure that you are aware of your child's progress, so please carefully review the report cards with your children.

PIANO LESSONS

Piano lessons are available for a fee. Please speak with your child's teacher or the principal if you are interested.

CLASS TRIPS

Children at Lord of Life School will take field trips allowing the children to experience and do things first-hand. These will be arranged by your child's teacher as the year progresses.

Parents will have the opportunity to volunteer to drive for these trips. Drivers are asked to safely transport as many children from the class as possible given their vehicle size. Parents are also asked to supervise the children that ride in their car during the duration of the trip. Students are expected to show proper respect to parent volunteers.

Class trips are arranged by the classroom teacher for the students of their class only. Children in other classrooms and/or siblings of the students are not to attend these trips. Please speak to the teacher prior to the day of the trip if special circumstances need to be considered.

EXTRACURRICULAR ACTIVITIES

Lord of Life Lutheran School offers a variety of extracurricular activities. These opportunities include soccer, basketball, volleyball, cheerleading, and track. Other groups, such as special choirs, will be established within Lord of Life Lutheran School as interest develops.

Children who wish to participate in these activities must first demonstrate that the activities will not overburden them and distract them from their schoolwork. If a child is completing his or her assignments faithfully and has received grades previously agreed upon between the teacher, parent, and student, then he or she is encouraged to participate.

If a student is unable to maintain the academic standards that have been agreed upon, then a suspension in the activity may be required. The teacher will work out with the family the necessity and terms of such an intervention.

DRESS REQUIREMENTS

The clothing one wears and one's personal grooming reflect attitudes and affect conduct. The community - even the Christian community - tends to evaluate a school on the appearance of its students and its staff. Christian students will want their appearance to show that they are "a people belonging to God." It is our intention to encourage, rather than to legislate, our students to become the type of young Christian men and women that God wants them to be. We expect our students to choose clothing and an overall appearance that will reflect the Christian nature of the school. The following guidelines are provided to assist students and their parents in determining what is considered to be God-pleasing.

As a general rule, neatness is expected of dress in the classroom. That is, clothing should be clean and in good condition. Modesty is expected regarding the suggestive nature of various styles of clothing. This applies to dress worn when a student is representing the school in any activity.

We recognize that the responsibility for the dress and appearance of students rests with the individual students and their parents. You are encouraged to review and discuss with your child, and the teacher, our dress code policy.

To convey our image of a Christian school, being committed to excellence, and providing a positive, Christ-centered learning environment, the following dress guide has been established. This guide applies to physical education classes and school-sponsored extra-curricular activities, on and off the site, as well as in the classroom.

1. Flannel pajama pants
2. Flip Flops – please have shoes socks at school each day
3. Jeans or shorts with shredding or holes and MUST not expose bare skin or underwear above the mid-thigh.
4. Low-hanging or sagging pants
5. Cut-off shorts, or Spandex undergarments worn as outer garments
6. Halter tops, tank tops, or see-through tops
7. Girl's tops that are too revealing in the front or back.
8. Under garments should not be visible at any time.
9. Shirts, sweaters, dresses, shorts, etc that are tight-fitting or low-cut in front or back
10. Short skirts and shorts.
 - Neither may be shorter than finger length when hands are at your sides.
11. Bare stomach or back.
 - Touchdown rule – if arms are raised, no stomach is showing.
12. Clothing (including jackets) having advertising or slogans relating to beer, alcohol, drugs, tobacco products, bars, music groups, gambling, pro-wrestling, or questionable innuendoes
13. Leggings, jeggings, or yoga pants cannot be worn as pants alone. They must be covered. Shorts, skirts, or a long shirt/sweater would be acceptable covering options. (5th-8th Grade)
14. Hats, caps, sunglasses, or other head gear while indoors unless medically necessary
15. Extremes in hair style
16. Visible tattoos or visible body piercing (exception - pierced ears)

For the sake of order, when there are differences of opinion concerning dress, the judgment of the teacher and principal will be respected.

Outdoor activities during recess and physical education are important for the children, and we will be outside at these times whenever possible. All children will be expected to participate with the others, so please be sure that your children have appropriate attire, particularly when it is cold or snowy. If not, he or she might become very uncomfortable due to being cold or wet.

If any of the above dress code requirements are broken, the consequences are:

- **1st Offense** – Student will receive a warning and a dress code violation slip, which will need to be signed by a parent and returned to the school office.
- **2nd Offense** – Student will receive a detention and a dress code violation slip, which will need to be signed by a parent and returned to the school office.
- **3rd Offense** – Student will receive an in-school suspension and a dress code violation slip, which will need to be signed by a parent and returned to the school office.

SCHOOL PROPERTY

All students are expected to take good care of all church and school property. This includes buildings, grounds, furnishings, books, equipment, etc. In cases of neglect, damage, or destruction, the cost of restitution will be the responsibility of the student and his/her parents.

LUNCHESES

Currently we do not offer a hot lunch program. Students will need to bring their own lunch each day. Each classroom has a microwave for the children to use. Please do not send microwavable lunches that take more than 2 minutes to warm up.

CHAPEL

One of the wonderful privileges of attending a Christian school is the opportunity to include specific worship time as part of the school day. We conduct weekly chapel services designed to engage us as a school community in common worship of the Lord. All students and faculty are expected to participate fully in this worship time. Parents and other visitors are welcome and encouraged to attend, especially the families of our non-member children, as these services will be a good introduction to the way we worship on Sunday mornings.

WORSHIP PARTICIPATION

We recognize and believe that worshiping our God on a regular basis as a family is vitally important. All students and families are strongly encouraged to attend worship services and participate in Bible Study and Sunday School weekly.

The school will form special choirs that the children are invited to join. These choirs will sing periodically during the Sunday morning worship services.

PARENTAL INVOLVEMENT

God has placed the role of educating children in the hands of their parents. Clearly, our school plays a vital part in that role. But we expect and hope that parents will be intimately involved with their child's education. This can range from helping with homework to assisting in the classroom. We urge all parents to consider any ways they might be able to participate, what gifts they might have to offer.

If you are interested in assisting in your child's classroom, please talk to the teacher in advance in order to establish when and how you may be to assist.

INSURANCE

Lord of Life Lutheran School provides secondary insurance coverage for all students, covering all school-sponsored activities. The family's health insurance will be the primary insurance. The school does not carry or provide additional student or athletic insurance.

DISCIPLINE POLICY

Forgiveness should be normal procedure among us where wrong has been done. We should ask for it and grant it to each other. However, this does not necessarily replace the need for training through discipline. Our God is a forgiving God, but He chastens to teach us the seriousness of our sin and to help correct our behavior. The core responsibility for discipline and behavior remains with the parents within the home. The faculty and staff of Lord of Life Lutheran School are not surrogate parents. Their core responsibility is to educate the child. However, behavior and discipline must be maintained to achieve this.

This policy provides guidance and consistency in the handling of discipline throughout the school. All staff members (not just teachers) can handle misbehavior.

This policy is designed for:

1. The Christian growth of each child.
2. The safety and well-being of all.
3. A measure of consistency, in that all students and teachers will observe the rules.
4. Timely communication with parents.
5. The recognition of good behavior.
6. A systematic way of dealing with habitual or chronic misbehavior.

Behavioral Standards

The behavioral standards listed below are the overarching expectations that govern our school. These standards are derived from God's 10 Commandments and other Biblical passages that reflect the love of Christ. They set the tone for the school and the classroom environment. These standards are broad statements that express Lord of Life's value system and are an extension of our mission, purpose, and philosophy. Our standards apply to everyone: principal, teacher, parent, student, and visitor. When the principal, teacher, and parent models the standards, the student will learn to apply them to his/her life as well. We value:

- **Compassion:** acts of kindness, sharing, caring, empathy, service, and love.
- **Courage:** acting upon the opportunities to witness our faith, telling someone they are doing wrong, and bravely doing what we feel we are unable to do.
- **Faith:** placing our love and trust in Jesus Christ, who died so that we might live.

- **Forgiveness:** drawing on the power of God, when someone sins against us, honestly forgiving him or her because Christ first forgave us.
- **Friendship:** when we love our neighbor as our self, friendship leads us to compassion, kindness and loyalty.
- **Helpfulness:** because Jesus first loved us, we can show others love by being helpful.
- **Honesty:** truth is important. It leads to the trust relationship we all seek with others.
- **Kindness:** like helpfulness, our Lord's example leads us to be kind to one another.
- **Loyalty:** we place our allegiance and trust first in God, then our parents, country, and school.
- **Patience:** success does not always come on the first try. A willingness to try and to try again is important.
- **Perseverance:** when nothing goes easily, we are tempted to quit. Perseverance grows out of patience.
- **Responsibility:** demonstrating accountability for actions, stewardship of God's gifts, self-reliance, and good citizenship.
- **Self-discipline:** keeping one's hands to one's self, following classroom rules, getting daily assignments completed, and so on.
- At Lord of Life Lutheran School, we can learn to know the Lord Jesus and live lives that please Him. Students and teachers should encourage each other to this end. A practical guideline for our thoughts, words and actions is found in God's Word – love God and our neighbor. This is God's prescription for our behavior.

RULES AND PROCEDURES

General School Rules

1. Students will show love and respect toward the Triune God.
2. Students will show love and respect toward others.
3. Students will show respect toward other people's property.
4. Students will honor the 10 Commandments of the Bible.
5. Students will have assignments completed and turned in on time.
6. Students will respect and honor teacher classroom rules and expectations.
7. Students will not chew gum while on campus.
8. Students will not run or jump in the school halls or play in the restrooms.

9. Students will not bring personal items to school unless their teacher has granted permission in advance.
10. Students will not bring electronic devices to school or into the classroom without the teacher's prior approval. Lord of Life will not be responsible for lost, stolen, or damaged devices brought to school. **Cell phones are exempt from this rule but they are governed by Zion's Cell Phone Policy. Please refer to this policy for further information.**
11. Drugs, alcohol, tobacco products, and pornography are forbidden at school, on the school grounds, or at any school function.
12. No guns, weapons, or any illegal device (including toys and replicas) may be brought to school at any time. Threats about or possession of these items on school grounds can lead to immediate suspension, possible legal action, and may result in expulsion. Law enforcement personnel are excepted from this rule.
13. Students will not:
 - a) Engage in acts of bullying
 - b) Retaliate against any person who reports an act of bullying
 - c) Make a false allegation of bullying at school or on property, at any school-sponsored function or over the phone/internet.Please review the Anti- Bullying policy for more information

DETENTIONS, SUSPENSIONS, AND EXPULSIONS PROCEEDURE

The following procedures will be used when behavior standards and general school rules for grades K-8 are not met at Lord of Life Lutheran School:

1. Prior to issuing a detention, staff may use other means to teach and correct misbehavior. Consequences may include verbal admonishment, sitting out in the hallway, and loss of recess time. When needed, parents will be informed of their child's misbehavior.
2. A detention will be issued when misbehavior becomes repetitive and is not easily corrected with admonishment or loss of recess. Behavioral detentions may be issued immediately if warranted.
3. After three behavioral detentions have been issued in a school year, the fourth offense will result in a suspension. All suspensions must have the principal's prior approval. Detentions may be skipped and immediate suspension given if the principal deems overt act(s) warrant it.

Detention

Detention periods will be held after school on Tuesdays, Wednesdays, and Thursdays, starting as close to 3:15 p.m. as possible and last until 4:15 p.m.

- When a student receives a Detention Notice, it must be taken home and be signed by a parent. If the slip is not properly signed and returned the next school day, the student will not be admitted to his/her classroom until the parent has been contacted and the matter resolved.
- If a student causes any disruption during the detention period or is not working diligently on assigned work, the teacher may not sign the notice, and the student must serve another detention. While serving a detention, reading material (for enjoyment purposes) will not be allowed.

Suspension

Behaviors such as these will result in a suspension:

- A fourth academic detention in any one quarter.
- A fourth behavioral detention has been issued in a school year.
- Severe/ overt disrespect for any staff member.
- Setting off a false fire alarm.
- Physical harm towards another student.
- Willful destruction of school property.

Suspensions may be either in-school or out-of-school at the discretion of the principal.

A suspension means that a student is not permitted to be in the classroom or to rely on a teacher for help in learning. These opportunities have been forfeited by the student's misbehavior and lack of cooperation while in the classroom. The principal, with input from the teacher, will direct the student's activities during the suspension. Activities for in-school suspensions will include one of the following:

- Completing late or missed assignments due prior to suspension date.
- Sitting quietly.
- Sweeping sidewalks, hallways, and gym.
- School cleaning such as sweeping or vacuuming floors, wiping down desks, cleaning marker boards, etc...
- Pulling weeds, with permission from parent. Gloves will be given to student.

Assignments assigned during the day of an in-school suspension or out-of-school suspension will be given to child or parent after 3:15 P.M.

The principal will specify the date when the student is to return to the classroom. At that time, we will eagerly welcome the student back if:

1. There has been a parent/teacher conference regarding the suspension.
2. The student has fully completed every assignment due during the absence and for the day he or she returns.
3. The student can demonstrate a more willing and cooperative spirit toward the school and toward his or her work.

Our hope and prayer is always to help a child develop more Christ-like behavior. A suspension is intended to serve this goal.

Expulsions

Expulsion hearings will be conducted by the Board of Christian Education after in-depth investigation by Lord of Life's staff. Causes for expulsion include but are not limited to:

- Two behavioral or academic suspensions in a school year.
- Possession or use of tobacco products, alcohol, drugs, pornography, or any other illegal or forbidden products.
- Bringing, possessing, or using weapons or any dangerous material(s) of any kind.
- Serious and/or willful destruction of property.
- Threats of harm to students or staff and/or their families.
- Continual disruption of the educational process.
- Habitual behavior problems.
- Excessive tardiness and/or unexcused absences.

To protect the safety of our students and staff the principal may issue an immediate out-of-school suspension with scheduled expulsion hearing for acts deemed severe and damaging to one's physical and emotional well-being.

ANTI-BULLYING

As a Christ-centered school, Lord of Life is committed to making our school a safe and caring environment for all students. We will treat each other with respect and refuse to tolerate bullying of any kind.

John 13:34 *The Lord commands us "As I have loved you, so you must love one another."*

Ephesians 4:2 *Be completely humble and gentle; be patient, bearing with one another in love.*

Definition: Bullying is when someone habitually hurts, frightens, threatens, manipulates, controls another person, or leaves someone out on purpose.

Bullying behaviors may be face-to-face or through electronic means. (such as email, texts, or other online media platforms)

Teachers and staff at Lord of Life Lutheran School will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to bullying reports using the Four-A-Response process (Affirm Feelings, Ask Questions, Assess Safety, and Act by coaching the child on what to do in the future).
- Look into all reported bullying incidents.

Consequences

Reports of bullying are taken seriously and shall be dealt with quickly, effectively and confidentially. The following factors will be considered in determining the appropriate response to students who commit one or more acts of bullying:

- The developmental and maturity levels of the parties involved
- The levels of harm
- The surrounding circumstances
- The nature of the behavior(s)
- Past incidences or continuing patterns of behavior
- The relationships between the parties involved
- The context in which the incidents occurred

Concluding whether an action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

If a student is found guilty of bullying behavior, the consequences shall depend on both the results of the investigation and meaningful consideration of these factors. Consequences may include but are not limited to mediation, a parent conference, counseling, suspension, expulsion, or referral to local law enforcement.

Retaliation Prohibited

Reprisal or retaliation against any person who reports an act of bullying is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting bullying. This policy or Lord of Life School's Discipline Policy will govern the consequence and remedial actions, as appropriate.

Consequences for False Accusation

It is a violation of this policy to report false allegations of bullying knowingly. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline. This policy or Lord of Life School's Discipline Policy will govern the consequence and remedial actions, as appropriate.

MEDICINE

If your child is required to take medicine, you must give your child's teacher the medication and written directions for administering the medication. Prescription medication must come in the pharmacy's bottle and must be prescribed for that same child.

The State of Colorado is a "self-carry" State. Students are allowed the right to self-carry rescue medications including Albuterol Inhalers and Epinephrine. Parents are asked to fill out a Colorado Asthma Care Plan and submit it to the school office.

ANIMALS IN SCHOOL

Students are not permitted to bring pets of any kind to school, unless it is part of the teacher's lesson plan.

PERSONAL ITEMS

Students, not the school, are responsible for their personal property. Students are discouraged from bringing valuable items to school because of the difficulty of providing secure storage for them and the distraction that they pose for other students and staff members. The school does not carry theft insurance.

CELL PHONES / ELECTRONIC DEVICES

Students may not use cell phones at any time during the school day. Any student bringing a cell phone to school must immediately turn it in to the classroom teacher upon entering the building. Cell phones will be returned to the students as they exit the building.

Electronic devices or toys (including smart watches) from home are not allowed at school, unless requested by the teacher for a specific educational function.

EMERGENCY DRILLS

Emergency drills at regular intervals are required by law and are important safety precautions. The classroom teacher will give the students instructions. Students interfering in an emergency drill or intentionally setting off a fire alarm are subject to school discipline. Fines for such behavior will be passed on to the child's family.

REPORTING CHILD ABUSE

By state law, public and private school officials and employees are required to report child abuse and neglect, or circumstances or conditions that threaten the health and welfare of a child, to Social Services and/or to the local law enforcement agency. Such duty is triggered when a public or private school official or employee has a reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or when a school employee has observed a child being subjected to circumstances or conditions which would reasonably result in abuse or neglect.

BACKGROUND CHECKS

Background checks will be required for all faculty and staff.

DRUGS, ALCOHOL AND TOBACCO

We are committed to high standards of personal health and wellness, as well as abidance with governmental laws. Therefore, use, possession, sale, or transfer of illegal drugs, alcohol, tobacco, and vaping on school grounds or at any school-related function by any individual will not be tolerated. Appropriate authorities will be notified.

WEAPONS

In light of tragedies in schools throughout our country and the world and in accord with local laws, weapons are not permitted on our campus (including pocket knives). Students who have weapons on their person or in their possession will be dismissed immediately from the campus—either to the custody of their parents/guardians or to the appropriate authorities. Further action will be handled by the School Board.