LORD OF LIFE
Lutheran Church and School

FAMILY (K-8) HANDBOOK

Lord of Life Lutheran School exists to help parents provide a quality, Christ-centered education.

a ministry of:
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1. MISSION

1.1 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.

1.2 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.*

…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.*

…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.*

…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.*

…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 Wisconsin Evangelical Lutheran Synod (WELS) members in good standing. WELS certification will be required of all teachers within five years of their accepting a Call.

Lord of Life Lutheran School acknowledges the need of an active, supportive pastor.

...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.

...manage its resources according to the principles of Christian stewardship.

1.3 SCRIPTURAL FOUNDATION

The Lutheran Elementary School, established and operated by Lord of Life 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 humans 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, Christians 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 their love for God by using their gifts and talents to help spread the Word of God. They will help their 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]

2. GENERAL

2.1 POLICIES & PROCEDURES

This Family Handbook sets forth the policies and procedures of Lord of Life Lutheran School (hereafter referred to as "School"). Parents and students will abide by all of the policies and procedures of the School while enrolled even if they do not agree with every policy or procedure. A spirit of cooperation between home and the School is the prayer, reflecting love for the Savior and others.

2.2 NON-DISCRIMINATION

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

2.3 REGISTRATION REQUIREMENTS

Following Colorado State law and Adams County School District 12 policy, 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 they are seeking admission.

2.4 APPLICATION, ADMISSION, & ENROLLMENT

New students are accepted to the School through a rolling admissions process, which includes a completed application, family visit, review of prior school records, and possibly a family interview with the Principal, Pastor, and/or School Board member. Upon admission to the School, families must complete an enrollment packet, including a registration form and tuition agreement, and submit their non-refundable registration fee. Non-member parents are strongly encouraged to attend a Bible information class.

Returning students' re-enrollment agreements are emailed to families and must be signed and returned with the applicable non-refundable registration fee by the due date listed in the agreement. Without a signed tuition agreement and registration fee, the School is not able to hold a space for a returning student.

2.5 TUITION

The School depends primarily upon tuition to operate and pay its teachers and staff. Therefore paying the tuition expected for enrolled children is an essential responsibility for all families.

Every family has three options for paying their tuition:

1. one annual payment submitted in August
2. two semester payments submitted in August and January, respectfully
3. automatic monthly payments made through FACTS Management Company, a tuition collection service

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 FACTS Management Company. Tuition assistance grants are determined on a case-by-case basis. Applications need to be completed by April 15th prior to the subsequent school year.

2.6 COMMUNICATION

Good communication between the students, their parents, the School, and the congregation is vital. Parents are free to come to their child's teacher with any questions or concerns they might have. Out of respect for the

teacher's workload, parents should schedule a mutually convenient time to meet. Parents may also request to speak with the principal, a member of the School Board, or the Pastor.

Every effort will be made to keep parents as informed as possible of what is happening in the child's classroom, in the School, and in the congregation. Each week, parents will receive an email from the school office and their classroom teacher detailing important dates, announcements, and information for the week and weeks ahead. Parents will also receive an email from their student's teacher each week with all the classroom particulars that need to be noted for the near future.

2.7 EMERGENCY SCHOOL CLOSINGS

If the School is closed due to severe weather or any other emergency, an announcement will be made via text messaging. If necessary, an email will follow informing all families of the closure details. Any activities scheduled for the day of an emergency closing and through that evening will be canceled. Parents should check with the School after it reopens for possible rescheduling of those events.

2.8 EMERGENCY DRILLS

The School practices emergency drills at regular intervals as required by law. School teachers and staff are trained in carrying out emergency drills. 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.

3. ACADEMICS

3.1 SCHOOL HOURS

School hours are weekdays from 8:30 am to 3:15 pm. Children should arrive at the School early enough that they can be in their seats and ready for class at 8:30 am. Parents may drop off their child(ren) as early as 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 church's main entrance on the southeastern side of the building. If a student is not picked up by 3:30 pm, they will be sent to After School Care and the family will be charged the drop-in rate.

Parents may schedule a visit to their child's classroom by speaking with the Principal. All visitors need to enter through the main School entrance, sign in, and display a guest pass.

3.2 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 grades K-4 will be outside the south doors; pick-up of students in grades 5-8 will be outside the east doors. For safety's sake, all kindergarteners must be escorted from and to their vehicles by their parent, guardian, or teacher.

Drivers will make use of the north entrance for entering and the south entrance for exiting the parking lot. This procedure will help to maintain a continuous flow through the parking lot. Vehicles will not block any of the pick-up or drop-off areas. Drivers will make use of the parking spaces if they plan to leave their vehicles.

3.3 BEFORE & AFTER SCHOOL CARE

The Before and After School Care (BASC) Program at Lord of Life Lutheran School provides a safe, caring, and Christ-centered environment for students outside regular school hours. The program supports families by offering supervision and opportunities for social, academic, and spiritual growth. The program is open to students enrolled in Preschool through 8th grade.

Program Hours:

- Before School Care: 7:00 am – 8:05 am
    - not offered when school is not in session
    - students will be dismissed to their classrooms when the school day begins
- After School Care: 3:30 pm – 5:30 pm
    - not offered when school is not in session
    - not offered on ½ days
    - Parents must pick up their children promptly by 5:30 pm. Parents arriving after 5:30 pm will be charged a late fee of $1 per minute per child. Consistent late pick-ups may result in suspension of before/after care privileges.
- Any child arriving at school before 8:05 am or after 3:30 pm will be automatically sent to BASC. If a child is not picked up by 5:30 pm, the parents / emergency contacts will be called.

Drop off and pick up for BASC will take place at the main church entrance or the school playground depending on weather conditions and the time of year. The staff member supervising BASC is responsible for recording the time each child is dropped off and picked up from the program. The supervising staff member is also responsible for maintaining an accurate record of all students in attendance each day. Only individuals listed on the child's Authorized Pick-Up Form will be allowed to pick up the child unless prior written or verbal notice is given by a parent.

BASC takes place in designated school classrooms, the school gymnasium, or outside on the playground facilities depending on available space and weather.

All students are expected to follow the Lord of Life Lutheran School Code of Conduct (see Section 6.1) while participating in the Before and After School Care Program. Students should:

- **Show respect for staff and fellow students.**
- **Use kind and appropriate language.**
- **Follow directions the first time they are given.**
- **Use materials, games, and toys appropriately.**
- **Keep hands, feet, and objects to themselves.**

If behavior concerns arise, the following steps will be taken:

- **Verbal reminder or redirection.**
- **Short time-out or reflection time.**
- **Parent notification.**
- **Continued or serious behavior issues may result in suspension from the program.**

Students may bring a small snack from home or enjoy snacks provided by the program (when available). Please avoid snacks containing nuts or other common allergens. Students are expected to clean up after themselves.

During Before and After School Care, a designated time will be provided to support students in completing homework. Students are encouraged to use this time productively by working on assignments, reading, or participating in other quiet tasks. While staff will provide a structured environment and general supervision, students are expected to take responsibility for completing their own work. Staff may offer limited assistance when appropriate; however, Before and After School Care is not intended to serve as a substitute for classroom instruction or individualized tutoring.

The Before and After School Care Program follows all of the illness and medical requirements of Lord of Life Lutheran School. If an illness occurs while in Before and After School Care, the child will be isolated from the other students and parents or emergency contacts will be notified to pick up their child as soon as possible. A child may not return to Before and After School Care until they are symptom free for 24 hours.

If a child receives an injury in Before and After School Care, basic first aid will be given. This includes washing with soap and water, Band-Aids, and/or ice packs. Parents will be notified if medical care was given. If a larger injury occurs, the parent or emergency contacts will be notified as soon as deemed necessary. Medication use is outlined elsewhere in this handbook (Section 5.3). In the event of an emergency:

- **The school's standard emergency procedures will be followed.**
- **Parents will be notified as soon as possible by phone.**
- **First aid will be administered as needed by a trained staff member.**
- **If a child must be transported for medical attention, staff will accompany or meet the child at the designated facility.**
- **Parents must ensure that all emergency contact information is up to date with the school office.**

Families sign up for Before and After School Care at the beginning of each school year. Payment details (hourly or flat rate) will be provided by the school office. Payments are due according to the school's billing schedule. Families make payments via FACTS, check, or cash. Unpaid balances may result in suspension from the program until payment is received.

Parents are encouraged to maintain open communication with program staff and the school office. Updates, announcements, or changes to scheduling will be communicated via email or school newsletter.

3.4 ABSENCES & TARDINESS

Colorado state law requires student attendance at school. Understandably, there will be days when a child must be absent from school or arrive late. Parents should limit these absences or tardies to times when their child is sick or there is a family emergency. On days when a child will be absent or tardy, parents must notify the School office as soon as possible.

Parents should make every effort to schedule doctor or other appointments and vacations outside of school hours which will greatly assist their child's continuity of learning and help their teacher in scheduling. Parents who provide a valid note from their child's doctor will not be marked tardy.

Classes on school days start promptly at 8:30 am. At this time, the main School door will be automatically locked; any child arriving after this time will need to be "buzzed in". If a child is not present at School by 9:00 am and the School has not yet heard from that family, the School will try to establish the child's whereabouts, starting by calling the listed contact numbers, primarily out of loving concern to ensure the safety of the child.

If a child is absent more than five days during a quarter, the Principal will meet with the parents 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.

If a child is tardy more than five days during a quarter, a notification letter will be sent home to the child's family to be signed by the parents and returned. Children who continue to be late for the start of the school day will then serve a before or after school detention for each additional day late.

Any excessive absences or tardies on the part of a child may be subject for review by the Principal and School Board.

3.5 CURRICULUM

The School offers a 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 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. The School will teach the core subject areas of mathematics, science, language arts, social studies and physical education. The School will also enrich the 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. The School uses the Measures of Academic Performance (NWEA MAP) system for these tests. These tests are web based and give instant feedback on the student's progress. A student's test results will be shared with their parents upon request.

Word of God

A graduate of the 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 people to faith through the Word and the Sacraments of Holy Communion and Baptism.**
5. **Out of love and thankfulness for God's wonderful and free gift, believers 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. 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

Learning science, children should be led to praise the Triune God, recognizing his power, order, and wisdom as they study and view the awesomeness of his creation. The School views 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. Students will be taught to be good stewards of this creation. All science is taught keeping in mind the hand of God throughout all study.

Math

Through 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:

- **The number system**
- **Number sense**
- **Number relationships (including rounding, estimation, and mental math)**
- **Problem solving and reasoning skills**
- **Measurement**
- **Data collection**
- **Interpretation and analysis**
- **Geometric concepts**
- **Properties and relationships**
- **Algebraic methods of solving problems**
- **Describing functions and patterns**
- **Graphing**
- **Solving word problems**
- **Using the four basic operations**
- **Fractions and decimals**

A graduate of the School should be able to put these processes to good, practical use in everyday life situations and to appreciate that they are a faithful steward of the time, talents, and treasure that God has given to them.

Language Arts

Students should 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 knowledge and appreciation of God's world is enriched and includes the following areas:

- **being able to read the Bible**
- **having an ability to use phonetic and sight word approaches to new words**
- **being exposed to a God-pleasing variety of genres: poetry, short story, novel, fiction, non-fiction, etc.**
- **being able to comprehend well silently as well as reading orally with fluency and confidence**
- **having a wide vocabulary**
- **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 the School should have achieved these goals:

- **speaking and writing with correct grammar and public speaking skills**
- **writing with correct punctuation, grammar, capitalization, and usage**
- **being able to listen carefully for directions and understanding**
- **knowing how to carry out research at the library and on the computer**

- being able to compose various genres: Poetry, research papers, narratives, etc.

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

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

Social Studies

Through the study of history, geography, world cultures, civics, and religions, a student will become more aware of God's creative and preserving power, and of the guiding hand of God throughout the course of His story. The graduate will learn that God has created interdependence in society. It is God's will that Christian people obey the laws of government, those which do not violate Scripture. Students are encouraged to pray for the government. The following is taught:

- community (family, neighborhood, city, state, country, world)
- American History and Geography
- World History and Geography
- Colorado History
- Government and civic responsibility
- stewardship of God's Earth

Fine Arts – Music and Visual

God has blessed humanity with the arts. Through these vehicles believers 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. Graduates of the School will be encouraged to appreciate the fine arts as harmony, rhythm, color, and form come together.

Physical Education

Our prayer is that a graduate of the School understands 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. A wide variety of physical activities and games 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.

3.6 GRADING SCALE

The grading scale for grades 3-8 is as follows:

A+	100 %	B+	93 - 92 %	C+	85 - 84 %	D+	77 - 76 %	F	69 - 0 %
A	99 - 96 %	B	91 - 88 %	C	83 - 80 %	D	75 - 72 %		
A-	95 - 94 %	B-	87 - 86 %	C-	79 - 78 %	D-	71 - 70 %		

A different grading system will be used for lower grades and kindergarten. Report cards will be sent home at the end of each quarter. Parents should carefully review the report cards with their child(ren) to keep current on their child(ren)'s progress.

3.7 HOMEWORK

Most students should 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.

3.8 MAKE-UP WORK

A student will be expected to complete all school work assigned to the class during their absence. If questions arise concerning the missed lessons, parents should contact their child's teacher to arrange a special time to review the material and to determine when the work must be completed and submitted.

3.9 SCHOOL NETWORK

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 their use. Students' experiences in using the internet should be God-pleasing and safe, promoting educational excellence. The School has taken precautions to restrict access to sites that are not in harmony with educational 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, not a right. 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 in the 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 will be given a SCHOOL.LORDOFLIFE.NET account powered by Google Workspace, allowing them access to email, storage space, office applications, calendar, apps, etc. The account is not private; administration and staff have access to and may review all applications, files, and messages for any reason. Account passwords are private. Do not share passwords or obtain and use the passwords of others. Students are not permitted to trespass into, to tamper with, or to delete folders/files belonging to other people. Students are responsible for any and all messages and attachments sent using their account. Students are expected to abide by e-mail etiquette, including but not limited to: use of appropriate language; no defamatory, abusive, threatening, or violent language or material; and no transmission of copyrighted or unlawful material (including music, movies, and malware). Students should not reveal their own or any other personal address, phone number, or credit card information. They should not misrepresent themselves or their age.

Student use of the computers is strictly for educational purposes and research. It is not to be used to retrieve or send personal email, instant messages, social media, or other non-school related applications unless directed by the classroom teacher. The computer network may never be used for commercial purposes (buying or selling goods or services).

The School uses Family Shield by OpenDNS for internet security and to block access to inappropriate sites.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the School's disciplinary rules or policies. In the course of the investigation, the student may be required to share the content that is reported in order for the School to make a factual determination.

The School is not liable for lost, damaged, inaccurate, or unavailable information due to technical or other difficulties.

3.10 PERSONAL ELECTRONICS

Students may not use cell phones at any time during the school day. Any student bringing a cell phone to the School must immediately surrender it 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 the School unless requested by the teacher for a specific educational function.

4. STUDENT ACTIVITIES

4.1 WORSHIP PARTICIPATION

Worshiping 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.

4.2 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. Chapel services designed to engage the School community in common worship of the Lord are conducted weekly. 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 non-member children, as these services will be a good introduction to worship on Sunday mornings.

4.3 LUNCHES

Students will need to bring their own lunch most every day. Each classroom has a microwave for the children to use. Parents should not send microwavable lunches that take more than two minutes to warm up. A hot lunch is available once per week at an additional cost.

4.4 EXTRACURRICULARS

The 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 the 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.

4.5 CLASS TRIPS

Children at the School will take field trips allowing them to experience and do things first-hand. These trips will be arranged by the child's teacher as the year progresses. Fees will be established and publicized by each classroom teacher as their class trips are planned. Each family will complete and sign a field trip form at the beginning of every school year.

Parents will have the opportunity to volunteer to drive for these trips. Parent volunteers will be asked to provide proof of current license and insurance. The driver is responsible to make sure that every child under nine years of age is properly restrained in a child restraint system, including car seats and booster seats, preferably in their vehicle's rear seat, all in compliance with Colorado's Child Passenger Safety Law (CRS 42-4-236). Parents will 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. Parents should speak to the teacher prior to the day of the trip if special circumstances need to be considered.

4.6 PIANO LESSONS

Piano lessons are available for a fee. Parents should speak with their child's teacher or the Principal if interested.

4.7 PARENTAL INVOLVEMENT

God has placed the role of educating children in the hands of their parents. Clearly, the School plays a vital part in that role. Parents are expected to be intimately involved with their child's education. This involvement can range from helping with homework to assisting in the classroom. If there is interest in assisting in a classroom, parents should talk to the teacher in advance in order to establish when and how. All parents should consider any ways they might be able to participate and what gifts they might have to offer.

5. HEALTH

5.1 IMMUNIZATIONS

All students attending the School must have a Colorado Certificate of Immunization or similar document from their family physician showing current required immunizations or a signed exemption on the back of the certificate. Colorado law provides that immunization requirements must be completed and on file for every student prior to the beginning of each school year.

5.2 ILLNESS

Children or staff should stay home from the School or child care when ill. There are four main reasons for children and adults to stay home:

1. The child or staff member could infect others with a contagious illness, either because of symptoms, a diagnosis, or recent exposure to a contagious illness.
2. The child or staff member does not feel well enough to take part in usual activities. For example, a child is overly tired, fussy, or will not stop crying.
3. A child needs more care than teachers and staff can give while still caring for the other children.
4. The child or staff member has one or more of the following symptoms or diseases: severe cough, diarrhea, fever, flu-like symptoms, vomiting, chicken pox, COVID-19, lice, hepatitis A, salmonella, shigella, impetigo, influenza, norovirus, ringworm, croup, respiratory syncytial virus (RSV), strep throat, measles, mumps, rubella, or pertussis.

There may be situations where public health determines more stringent return-to-school requirements.

5.3 MEDICINE

Trained School personnel may administer medications to a student only if a parent or guardian has specifically requested such action and there is a reason to administer the medication when the child is at the School or child care. Parents or guardians should submit the child's non-expired medication in the original, properly labeled container along with written orders from the child's healthcare provider. Medication will be stored in a safe, secure location. School personnel will keep records of any medication administered.

Colorado law allows the student to possess and self-administer medication that is prescribed by a licensed health-care practitioner when following school and district policies. Parents or healthcare providers may request that students be allowed to carry and self-administer their own medications (e.g. albuterol or epinephrine). Parents are asked to fill out a treatment plan and submit that to the School office.

Colorado law also allows over-the-counter medication to be given in K-12 schools by appropriately trained staff with a standing order from a physician and written instructions from the parent or guardian.

5.4 INSURANCE

The 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.

5.5 ANIMALS

Students are not permitted to bring pets of any kind to the School unless it is part of the teacher's lesson plan. Service animals are permitted in accordance with applicable law.

6. ACCOUNTABILITY

6.1 CODE OF CONDUCT

The behavioral standards listed below are the overarching expectations that govern the 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 the School's value system and are an extension of the School's mission, purpose, and philosophy. These 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 their life as well. Values include:

- 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 ourselves, 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, leading 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 the School, students 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 thoughts, words and actions is found in God's Word: love God and neighbors, God's prescription for behavior.

6.2 PARENT, GUARDIAN, & VISITOR BEHAVIOR

Appropriate and proper conduct of parents, guardians, visitors, and School staff is expected, maintaining a safe and positive environment for the students. Behavior that causes disruption to the School community is contrary to the goals of the School.

We expect parents, guardians, and visitors to show respect and concern for others by:

- working together with the School staff and maintaining positive lines of communication for the benefit of the children
- supporting the culture of the School by setting a good example in their own speech and behavior towards all members of the School community
- correcting their own child's behavior, especially on the school premises where it could otherwise lead to conflict, aggressive, or unsafe behavior

To support a peaceful and safe school environment, the following behaviors by parents, guardians, or visitors will not be tolerated at the School:

- racist, sexist, or derogatory comments
- gossip or slanderous comments about incidents or alleged incidents relating to the School, the staff, or other families
- inappropriate, abusive, or threatening phone, email, text, or social network messages
- use of loud, aggressive, threatening and/or offensive temper, tone, or language
- shouting, either in person or over the telephone
- use of disruptive behavior that interferes with the operation of the School
- creating a nuisance or disturbance on School premises
- physical threats or intimidation (e.g. standing very close, aggressive gestures, shaking a fist at another person, etc.)
- threatening harm or the use of physical aggression towards staff or other members of the School community
- pushing or hitting (e.g. slapping, punching, or kicking)
- consumption of alcohol or other intoxicating substances on the premises or accessing the premises while intoxicated

The principal or staff may ask anyone to leave the school premises at any time. Further, the principal has the right to suspend parents, guardians, or visitors from School premises pending review by the School Board. Parents, guardians, and visitors are reminded that School premises are private property and that they have been granted permission from the School to be on site.

The School reserves the right to take any necessary actions to address violations of this policy, including but not limited to student suspension, student expulsion, or denial of re-enrollment.

6.3 DRESS CODE

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."

The School encourages, rather than legislates, students to become the type of young Christian men and women that God wants them to be. As members of a Christian school, students are expected 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 modest and appropriate clothing. Parents are encouraged to review and discuss this dress code policy with their child(ren).

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 clothing worn when a student is representing the School in any activity.

To convey the image of a Christian school, being committed to excellence, and providing a positive, Christ-centered learning environment, the following dress code guidelines have been established. These guidelines apply to physical education classes and School-sponsored extracurricular activities on and off the School property, as well as in the classroom.

The following are examples of items that <u>do not</u> meet the student dress code guidelines of modest and appropriate clothing. This is not an exhaustive list, but is instead meant to illustrate expectations.

1. **Pajama pants are not allowed.**
2. **Flip Flops should not be worn – have shoes and socks at school each day.**
3. **Skin should not be seen through the rips in jeans. Holes in pants are not allowed**
4. **Low-hanging or sagging pants are not allowed.**
5. **Cut-off shorts, or Spandex undergarments may not be worn as outer garments.**
6. **Halter tops, tank tops, or see-through tops are not allowed.**
7. **Girl's tops should not be too revealing in the front or back.**
8. **Under garments should not be visible at any time.**
9. **Shirts, sweaters, dresses, shorts, etc. should not be tight-fitting or low-cut in front or back.**
10. **Shorts will need to have at least a 3 inch inseam. Skirts should at least be as long as the student's fingertips when arms are straight down with relaxed shoulders.**
11. **Any clothing item that shows skin on the stomach or back is not allowed. Touchdown rule: if arms are raised, no stomach or bare skin should be showing.**
12. **Clothing (including jackets) cannot have advertising or slogans relating to beer, alcohol, drugs, tobacco products, bars, music groups, gambling, pro-wrestling, or any questionable innuendoes.**
13. **Leggings, jeggings, or yoga pants cannot be worn as pants alone. They must be covered by shorts, a skirt, or a long shirt/sweater that has the equivalent length of a 3 inch inseam (5^{th}-8^{th} grade).**
14. **Caps, sunglasses, or other head coverings that cover a student's eyes or ears while indoors may not be worn (unless medically necessary).**

15. Hoodies should not be worn with the hood up where the ears are covered (hoodies are allowed if the hood is not worn up).
16. Extremes in hair style are not allowed.
17. Visible tattoos or visible body piercing are not allowed (pierced ears excepted).

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 students will be outside at these times whenever possible. All children will be expected to participate with the others, so parents should dress their child(ren) in appropriate attire, particularly when it is cold or snowy. If not, they might become very uncomfortable due to being cold or wet.

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

- **1st Offense –** The 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** – The 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** – The 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.

6.4 CHEATING & PLAGIARISM

Cheating involves the unauthorized use of information, materials, devices, sources, or practices in completing academic activities. For example, copying answers for a homework assignment or during an exam that should be completed individually is an unauthorized practice and is therefore cheating. The use of another's ideas, words, or creative products, including those generated by artificial intelligence (AI), without giving credit to the author is plagiarism. Simply put, both are stealing. There is no place for such dishonesty at the School. Any student who is caught cheating or plagiarizing will need to redo that assignment for only partial credit. These offenses could be cause for a suspension from the School.

The use of artificial intelligence such as ChatGPT or similar programs must be approved by the teacher and used only as directed for educational purposes. Students may not use Al to complete assignments, generate answers, write papers, solve problems, or produce work that is then submitted as their own. Presenting Al-generated content as original student work is considered cheating and plagiarism and will be subject to the disciplinary consequences outlined in this handbook. Students are expected to demonstrate their own learning, thinking, and understanding while using technology in a responsible and ethical manner that honors God and reflects Christian integrity.

6.5 BULLYING PREVENTION

The School is committed to making a safe and caring environment for all students. All students, parents, and staff will treat each other with respect and will refuse to tolerate bullying of any kind.

The Lord commands us "As I have loved you, so you must love one another." [John 13:34]
Be completely humble and gentle; be patient, bearing with one another in love. [Ephesians 4:2]

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 online media platforms.

Teachers and staff at the School will do the following things to prevent bullying and help children feel safe:

- **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 the 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 the School's Discipline Policy will govern the consequence and remedial actions, as appropriate.

6.6 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.

6.7 PERSONAL ITEMS

Students, not the School, are responsible for their personal property. Students are discouraged from bringing valuable items to the 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.

6.8 DRUGS, ALCOHOL AND TOBACCO

The School is 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.

6.9 WEAPONS

In light of tragedies in schools throughout the country and the world and in accord with local laws, weapons are not permitted on 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.

6.10 SEARCH & SEIZURE

In order to maintain safety and security in the schools, School authorities are authorized to conduct reasonable searches of School property and equipment, as well as of students and their personal effects.

School authorities may inspect and search School property and equipment owned or controlled by the School (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

School authorities may search a student and/or the student's personal effects in their possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the School's student rules and policies. The search will be conducted in a manner that is reasonably related to the objective of the search and not excessively intrusive in light of the student's age and gender, and the nature of the infraction.

The school principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other School property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

If a search produces evidence that the student has violated or is violating either the law or the School's policies or rules, evidence may be seized and impounded by School authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

6.11 BACKGROUND CHECKS

Background checks are required for all faculty and staff.

6.12 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.

6.13 DISCIPLINE POLICY

Forgiveness should be a normal procedure among believers where wrong has been done. Believers should ask for it and grant it to each other. However, this forgiveness does not necessarily replace the need for training through discipline. God is a forgiving God, but He chastens believers to teach the seriousness of sin and to help correct behavior. The core responsibility for discipline and behavior remains with the parents within the home. The faculty and staff of the 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:

- the Christian growth of each child
- the safety and well-being of all
- a measure of consistency, in that all students and teachers will observe the rules

- timely communication with parents
- the recognition of good behavior
- a systematic way of dealing with habitual or chronic misbehavior

General School Procedures

- Students will show love and respect toward the Triune God.
- Students will show love and respect toward others.
- Students will show respect toward other people's property.
- Students will honor the 10 Commandments of the Bible.
- Students will have assignments completed and turned in on time.
- Students will respect and honor teacher classroom rules and expectations.
- Students will not chew gum while on campus.
- Students will not run or jump in the School halls or play in the restrooms.
- Students will not bring personal items to School unless their teacher has granted permission in advance.
- With the exception of cell phones, students will not bring electronic devices to the School or into the classroom without the teacher's prior approval. Review the Personal Electronics section for more information. Lord of Life will not be responsible for lost, stolen, or damaged devices brought to the School.
- Drugs, alcohol, tobacco products, and pornography are forbidden at School, on the School grounds, or at any School function.
- No guns, weapons, or any illegal device (including toys and replicas) may be brought to the 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 exempt from this rule.
- Students will not:
    - engage in acts of bullying.
    - retaliate against any person who reports an act of bullying.
    - make a false allegation of bullying at the School or on property, at any School-sponsored function or over the phone/internet. Review the Bullying Prevention section for more information.

Detention, Suspension, and Expulsion Procedures

The following procedures will be used when behavior standards and general rules for grades K-8 are not met at the School:

- 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.
- 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.
- 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 before or after normal class hours on school days. Detention dates and times are scheduled based on school policy and supervision availability. The Principal and School Board will work with parents if there are any scheduling conflicts. 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
- cleaning such as sweeping or vacuuming floors, wiping down desks, cleaning marker boards, pulling weeds (with permission from a parent - gloves will be given to the student), etc.

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 pm.

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

- there has been a parent/teacher conference regarding the suspension.
- the student has fully completed every assignment due during the absence and for the day he or she returns.

- 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.

Expulsion

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 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.

The confidentiality of student records, including disciplinary actions, is important. Therefore the specifics of disciplinary action are not generally shared outside the respective family.

6.14 CONFLICT RESOLUTION

Even among Christian friends, disagreement and conflict are unavoidable, and are not necessarily sinful. However, the way believers 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. The School asks 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."