



**2018-2019
School Handbook**

Be it known to all who enter here, that Christ is the reason for this school. He is the unseen but ever present teacher in its classes, the model of its faculty, and the inspiration of its students.

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Philosophy of Christian Education

At Prince of Peace Lutheran School, we believe, teach, and confess the following concerning the Christian faith.

1. The Bible is God’s Word, inspired by the Holy Spirit and without error.

Thus, at Prince of Peace Lutheran School, all of our teaching is based upon the Bible and in agreement with it. We are a Lutheran Church Missouri Synod School with a rich heritage of Lutheran doctrine and biblical teaching.

2. The Bible contains both God’s Law and Gospel. In the Law, God commands good works of thought, word and deed and condemns and punishes sin. The Gospel is the good news that God through His Son Jesus Christ gives us forgiveness, life, and salvation.

Thus, at Prince of Peace Lutheran School, we clearly teach students God’s Law, His unchanging “right” and “wrong”. At the same time we gladly share the Gospel of Jesus Christ, the good news of salvation provided freely for us through the death of Christ on the cross to pay for our sins.

3. God the Father, who created and sustains all things.

Thus at Prince of Peace Lutheran School we teach that God created all things as found in Genesis 1 and 2 and supported throughout scripture. This includes the authoritative teachings of scripture concerning sexuality, that sex is reserved for a man and a woman in a marital relationship (Romans 1:18-32 and Ephesians 5:21-33).

4. Jesus Christ, the Savior of the world, is at the heart and center of the Bible, and therefore the key to its true meaning.

Thus, at Prince of Peace Lutheran School, Jesus is confessed at every opportunity so that students may grow in grace and knowledge of Him and mature in their understanding and following of His Word.

5. The Holy Spirit works faith and love in the hearts and lives of people through the ministry of the Word of God and the Sacraments of Baptism and Holy Communion.

Thus, at Prince of Peace Lutheran School, students and families are invited and encouraged to be part of a local congregation where their faith will be nourished by God’s Word.

6. Jesus gave the Great Commission to “go and make disciples of all nations.”

Thus, at Prince of Peace Lutheran School, students are taught to share and confess the Gospel of Jesus Christ that many more people would know him as Lord and Savior.

I. Administration

A. Lutheran Church Missouri Synod (LCMS)

Prince of Peace Lutheran School is an LCMS school. It will teach the beliefs of the LCMS to the students who attend Prince of Peace Lutheran School.

B. General

Prince of Peace Lutheran School is an association school governed and supported by four Lutheran Church – Missouri Synod congregations in the St. Cloud area: Holy Cross, Love of Christ, Redeemer, and Trinity. Each congregation provides two representatives for the Board of Directors that oversees the operation of Prince of Peace. Additionally, the Board of Directors may include “at-large” members who do not need to be members of the association churches.

C. Nondiscrimination Statement

Prince of Peace Lutheran School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, athletics, and other administered programs.

II. Admission

A. General

Prince of Peace Lutheran School reserves the right to accept or decline enrollment or re-enrollment determined by whether the school can meet the child’s needs. Enrollment may require certain academic adjustments. All new students enrolled, are accepted under a six week probationary period. The school also reserves the right to recommend final grade placement for any applicant, or present student, based on educational need. The school administrator will have the final determination of enrollment and placement based on his/her knowledge of the current school capabilities.

B. Procedure for Enrolling

When making application for new student enrollment, the following steps must be taken:

1. Secure information about the school.
2. Complete an application for registration and pay the registration fee. If Prince of Peace Lutheran School does not accept your child, your registration fee will be returned.
3. Secure a personal interview with the School Administrator(K-8).
4. Provide appropriate copies of academic progress.
5. Prepare to discuss any other pertinent information concerning your child.
6. The Administrator will inform you concerning your child’s acceptance.
7. Complete a form requesting transfer of student cumulative file.

C. Requirements to Complete

1. Kindergarten Requirements

1. Your child must be age five by September 1st to enroll in Kindergarten.
2. Minnesota state law requires that children entering Kindergarten must be preschool screened.
3. Record of this screening must be on file at Prince of Peace.
4. If a child hasn’t been screened, arrangements must be made to have screening done with the public school nurse of the district they reside in.

2. Health Records

The state of Minnesota has established immunization guidelines that must be met before students are permitted to attend school. A form verifying proper immunization and current physical medical exam (due before entering classroom for instruction) must be filed in the school office.

3. Immunizations

Please refer to the list of immunizations that students are required to obtain by Minnesota state law to attend school.

- a. Requirements
 - Physical exam signed by the child's source of medical care.
 - 5 DTP
 - 4 Polio
 - 3 MMR
 - 3 Hepatitis B
 - 2 Varicella Recommended
- b. Recommended
 - Meningococcal
 - Human Papillomavirus
 - Hepatitis A

D. Re-Enrollment

During the second trimester, re-enrollment forms will be distributed to families. The registration fee has to be submitted with the re-enrollment form to reserve a place for the child. Families who are unable to re-enroll due to financial reasons may indicate their intent to re-enroll by speaking to the Administrator. **The registration fee is non-refundable except in extenuating circumstances.** No student is allowed to re-enroll unless the family's account is current. Where outstanding tuition exists, a family is required to make mutually acceptable payment arrangements with the Administrator to complete such payments prior to re-enrollment for the next school year. The re-enrollment of a student from year-to-year is not guaranteed. If a student's academic, social, or behavioral needs have changed or been adjusted, ongoing enrollment may need to be reconsidered. All students are re-enrolled based on the school's ability to meet the needs of the student. The final determination will be made by the school administrator.

III. Curriculum

A. General Statement – Memory Work

Prince of Peace Lutheran School is a school of the Lutheran Church – Missouri Synod (LCMS). In keeping with the purpose and philosophy of our school, all subjects are taught in light of God's Word. Every child takes part in daily devotions, chapel services, evangelism, and other religious projects. Prince of Peace Lutheran School offers those subjects commonly taught at the kindergarten, elementary, and middle school levels with the addition of a religion curriculum prepared for LCMS elementary schools, which includes memory work. Beginning in Kindergarten, students have memory assignments learning selected Bible verses. Students also learn the six chief parts of Luther's Small Catechism and the books of the Bible. Because it is part of our curriculum, a separate grade is given for memory each trimester.

B. Accelerated Reading Program

Prince of Peace Lutheran School participates in the Accelerated Reading Program. The Accelerated Reading Program (AR) is a reading enhancement computerized program for

individuals. Students read books, take computerized tests and accumulate points during the school year for various incentives. All students in first grade and above are required to participate and AR is a part of their reading grade.

C. Chapel

Midweek chapel services are held each Wednesday morning at 8:45 a.m. A Scripture-of-the-Month program helps establish themes, designation of offerings, and student's worship patterns. The offerings are collected to help spread God's love to others. Parents and extended family members are welcome to attend. Chapel is an essential component of the Christian growth of the student and is considered mandatory.

D. Field Trips

Prince of Peace Lutheran School students will take one day field trips to broaden their education and to enjoy the fellowship of their schoolmates. Parents will sign a permission slip at the beginning of the year for all field trips during the year. An information slip will be issued to notify the parent of an upcoming special event. Parents may be asked to pay field-trip associated costs. Students should not be withheld from one day field trips for financial reasons. If a family can't afford a one day field trip, the child's teacher or the administrator should be notified and financial aid will be applied.

IV. Financial

A. Family Financial Aid

Prince of Peace Lutheran School offers limited financial assistance to those families in need. Prince of Peace has partnered with Financial Aid for School Tuition (FAST) to provide third-party confidentiality in evaluating and recommending financial assistance. FAST is an online application process accessed through a weblink furnished by the school office. A deadline date for these applications will be published in the school newsletter. The submission of paperwork for FAST needs assessment is a requirement of all families seeking financial assistance. Financial assistance is limited to the actual amount of money the school has designated for scholarships. It is recommended that families apply early as funds are limited.

B. Tuition Payment

Prince of Peace Lutheran School operates on funding from tuition, congregational support, and fund-raising/donations throughout the year. It is extremely important that our families understand this and remain current on their financial commitment to Prince of Peace Lutheran School. The following guidelines have been established by the Administration and the Board of Directors:

1. Families are expected to adhere to the tuition payment plan arranged with the Administrator. The payment plan options are:
 - a. Annually, Due by July 1st (5% discount) or August 1st(4% discount)[prior to the beginning of school]
 - b. Smart Tuition – will collect our monthly payments. All parents making monthly payments will send their payments to Smart. Information on the Smart program will be given out in August. Smart will notify parents when payment is late and assess a service charge to the account. If a payment is going to be late the parent must contact Smart to make arrangements to avoid a late fee. Normally K-8 parents make payments for 10 months (August-May). Preschool parents make payments for 9 months (September-May).
 - c. The first month an account is past due a notice of late payment will be sent out by Smart. When an account is past due 2 months, There will also be a notice sent from school to the parent with the following notification: If your account is not caught up within 30 days (3 months past due), the child will be sent home and withdrawn from school. If there has been a substantial change in your family

income, a payment plan may be made with the administrator to avoid your child being withdrawn from school. After students have been withdrawn from school 30 days (4 months past due), notice will be given that the account will be turned over to a collection agency within another 30 days (5 months past due).

d. Students with past due balances, and no payment plan in place, will not be allowed to re-enroll for the next year.

e. Exceptions to the above guidelines must be preapproved in writing by the School Administrator

V. Food Services

Hot lunch will be obtained from a third source provider and will be a balanced meal as required by state guidelines. Payment is done by placing money in your child's Fast Direct "Lunch Account" in the school office. Parents are asked to keep track of their child's lunch account on their personal Fast Direct account. If money is not placed in the child's lunch account after notification from the school office, the child must bring a cold lunch until the account is no longer negative.

An application form for free or reduced price lunches will be included in the home visit packet and also available in the office throughout the school year. Only those who apply need to return the form. We expect students to observe proper behavior during the lunch time. They are expected to keep the noise level at an appropriate level. Please make sure that brown bag lunches contain items that are nutritious. No pop is allowed during the school lunch hours. Classroom discipline policy remains in effect during lunch time.

VI. Health

A. Administering Medication

1. Minnesota law defines medication to include the following:
 - Prescription drugs
 - Non-prescription drugs
 - Over-the-counter-remedies
 - Aspirin/Tylenol
 - Cough drops/throat lozenges
2. The law also stipulates that administration of these medications by school personnel can only be done according to the written order of a **licensed physician and written authorization of a parent.**
3. All medication must be brought to the school office by the parent/guardian in the **original bottle** properly labeled by a pharmacy or physician with medication name, child's name and dosage.
4. Only a licensed school nurse may administer medications that are not taken orally or that have the potential of dangerous side effects.
5. All medications, including inhalers and epi pens, must be stored in the school office or other designated secure place and administered by a designated person (normally the administrative assistant) approved by the Administrator unless other arrangements have been made.

B. When to Stay Home From School

Please stay home from school if:

- * you had an elevated temperature within the last 24 hours.
- * you have had any vomiting and/or diarrhea within the last 24 hours.
- * you have strep throat in which you need to be on antibiotics for 24 hours before returning to school.
- * contagious conditions occur, such as pink eye or skin rashes – these conditions need to be diagnosed and treated by a doctor.

The administration of the school reserves the right to require that a child remain home if health conditions exist that could endanger the student or other students. The school

administration will also consult with public health officials and/or the school nurse to determine the need for children with illnesses to remain home.

C. Sick Children

1. If a child is sick, the administrative assistant will be notified via phone/intercom and will be sent to the school office.
2. If the student is ill and considered serious enough to go home, the student's parents will be telephoned. **The student must have someone pick him/her up within thirty minutes after the parents have been called.** The school does not have the facilities to keep a group of ill students. *The school administrator, school nurse, or the designated school health officials have the right to determine if a child is ill enough to be sent home.*
3. Children should be picked up in the school office by the parent, guardian, or caregiver and signed out.
4. Children with an elevated temperature (over 100.0) will be sent home.

D. Health Card

Every student must have a signed emergency health care form on file in the office.

E. Latex Free Building

Only latex free bandages and other medical care products will be used in our building. Please be conscious of this when bringing treats and/or decorations for school activities (i.e.: no latex balloons).

F. Nurse Services

Prince of Peace is serviced by a school nurse provided through the public school district. During the school year, the school nurse will also screen identified levels of students for vision, hearing, and scoliosis.

G. Treats at School

If your child wishes to treat his/her classmates on special occasions, the school strongly recommends nutritious snacks. Also, HEALTH DEPARTMENT REGULATIONS FORBID HOME-BAKED GOODS from being brought to school and served to students.

H. Pest Control Materials

Parent's Right to Know Act: A state law requires that parents be notified when any pest control materials are used inside or outside the building.

I. Peanut Safe School

When conditions demand it, Prince of Peace is a peanut safe school, which means that we will do all we can to discourage peanuts and peanut products at school, but can't guarantee they are not brought to school.

VII. Miscellaneous

A. Fundraising Programs

To help defray educational costs Prince of Peace Lutheran School participates in a variety of programs. We ask that you send in any Campbell Soup Labels for Education, Box Tops for Education from General Mills, Land O' Lakes Milk Caps, and empty ink/toner cartridges. We collect them during the year and turn them in periodically. You may also designate Prince of Peace as the benefactor in many community "dollars programs" at local stores when making purchases (i.e.: Target, Office Depot Back to School Rewards, etc.) Additional fundraising activities may be held. All fundraising activities should be approved by the school administrator before they commence.

B. Scrip Program

Scrip Fundraising is an ongoing program that all families are encouraged to be a part of during the school year. Families can purchase gift cards for hundreds of retailers through *Great Lakes Scrip Center*. All purchases are made at face value and the school purchases them for a reduced price. The difference is an instant rebate for the school. Scrip allows the school to earn money from purchases you would already be making. Contact the school coordinator for more information.

C. National Lutheran Schools Week

In January, Prince of Peace Lutheran School observes the annual National Lutheran Schools Week (NLSW). Special activities are planned for that time.

D. Observance of Holidays

1. Halloween

Halloween is not observed at Prince of Peace Lutheran School. Children will rather learn about the Reformation and Reformation Day. Individual teachers may present information concerning the history of Halloween from a Christian point-of-view. If an event, like a reformation festival, is held near this day, please use Christian discretion regarding costumes.

2. Thanksgiving

Thanksgiving is taught from the traditional historical perspective. Thanksgiving provides us with the opportunity to praise and thank God for His gifts and goodness to us.

3. Christmas

All activities and teaching focus on Christ's birth and its meaning for us. This is also an opportunity for the children to give to others who are less fortunate.

4. Valentine's Day

Students may share valentines with their classmates at a party in their classroom. When Valentines are brought to school, all students in a child's class should receive one. Students feel left out when Valentines are selectively distributed.

5. Easter

Easter activities center on Christ's death and resurrection.

E. School Pictures

School pictures are normally taken during the month of September. All orders must be prepaid directly to the photographer. The variety of packages available will be sent home prior to the date the picture will be taken. If you are not satisfied for any reason, pictures may be taken again on picture retake day. Sports and/or activity pictures may also be offered on an optional basis. Our school also designates an official school photographer who will take pictures at many school events, including concerts, special activities, chapels and athletic events. You will find out about opportunities to order pictures the school photographer takes.

F. Yearbooks

Generally yearbooks are distributed during the last week of the school year. Payment is required before students receive their yearbook.

G. Lunch Count

Lunch count will be conducted at the beginning of the school day. All students should be prepared to tell their teacher if they will be taking hot or cold lunch for the day.

H. Pets at School

If you find it necessary to bring the family pet to school, other than for *Show 'n Tell*, please keep the pet in your vehicle.

VIII. Parent – School Connection

A. Concern Guidelines

A procedure for parents and staff to communicate concerns and recommendations to one another has been established. This procedure is based on the Biblical principles in Matthew 18. In summary, this principle states that parents can expect that teachers will speak to them directly about issues or ideas concerning their child(ren). Parents should first speak directly to the teacher when they have an issue or concern. In both cases, third party involvement should be limited to only those situations when resolution is not reached after a one-on-one conference.

In conflict situations, the persons involved should take the steps to resolve the problem by following our Lord's directions as found in Matthew 18: 15-17.

1. The parent(s) should speak to the teacher with whom they have a conflict. The parent should make an appointment with the teacher to do this. Parents should realize that, due to supervision responsibilities before school, teachers can not meet with parents prior to school. Also, all teachers have supervision responsibilities after school until 3:00 PM.
2. If there is no resolution, the parent(s) should meet with the teacher again.
3. If there is still no resolution, the parent(s) should bring the matter to the School Administrator. This may necessitate a succeeding meeting involving the parent(s), teacher and School Administrator.
4. If there is still no resolution, Board of Directors President, or his/her designee can be contacted and, at his/her discretion, a meeting can be set up involving the parent(s), the teacher, the Administrator and the Board President (or his/her designee). The role of the Board member is to ensure that the administrator is following established policy regarding conflict resolution. At this level, the result of the conference is final. If the parent still feels the need for further action, he/she may file a grievance letter with the Board of Directors, but the Board is not authorized to take any action; the letter is for record keeping purposes only.

B. Parent/Student/Teacher Visits Conferences

Teachers will conduct parent/student/teacher visits before the start of the school year. This permits parent, student, and teacher to become acquainted and work together. It also allows the teacher time to answer any questions the parent may have about the school and share new procedures and information. This meeting may take place in the family's home or at the school, depending on the teacher's time. There are mandatory conferences in October and general conferences in January. These conferences will be scheduled by the school office. Parents will be sent a conference appointment request to make these conference times convenient for parents and teachers. . . A conference is 15 minutes in length and schedules are sent home with the children and via e-mail approximately one week before the scheduled date. Parents and/or school personnel can request conferences at any time.

C. Parents in Participation (PIP) Program

In order to enhance our educational program and the bond formed between parents and our school, parents and guardians are required to serve at Prince of Peace Lutheran School. **All families are required to volunteer a minimum of 10 hours/K-8 student each school year - to a maximum of 20 hours per family.**

This PIP time can be helping in the classroom or field trip, serving on a board/committee, helping with improvement projects on the school premises, serving as volunteer athletic

coaches or helping at school sponsored activities. Many other opportunities exist. A form is included with the “forms packet” at the beginning of each school year for parents to document volunteer hours, and is due in to the school office by May 15th. **After that date, unfulfilled/undocumented PIP hours will be billed at the rate of \$10 per hour.**

IX. Physical Activity

A. Education

Our students are given opportunity to enjoy daily physical activity. Over the course of the year, much of it will take place in our gym. To help maintain and preserve the gym floor, and for each student’s own safety, we require our students to wear athletic shoes for gym. Students in grades 5-8 may also be required to wear specific physical education clothing.

B. Interscholastic Athletics

Fourth grade and above are given opportunity to participate in a variety of athletic events with schools in the Parochial Athletic Association of St. Cloud (PAA) and /or with other Lutheran schools. Parental permission is required and a participation fee per sport may be charged. Occasionally fourth graders may be asked to participate if a team lacks students to make a full team. A participant remains eligible by maintaining at least a “C” or better in each class academically, employing Christian conduct, displaying a cooperative attitude, and meeting attendance expectations. The student remains ineligible until the cause of ineligibility is corrected by appropriate student actions. Students absent from school on the day of a game will not be able to participate unless there are special circumstances in which the Administrator will make the decision. Students who become ineligible can practice, but not play. Medical information and inhalers should be available at practices and games.

C. Recess

Recess for Kindergarten - 8th Grades is an opportunity for a child to use up excess energy and also to participate in group activity. An important aspect of play is the inter-relating with other children. A child will benefit greatly from a few minutes of outdoor play throughout the school day as it increases alertness for his/her class work. Even during cold weather, all children will be required to go outside for recess. Please dress your child accordingly. If the wind chill temperature is 0 degrees or above, the children will go outside; however, if the wind chill is below 0, the children will stay inside. We ask your cooperation in not requesting your child to be kept indoors at recess. If, for good reason, your child is unable to go outside, you must send a written excuse to the teacher which will be forwarded to the office. A child will not be allowed to remain indoors for more than 3 school days without the consent of a physician.

X. Safety

A. Appointments/Signing out Children

1. For reasons of safety and accountability, all children should be picked up in the school office unless approved in advance with their teacher. The Office will call the classroom when the parent(s) arrives and check the student out on the computer.
2. Before the child is released, the parent or caregiver needs to come to the school office and sign the child out. The parent should not go to the classroom to pick up the child.

B. Crisis Management

A Crisis Management Plan has been developed for the purpose of protecting the health and safety of every student and staff member in case of danger or a disaster. This plan includes general procedures for securing the building, classroom evacuation, building

evacuation, and sheltering. It designates the individual(s) who will determine when these actions will be taken.

C. Fire/Tornado/Lockdown Drills

The required number of practice fire drills(one per month) is held during the school year. Drills are held in which students and teachers report to designated areas and practice tornado emergency procedures. Lockdown procedures are practiced for the safety of the children. Participation in all emergency drills is mandatory.

D. Items to Leave at Home

Some items are not appropriate for school or at school functions occurring off-campus. These include any type of weapons such as but not limited to: knives, guns or gun replicas, matches, hazardous or poisonous materials. Other things to leave at home: toys, radios, musical devices and games. This also includes all electronic devices, cell phones, paging and texting devices. It is our general recommendation that only items relating to school be brought to school. The teachers or Administrator may request that specific items stay at home if a problem develops. -There may be a special purpose where permission is granted in advance from the teacher for an educational purpose. The school will not ensure any item brought to school for loss or breakage. If another student breaks personal property, it becomes the responsibility of the parents for restitution.

E. Locked Doors

- ✓ School doors will open at 8:15 a.m. and may be locked at 8:40 a.m. Doors will again be unlocked from 2:30 to 3:00 p.m. for dismissal. (Children not picked up by 3:00 p.m. are sent to After Care where a charge will be incurred after 3:15 pm.) If parents choose to come in to the school building to pick up their student(s) at the end of the school day, they are asked to remain just inside the front entrance area. Teachers will bring their class to the main entrance at the end of the day for dismissal.
- ✓ All other times during the school day, doors may remain locked. A buzzer is located to the left of the main entrance for admittance during the school day. Upon announcement of name and/or purpose for admittance, office personnel will release the door lock. Please proceed to the school office to receive your visitor badge.

F. Volunteer/Visitor/Parent Sign In

1. **All volunteers, visitors, and parents are to sign in at the school office.** The administrative assistant will maintain the sign-in log which provides a visitor badge.
2. All teachers will direct any volunteer, visitor, or parent to the office if they do not have a badge visible.
3. **No one should go directly to a classroom.** Signatures are required in the sign-in logbook, therefore no one can “sign-out” a badge for someone else.

G. Lockers/Locker searches

Students are- assigned the use of cubbies or lockers for the purpose of storing items appropriate for School. Cubbies and lockers are school property and are therefore subject to search by school personnel or law enforcement.

XI. School Attendance Policy

A. Absences/Tardiness

1. Absences – excuses and restrictions

Student absences will be recorded in our online attendance system, called FastDirect. Whenever a student returns to school following an absence, the Parent must send a signed written excuse or e-mail to the teacher stating the reason for the absence. If any restriction in activity is required upon the student’s return to school, a written/signed note is required.

2. **Excused absence**

Any absence where a parent has made the decision not to have their child attend school.

- a. Excused absences acceptable to the school shall be those caused by:
 1. Personal illness.
 2. Professional appointments unable to be scheduled outside the school day. Again, parents are encouraged to make every effort to make these appointments when school is not in session.
 3. Serious personal or family matters.
 4. Reasons of a personal nature with the approval of the Administrator.
- b. An exception will be made for long-term illness, injury, surgery or the like.
- c. Continued concern about a student's chronic absence, after notice has been given, will be cause for a parent and Administrator conference.

3. **Unexcused Absence**

Any absence, where the parent made no decision to have the child not attend school, and the child is truant. For any unexplained absences, the Administrator will contact the home to determine the reason. If the absence is indeed unexcused, the following procedures will be followed:

- a. **1st Occurrence**
The parent, upon being contacted by the Administrator and agreeing the absence was unexcused, will be responsible for disciplining the child. Additionally, a school disciplinary action may be enacted.
- b. **2nd Occurrence**
An in-school suspension may occur.
- c. **3rd Occurrence**
An in-school suspension will occur or expulsion may be considered.

4. **Tardiness**

When a student is absent, the parent is asked to call the teacher/school office between 8:15 and 8:30 a.m., or send a written message. If no excuse has been received, the parent of an absent student will be called by school personnel to determine the reason for the absence. **If a student arrives between 8:30 a.m. and 8:45 a.m., or is not in their classroom by 8:30 a.m., he/she will be marked tardy.** Students arriving after 8:30 a.m. should go to the office before going to their classroom. If tardies exceed 6 in a trimester, a note will be sent home by the teacher. Persistent tardiness beyond 6 in a trimester may result in disciplinary action.

5. **Family Trips**

We encourage you to use scheduled vacation time for family trips. However, if it is necessary to take a family vacation during regular school days, students will be required to obtain classroom assignments. Please contact the individual teacher about when assignments can be obtained and when they would be due.

Assignments not turned in on time will become a "o".

B. Requirement

Minnesota state law requires all elementary age children to be regular in attendance at school. We strongly suggest that students should not miss more than 6 days of school in any trimester. Students who miss more than 20 days in the academic year will be reviewed before being promoted to the next grade. Regular attendance is vital to the student's success at school. Appointments with doctors, dentists, health providers and off-campus private lessons should be made outside school hours. A student will receive an Attendance Award if he/she misses 3 or fewer days.

C. Church and Sunday School Attendance

1. Weekly, teachers will record church and Sunday school attendance from the preceding Sunday because we believe attendance at divine worship and Bible instruction is a proper response to God.
2. We believe that families should make every effort to regularly attend divine worship services.
3. A faithful attendance certificate is given to those students who have missed three or fewer Church and Sunday School days.

XII. School Hours

A. General Information

1. All students arriving before 8:15 a.m. must report to the lunchroom for before school care.
2. Exceptions to leave the school grounds can be made through a parent signed, approved written notice **before the school day begins**, unless an emergency occurs.
3. Unless asked to remain at school by a teacher, students must leave the school grounds immediately after dismissal. During the 15 minutes after school dismissal, the students are supervised by a teacher in the front of the school. Students remaining after those times are to be picked up by their parent(s) in the after school care designated area. Exceptions are made only for students participating in extracurricular after-school activities, detention, or required to complete lessons.

B. School Closing

When bad weather makes it impossible to conduct school, an announcement will be made over local radio stations and the major TV stations. It is the parent's responsibility to listen for school related announcements.

FM:	KCFB	91.5	WWJO	98.1
	KLZZ	103.7	KCLD	104.7
	KZPK	98.9	WHMH	101.7
AM:	KNSI	1450	WJON	1240
	WVAL			

In the event of a school closing due to weather, there will be no before or after school care that day and, unless notified otherwise, all extra-curricular activities for that day will also be cancelled. Days missed due to weather may need to be made up at the end of the school year.

In the event that school needs to end early due to weather, students will need to be picked up by a parent or designated friend or relative. On these days of early closure, there will be no after care.

C. Times

The normal times for a school day are 8:30 a.m. to 2:45 p.m. On certain designated days (first and last day of school, Parent/Teacher Conference days or teacher workshop days), times of school are 8:30-11:30 a.m (no lunch on these days or after-school busing).

XIII. Student Evaluation

A. Academic Reports

1. To keep the parent informed of the child's progress in school, midterm reports (6 weeks) and report cards are issued each trimester (13 weeks). Parents may contact the child's teacher for further explanation.

2. It is expected that students complete all assignments and turn them in on time. Sometimes sickness, other medical conditions, or other reasons make this impossible. A student may be given a grace period to finish incomplete work and hand it in. Unfinished work will be lowered by one grade for every day past due until it becomes an F. The work is still expected to be finished even if it is an F.

B. Reporting

The report card is designed to give parents an understanding of their child's progress. Besides daily school attendance, individual subject grading/evaluation will be recorded by trimesters. Mid-term evaluations for grades K-8 are given each trimester. Both percentage and letter grades are included as well as work/study habits.

C. Grading

The grade marks given for grades 1-8 are an overall evaluation of the student's work in a course and are based on the following percentage scale:

➤ A+	99 – 100 %
➤ A	96 – 98 %
➤ A-	94 – 95 %
➤ B+	91 – 93 %
➤ B	88 – 90%
➤ B-	85 -87 %
➤ C+	82 -84 %
➤ C	78 – 81%
➤ C-	75 – 77 %
➤ D+	72 - 74 %
➤ D	68 – 71%
➤ D-	65 – 67 %
➤ F	Below 64%

Effort – teachers will also use discretion in evaluating the amount of student effort given in each subject. Additional teacher comments may be included with the report cards to further explain a child's performance at school.

D. Honor Roll

Students in grades 5 and above are recognized each trimester in the school newsletter and at a chapel if they achieve the following grade point averages:

➤ Honor Roll	3.60-4.00 GPA
➤ Merit Roll	3.00-3.59 GPA

E. Testing

1. Each year, students in grades 1 through 8 are given assessment tests.
2. Kindergarten students are given the Scholastic Readiness Test each spring.
3. Special Education testing is given through the public school district. The process begins with the teacher visiting with the parent about the possible need for testing. The parent's permission is obtained before any testing is done. The Administrator then contacts the local public school district. Testing may be done to ascertain specific needs of students.
4. Testing results will always be shared with the parents.

XIV. Student Policies / Procedures

A. Computer Use

1. In order for the computer room to be used properly, students will be held responsible for their actions while using the technologies at Prince of Peace Lutheran School. In order to insure this, the following guidelines have been developed:
 - a. Technologies may not be used to harm other people.

- b. Students may not interfere with another student's computer work.
 - c. Technology may not be used to steal.
 - d. Students may not use technologies at Prince of Peace Lutheran School for their own financial gain.
 - e. Students are to use computers only as instructed by their teacher.
 - f. The computer laboratory may only be used under the direct supervision of a teacher or an authorized adult.
 - g. The Technology Acceptable Use Agreement will need to be signed by all parents and students in Grades 3-8.
2. If the above rules are broken the following consequences may be used:
- a. Detention after school.
 - b. Withholding privileges or usage of the laboratory.
 - c. Suspension from school (which may lead to expulsion).

B. Detention Policy

Detention will occur when a student's academics and/or behavior do not meet expectations.

1. Incomplete Assignments

- a. If a child does not complete the assignment due, the following procedure may be used:
 - 1. The student will take a note home designating to the parent what has not been completed.
 - 2. The parent is responsible to see that the work is completed before the next school day and returned with the parent's signature.
- b. Each day the assignment is late one grade will be deducted until the grade is an F. The work must still be made up. This may require detention time after school.

C. Discipline

Discipline is a means of instilling within students the desire to employ Christian attitudes and behaviors in their daily lives. Therefore, the Ten Commandments are the normal guides for us. Children are to be guided by Biblical principles of Law and Gospel. When misbehaviors occur, teachers must apply God's Law. Christian teachers have the obligation and responsibility to deal with sinful actions such as the failure to show respect toward the teacher, other students, or oneself. But the goal of applying the Law is always so that the Gospel may be proclaimed. To those who show sorrow for their sin, the teacher will provide the comforting assurance of the forgiveness Jesus earned for that sin. It is our goal that children will live out their Christian faith making confession when they have sinned and asking for and granting forgiveness.

There are consequences for our actions in life. This may be in the form of restitution, asking another's forgiveness, or serving the consequences of breaking a school rule.

Corporal punishment is not allowed at Prince of Peace Lutheran School.

1. Code of Conduct

Students will be required to act in a respectful manner at all times to those in authority and to other students. Colossians 3:20 says, "Children be obedient to your parents in all things, for this is well pleasing to the Lord." In the school setting, teachers, administration, and staff act in place of parents. Each student at Prince of Peace Lutheran School is expected to be submissive to those in authority as instructed in God's Word. Students are to show integrity and honesty in their work and relationships. Copying homework or spreading falsehoods will not be tolerated. Students are to show respect and courtesy in their relationships with all individuals.

2. Prince of Peace Lutheran School Standards of Behavior

High standards of personal conduct are expected of the students attending Prince of Peace Lutheran School. Courteous consideration of others, kindness, fairness, honesty, and clean, wholesome speech are virtues we endeavor to cultivate in the training of each child. The training a child receives at school will be most effective when supported by the same value system at home. Christian values should be promoted in the spirit of Philippians 4:8 which says, *“Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.”*

- Respect the purpose of this school.
- Respect the teaching/learning process.
- Respect the teacher and other school authority.
- Respect other students.
- Respect the rights of other students at all times.
- Respect the property of the school and other people.

3. Prohibited Behaviors

The following are prohibited behaviors which, if exhibited, will result in disciplinary action:

Bullying or teasing	Hitting or touching another person inappropriately
Disrespectful language	Profanity, filthy or crude language,
Derogatory ethnic references	Drawing objects or images that are offensive or anti-Christian, ethnic put downs
Physical and verbal assault	Pushing, shoving, punching, hitting, kicking, spitting, taunting, or name-calling
Threat of violence	All threatening statements will be taken seriously and not dismissed as a joke

A student making a threat of violence maybe suspended pending a full investigation which may include a mental health evaluation performed by a certified individual approved by the school.

A student may be suspended or expelled for any of the following reasons, but not limited to these reasons:

- Bullying or harassment
- Willful disobedience
- Defiance of authority
- Profanity or vulgarity
- Stealing
- Reoccurring refusal to do assigned school class/home work
- refusal to obey POPLSA rules
- Truancy
- Vandalism

Any student known to be engaging in any of the following activities on school property or at school activities could be subject to immediate suspension or expulsion:

Use or in possession of tobacco or tobacco products

Use or in possession of alcoholic beverages

Use or in possession of illegal drugs, look alike drugs, or drug paraphernalia

Use or in possession of weapons

Other serious school violation not mentioned above

Suspension is considered a serious consequence. Suspensions are in-school or out-of-school. While suspended, the student loses all opportunity for credit for any schoolwork done in school, and loses the opportunity to turn in any work due during suspension. Students are also suspended from any extra-curricular activities during the time of suspension. Students who receive a second suspension in a school year will come under review for possible expulsion.

4. Minor Inappropriate Behaviors:

Distraction in class

Not having a quiet voice when/where required

Inappropriate behavior while at lunch (i.e. throwing food, purposely making a mess)

Not keeping hands to self while standing in line

Inappropriate behavior in hallways or restrooms

Unacceptable language

There are certain words or phrases that are acceptable in society, but not acceptable in our school. Depending on the grade level, communication to the students about these words will vary. One or more of the following options may be used: a class discussion, speaking to individuals, and dealing with the issue in Religion or Health class.

Possible Examples of Consequences:

loss of partial or all recess time, break time, or PE time
detention
conference with Administrator,
behavior report sent to parent

The type and length of the consequence will depend on the misbehavior and the student age. If an inappropriate behavior persists beyond the third incident, more serious disciplinary action will be taken. See the following section on disciplinary action.

The above are just some examples but are not limited to the above.

5. Bullying/ Harassment Policy

Bullying is a form of harassment. All individuals and guests at Prince of Peace Lutheran School are to be treated with respect and dignity. Prince of Peace must be an environment that is free from bullying/ harassment and violence. It is a violation of Prince of Peace's standards for students or anyone else, to bully or harass a person through conduct or communication that is demeaning or physically harmful. Harassment is considered to be words and/or actions directed toward an individual or group of individuals which intimidates, degrades, and or fails to respect another person's dignity. Bullying/Harassment includes, but is not limited to, references made to a person or group based upon a person's age, sex, race, religion, or ethnic origin. Verbal

comments, sexual name-calling, gestures, jokes, slurs, and spreading sexual rumors directed toward an individual or group are also considered to be bullying/harassment. Consequences for harassing another person may range from an informal talk to suspension or expulsion from school. If an offense rises to the level of Human Service intervention, it will be reported.

Since God has commanded us to show love towards all our fellow Prince of Peace family, no verbal, sexual, or physical harassment or bullying will be tolerated. The following steps have been set up to assure a community of respect by staff, parents, and students towards others.

- The person being harassed should tell the person to stop.
- If the behavior does not stop, it should be immediately reported to a teacher or the Administrator
- If the behavior continues, a meeting will be set up with the parents and students to look at ways to resolve the problem.

The following corrective measures may be used, depending on the severity or the problem:

Discipline Parent Report sent home with consequences
Suspension
Recommendation to the School Board for Expulsion

6. Weapons

- Weapons, or weapon replicas, are not allowed in the building or on the grounds of Prince of Peace Lutheran School or at any school function. A weapon is defined as any object that, by its design, use, intended use, or brandishing could cause bodily harm or property damage or could intimidate other persons. Weapons include, but are not limited to, firearms, (whether loaded or unloaded, whether operational or not, and whether genuine or not), as well as knives and knife look-a-likes, chains, martial arts equipment, dangerous chemicals, and explosives.
- Items not designed as weapons will be regarded as weapons under this policy if their use causes another person bodily harm or property damage, or if the items are used with the intent of causing bodily harm or property damage, or if they are used to intimidate others. Such items included are, but not limited to: belts, sprays, pens and pencils, scissors, and other sharp objects.
- Two Exceptions to the Policy
 - a. A weapon under the control of a law enforcement officer acting in an official capacity.
 - b. A weapon handled legally for the purpose of education approved by the school Administrator.

D. Dress and Grooming

1. Students are expected to be dressed and groomed appropriately to reflect good taste and Christian values. As Christians, our dress should reflect that our bodies are the temples of the Holy Spirit. If a student's dress is not appropriate in the opinion of the Administrator, he/she will be asked to change.
2. Guidelines:
 - a. No clothing that is offensive, obscene, or advertises alcohol, cigarettes, or other drugs is allowed.
 - b. Expensive jewelry should not be worn.
 - c. Tank, halter, tube, low cut, see through clothes, and midriff tops are not to be worn in school.

- d. Shorts may be worn during September, October, and April – June or when officially permitted due to activity or heat. During these months, parents should use their good judgment in determining when shorts are worn. The shorts must be at least fingertip in length, so they reach the end of the fingers when the arms are extended completely at one’s side
- e. Outdoor clothing, such as jackets, hats, or caps should not be worn during class time. Doo-rags, bandannas and skull caps should not be worn at any time.
- f. All students should wear appropriate winter clothing such as boots, stocking caps, gloves or mittens during the winter months. All students who go outside at noon need proper outdoor clothing for the weather conditions and scheduled activities.
- g. For safety and insurance reasons, flip-flops will not be allowed at school. Shoes or sandals must be closed-toed and must have a strap behind the heel.
- h. Hair must always be worn in a way that it does not draw undue attention. Faddish hair styles will not be allowed (i.e. Mohawks, mullets, reverse Mohawks, lines/numbers/letters, and “punk rock styles”). Hair must also be a natural color while at school or school activities. Special permission may be granted for exceptions to these hair guidelines. Any hair style or color may be subject to scrutiny if it draws undue attention to the student.
- i. Students are allowed to have up to two ear lobe piercings. Earrings may not be longer than the ear lobe. No other body piercings are allowed.

E. Gum / Candy

- 1. Gum is not allowed at school or at any school activity unless special permission is granted.
- 2. Candy is only allowed with special permission.

F. Library Use

Students are encouraged and given opportunity to make use of the school library. Library helpers and teachers help students select books. While in the Library, all students are expected to maintain respect and follow all school rules as listed in this handbook under “Prince of Peace Lutheran School Standards of Behavior”.

G. Lost and Found

Many items are left in the building or on the playground.

- 1. All articles are placed in a box inside the side entrance of the school. Please properly label your child’s possessions.
- 2. Articles not claimed at the end of a trimester will be given to charity.

H. Telephone

- 1. Students need to be given permission to use the student phone in the office or the classroom phone.
- 2. The administrative assistant will relay messages of importance to the teachers or students.

XV. Transportation

A. Busing

- 1. The St. Cloud Public School will transport students living within District 742. Call Scott Dahlin at 253-9370 for information. Families living in other districts than 742 must arrange transportation for their child(ren).
- 2. Riding the school bus is a privilege. Specific student behaviors are established for the safe transportation of students in accordance with state laws and regulations.

3. Students who violate the rules given at the beginning of the school year are subject to suspension and other penalties necessary for safe bus transportation.
4. Students who are going home in any manner other than the normal route must bring written permission from their parents at the beginning of the school day.
For safety of your child, everyone must know of a change in the manner your child gets home.

B. Bicycles/Roller Blades/Skateboards

Students may ride bicycles, etc. to and from school, but not during the school day. Parents are to assume full responsibility for bicycle use and conduct to and from school. For safety reasons, no riding on school property is permitted for one-half hour before and after school.

C. Parents Transporting Students

It may be necessary for parents to transport students for a particular field trip or athletic activity. Any parent transporting students for a school activity must meet the legal requirements for safe and sound vehicles and mandatory vehicle insurance. Also, per state law, students who are younger than eight years of age must be in a booster seat.

- XVI.** This Handbook serves as a guide for both the students and parents of Prince of Peace Lutheran School. While it is unlikely any changes need to occur during the school year, the school administration reserves the right to make corrections, additions, subtractions or revisions as deemed necessary.