

## TABLE OF CONTENTS

MISSION AND PHILOSOPHY	2
<b>I. GENERAL INFORMATION</b>	4
ACCREDITATION	5
ADMINISTRATION OF THE SCHOOL	4
ADMISSIONS	6
ALLERGY GUIDELINES	9
BOARD OF CHRISTIAN EDUCATION	5
CHRISTIAN BELIEFS	4
CHURCH/SUNDAY SCHOOL ATTENDANCE	4
FACULTY	5
FINANCIAL AID	7
FINANCIAL REQUIREMENTS	6
HEALTH INFORMATION	8
HOT LUNCH	9
MEDICATION PROCEDURE	8
NEWSLETTERS	10
PARENT TEACHER LEAGUE	7
PROBATION	6
RE-ENROLLMENT PROCEDURE	6
SCHOOL AND OFFICE HOURS	7
<b>II. ACADEMIC INFORMATION</b>	11
CHAPEL/WORSHIP	11
CHRISTIAN CITIZENSHIP AWARD	13
CURRICULUM	11
GRADELINK	13
GRADING SCALE	11-12
GRADUATION	15
HOMEWORK	13-14
HONOR ROLL	12
PARENT/TEACHER CONFERENCES	13
REPORT CARDS	12
PROMOTION/RETENTION	15
RESOURCE PROGRAM	14-15
STANDARDIZED TESTING	14
<b>III. CO-CURRICULAR ACTIVITIES</b>	16
ART	16
ATHLETICS	18
CLASS PROGRAMS	17
ELECTIVE COURSES	16
LIBRARY	17
LUTHERAN ELEMENTARY SCHOOLS TOURNAMENT	17

MUSIC	16
PHYSICAL EDUCATION	17
SHEPHERDING	18
SPANISH	16
STEM	18
STUDENT COUNCIL	17
<b>IV. SCHOOL POLICIES</b>	19
ABSENCES	25
ARRIVAL AND DEPARTURE	23-24
ATTENDANCE	24-25
BICYCLE/SKATEBOARD/SCOOTER/ROLLERBLADES	28
BULLYING	20-21
CARE OF SCHOOL AND PERSONAL ITEMS	27
CELL PHONE/OTHER ELECTRONICS	28
CHILD CARE	24
CLASSROOM CELEBRATIONS/PARTIES	29
CLASSROOM DISCIPLINE	19
CONDUCT CARDS	21
DELAYS AND CLOSURES	31
DRESS CODE	26-27
EMERGENCY PROCEDURES	30
FIELD TRIPS	28-29
HOME PARTY INFORMATION	29
LEAVING CAMPUS DURING SCHOOL HOURS	26
LOST AND FOUND	28
OBSERVERS/VOLUNTEERS	26
ONLINE BEHAVIOR AGREEMENT	22-23
PETS	30
PERSONAL ITEMS	27-28
REFERRALS	21
SCHOOL INSURANCE	30
SCHOOL SAFETY	30
SEARCHES	28
SUSPENSION AND EXPULSION	21-22
TARDIES	25
TELEPHONE USE	28
VACATIONS AND EXTENDED HOLIDAYS	26
<b>V. APPENDIX</b>	32
GRIEVANCE POLICY	32-33
SCHOOL/HOME AGREEMENT	33
STUDENT RECORDS	32



## INTRODUCTION

Dear Parents and Students of Peace Lutheran School,

We welcome you to an exhilarating educational environment! Our students witness the excitement of learning and are nurtured in their curiosity to grow in their God-given talents. We live in a world full of discovery, new accomplishments and innovations. Our students are guided to think for the future and encouraged as they learn about the life and teachings of Jesus. He not only made an impact on the world but changed the world forever! Through His birth, death and resurrection He paid the price for our sins and promised eternal life to all who believe. At Peace Lutheran School, we provide positive and beneficial learning in a Christian atmosphere to equip students with the necessary skills to share their love, joy and knowledge with others.

Peace Lutheran School offers a partnership with parents to work closely together in the growth and maturity of your child. This handbook provides you with vital information on the operation of the school. It is essential to read it thoroughly and share it with your child. Parents can take an active interest in the education of their child by supporting the policies of Peace Lutheran, reinforcing what is taught in school and communicating directly with the teacher. If you have questions, contact any school staff person for clarification.

This school year is going to be wonderful! We have dedicated teachers who love inspiring children through interactive learning. Students will be stimulated to appreciate their unique abilities and connect with the world around them. May God bless us beyond our imagination and guide us as we fulfill the responsibility of raising the children He so graciously gave to us.

Working together in Christ,



Sherilyn Juszcak  
Principal

**OUR MISSION:** Equip all children through an excellent Christian education to love learning, others, and Christ because He first loved us. “We love because he first loved us.” – 1 John 4:19

### **SCHOOL PHILOSOPHY:**

#### **Equip:**

- ◆ Develop an understanding of Biblical truth
- ◆ Enable students to succeed as life-long learners
- ◆ Guide students to communicate effectively

#### **Nurture:**

- ◆ Grow faith in Jesus Christ as the Savior
- ◆ Foster students to problem solve and think critically
- ◆ Generate a sense of belonging to our school family

#### **Believe:**

- ◆ Empower students to share their faith in Jesus Christ
- ◆ Promote student confidence in their ability to succeed
- ◆ Exemplify compassionate relationships



## **SECTION I – GENERAL INFORMATION**

### **ADMINISTRATION OF THE SCHOOL**

Peace Lutheran School is an extension of Peace Lutheran Church and has been in existence since 1980 in the Northwest District, Lutheran Church Missouri-Synod (LCMS). There are about 2,000 schools supported by the LCMS across the nation. These schools, ranging from early childhood to college, have offered excellent Christian and academic education for over 150 years.

### **CHRISTIAN BELIEFS**

Christian beliefs, as understood and taught in the LCMS, extend to everything that is done at Peace. Christian instruction is not only carried out formally, but is integrated into the study of every subject. Students are immersed in a Christian atmosphere, surrounded by teachers, administrators, pastors, and staff members who strive to have their very presence be a testimony to the Christian faith and the distinctively Lutheran manner of expressing that faith.

We know that each of us sins daily, that we have a sincere need to repent of those sins, and that we need to be reconciled with God and with one another. We know that Jesus Christ died and rose again to forgive all sins. Not one of us is better than another nor should we judge one another. This said, there are times when persons do not consider their actions to be sinful, and this disbelief leads them to sin in a more open and obvious way. We believe and teach that when obvious sins are not dealt within a Scriptural manner, (repentance, forgiveness, and reconciliation) they can seriously damage the Christian community.

The LCMS is a creed based church body with definite beliefs on many points of Christian faith. For instance, we affirm the sanctity of human life from conception, the importance of a stable family life, faithfulness in marriage, and abstention from those things which would harm our physical bodies. God's Word shows us that cohabitation, homosexual relations, and sexual relations outside the marital relationship are opposed to the plan He established at creation. While we will not shy away from any of these teachings, we also will not deny admission as a result of these sins. This is a campus where all sinners can find relief and a sense of belonging.

At Peace Lutheran School we expect the families of our students will not act in a way that is contrary to, or disrupts the teachings of this school in matters of religious faith and personal conduct. Family members are not required to believe or confess the teachings and beliefs of the LCMS, and this may give rise to discussions among those family members outside of the classroom and the school environment. However, family members may not act in a way that may negatively affect the school, promote beliefs contrary to those of the LCMS, or otherwise weaken or undermine the culture being developed at the school.

### **CHURCH/SUNDAY SCHOOL ATTENDANCE**

An integral part of Christian development is participating in worship services. Teachers in second through eighth grade keep a record of student attendance at church and Sunday School. They encourage each student to regularly attend the Christian church to which he/she belongs. If you do not have a church home, we welcome you to worship with us at Peace Lutheran Church. Sunday services are at 8:00 a.m. and 10:45 a.m. Sunday School classes are offered at 9:30 a.m. If you are interested in more information on church membership at Peace Lutheran, contact Pastor Huelle in the church office, 360-377-6253.

## **BAPTISM**

In Matthew 28:19, Jesus tells us to “go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit.” If your child has not been baptized, we invite you to consider the possibility of having him/her baptized at Peace Lutheran Church. If you would like more information on the blessings of baptism, please contact your child’s teacher, the principal or the pastor.

## **BOARD OF CHRISTIAN EDUCATION**

Peace Lutheran School is governed by a Board of Christian Education. The Board is comprised of Peace Lutheran Church members who are elected by the congregation to serve two-year terms. Two Members at Large, the principal and the administrative assistant serve as advisory members. This Board is in charge of making school policy and is the final authority in the administration of the school. They meet during the first week of every month. Due to the confidential or sensitive nature of some of the issues discussed by the Board, parts of Board meetings are closed to visitors. If you need to address the Board concerning an issue, we ask that you arrange this with Irene Lindquist, the Board of Christian Education chairperson ([peaceablelight@gmail.com](mailto:peaceablelight@gmail.com) or 360-373-2116).

## **FACULTY**

The teachers are employed by Peace Lutheran Church and accountable to the school principal. They have earned degrees in education (several have advanced degrees and/or continuing education credits) and hold valid credentials.

Our faculty and staff provide Christian instruction and guidance to their students and families. They teach, observe, evaluate, plan, relate, pray and care for the Peace family. Communication with them builds effective learning. Pray for our faculty and offer support and encouragement throughout the year.

## **ACCREDITATION**

Peace Lutheran School has completed a detailed process to be awarded accreditation by the Northwest Accreditation Commission (AdvancED) and the National Lutheran School Accreditation Commission from the LCMS. Accreditation is reviewed regularly and maintained as a significant endorsement of a high-quality and well-balanced educational program. Annual reports are submitted to report on the progress of the school improvement plan.

Peace Lutheran School applies for certification with the Washington State Board of Education each year and has been granted approval for compliance in state standards for 2015-2016.

## **NON-DISCRIMINATION STATEMENT**

Peace Lutheran School is open to all who desire a Christian education. The school admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs and activities made available to students at the school. The school does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, scholarships, athletic and other administered programs.

## **ADMISSIONS**

Preschool students must be three years old and potty-trained (no Pull-Ups).

Kindergarten students must be five years old by August 31 for fall placement in kindergarten. Individuals entering kindergarten must show proof of age by presentation of a birth certificate prior to admission.

Kindergarten students will be required to take a readiness test for screening purposes. Students transferring from other schools will be assessed in math, reading and writing.

All new students, along with their parents, must meet with the principal prior to entrance. Parents need to present a copy of the child's latest report card, standardized test results and a student recommendation form from the previous school before acceptance to Peace.

Peace Lutheran School requires all information provided by the parents on the application to be complete, factual and without misleading content. The parents declare honesty in signing the application and agree with the enrollment requirements. Violations of any of the above are conditions for non-acceptance or dismissal of the student.

## **PROBATION**

Each and every student admitted to the school is on academic and behavioral probation. This probationary period is one-third of a trimester, approximately four weeks in duration. During the probationary period, should the student's behavior or attitude demonstrate an inability to accept the philosophy of Peace Lutheran School, the enrollment of the student may be discontinued.

## **FINANCIAL REQUIREMENTS**

Tuition, fees and congregational support make up the financial resources for Peace Lutheran School to maintain our ministry to families. All registration fees are to be paid prior to enrollment and are non-refundable. Tuition as outlined on the Financial Agreement Form will be paid promptly during the period of time chosen for payments.

Payment of tuition must be in the form of cash, check, money order, direct deposit, VISA, MasterCard, or debit card. No other form of payment is permitted. The use of goods or services in exchange for tuition is prohibited.

The tuition payment is due the 1<sup>st</sup> day of each month. Students may be withheld from class or Child Care for non-payment of tuition and fees starting the 25th of the month. If you cannot make a payment on time, please contact the school office to request an alternate plan for payment. There will be a \$20.00 service fee for all returned items (NSF).

If you withdraw from school, you are obligated for the full payment of tuition through the end of the month of enrollment at Peace.

If, at the end of the school year, your account is in arrears, you will not be eligible to re-enroll until all fees are paid in full. You have 30 days to set up a payment plan or risk being turned over to a collection agency. Transcripts, records, and report cards will be held until a financial agreement is reached.

**FINANCIAL AID**

Financial Aid is available for families regardless of race, color, national or ethnic origin. Funds are limited, though every effort is made to provide as much assistance as is available to those in need. Those interested in Financial Assistance should contact the school office for an application. The Board of Christian Education has established a qualification process to determine appropriate amounts of assistance.

**SCHOOL AND OFFICE HOURS**

Preschool	M/W/F and T/TH <i>Morning Class</i>	8:10 a.m. – 11:15 a.m.
	M/W/F and T/TH <i>Afternoon Class</i>	12:00 p.m. – 3:05 p.m.
Prekindergarten	Monday-Friday <i>Morning Class</i>	8:10 a.m. – 11:15 a.m.
	Monday-Friday <i>Afternoon Class</i>	12:00 p.m. – 3:05 p.m.
Kindergarten-8th grade	Monday-Friday	8:10 a.m. – 3:05 p.m.
Child Care	Monday-Friday	6:00 a.m. – 6:00 p.m.
School Office Hours	Monday-Friday	8:00 a.m. – 6:00 p.m.

The school campus does not open until 7:55 a.m. Supervision will begin at 7:55 a.m. and end 10 minutes after dismissal. Students brought to school before 7:55 a.m. must report to Child Care. Students not picked up 10 minutes after school dismissal will be checked into Child Care. Parents will be charged for this supervision.

For reasons of liability and lack of supervision, students are not to be playing on any of the playgrounds before or after school. Students should not be playing on the playground equipment if there is no teacher supervision.

**PARENT-TEACHER LEAGUE**

All school families are considered members of the Parent Teacher League (PTL). The PTL has a fundamental purpose to promote the educational and spiritual welfare of the children and to continue to improve communication between parents and the school. The organization also supports the school by providing supplies and equipment through various fundraising projects.

Parents are encouraged to be active participants in the PTL. In order to provide a stronger sense of fellowship and involvement among the families and Peace Lutheran School, the PTL has developed a structure of committees to carry out the various functions and activities. We encourage each family to participate and provide input to help us build a strong sense of community at Peace.

## **HEALTH INFORMATION**

Peace Lutheran School requires the following procedures to be strictly enforced to avoid the spread of infectious diseases:

- Immunization forms must be completed, up to date, and on file in the student's file. Admittance into school cannot be permitted until these records are on file.
- Children must stay at home when suffering from infectious diseases.
- Children with vomiting, diarrhea, and/or high fever need to be kept home.
- If a student is sick with a fever, they must stay home until they are fever free for 24 hours.
- If a student contracts head lice, please notify the school office. A student must be appropriately treated before returning to class.
- When children come to school, they need to fully participate in the school day including recess and lunch, unless otherwise stated by a doctor's note. When the child is in school, he/she will be expected to participate in all activities, both indoors and outdoors.

If a student becomes nauseous, begins to run a fever, or is injured, the school office will call the parents or emergency contacts. In instances when a student needs immediate medical attention, 911 will be called. If the parents or emergency contacts cannot be reached, the school will follow the information given on the registration form.

## **MEDICATION PROCEDURE**

All medications brought from home must be kept in the school office. No medications will be permitted to remain in a student's possession.

- A. ALL PRESCRIPTION MEDICATIONS must be administered by school officials.
- B. A Medication Form must be filled out for any medication given to a student by school officials (available in the school office).
- C. By State Law RCW28A.31.150 and RCW6941 Legend Drugs, medications of any kind given at school must follow these guidelines:
  1. Medication must be prescribed by a physician
  2. Prescriptions must be in the original container.
  3. A written statement from the physician must be on file at school stating:
    - a. method of administration
    - b. amount of medication
    - c. time schedule for administration
  4. The above regulations apply to over-the-counter medications such as ibuprofen, Tylenol, cough syrup, cough drops, lip gloss, chapstick, etc.
- D. The school staff does not apply sunscreen during school hours. You may apply it at home before your child comes to school. Child Care will apply sunscreen before and after school with a completed Sunscreen Form.

## **ALLERGY GUIDELINES**

Peace Lutheran School makes every effort to provide a safe learning environment for all children and will accommodate within reason children with various types of allergies, like food, bee stings and the like. Students may have severe and potentially life threatening allergies to food. For this reason it is important that rules and guidelines are in place for parents, students and school staff to work closely together.

Peace Lutheran School is not a peanut and nut free campus. The school staff will work diligently to provide all children with a safe environment while considering the total school population.

1. Parents must notify the school of medical conditions and provide emergency medications with written physician orders and parental consent.
2. Parents must educate their child to prevent exposure to allergens by eating only food from home, washing hands before eating, keeping hands away from mouth and immediately reporting symptoms to those in authority.
3. Parents should provide a supply of safe snacks for their child to have at school for parties.
4. Students must immediately report any symptoms to school staff.
5. All school staff is current in CPR and First Aid training which does include recognizing symptoms of allergic reactions and administration of EpiPens. 911 will be called in the event that an EpiPen is given at school.
6. The school office will notify parents of allergic reactions at school.

## **HOT LUNCH**

Peace Lutheran School offers a hot lunch program for our students through the Bremerton School District. The lunch program provides healthy choices and includes milk as it follows the national nutrition standards. The menu selection varies each month and will be emailed to you prior to the start of the month. The menu will also be posted on our website, [www.peacebremerton.org](http://www.peacebremerton.org) and available on paper in the school office. Milk can be purchased by any student to supplement a cold lunch with the option of white or chocolate milk. Childcare students can purchase lunch through the hot lunch program or provide their own lunch.

Students will indicate to their teacher at the beginning of the day if they opt to buy milk or hot lunch for that day. All lunch orders need to be placed by 9:30 a.m. If a child is without a lunch, one will be provided and the parent will be charged.

Lunch tickets are purchased ahead of time through the school office. Each ticket is \$45.00 for 10 lunches (\$4.50/lunch). Additionally, milk tickets are \$5.00 for 10 milks. Preschool and prekindergarten milk tickets are \$10.00 for 20 milks. When student accounts run out for milk and lunch, the office will send a notification. *Prices are subject to change during the school year as mandated through Bremerton Public Schools.*

Sodas and energy drinks are not allowed in lunches. Students in grades 3 through 8 may purchase a drink from the vending machine in the gym. Lunches or snacks that need to be warm must be kept in a thermos or an insulated device since microwave ovens are not available for student use.

## **NEWSLETTERS**

The school newsletter, *Bobcat News*, will be emailed home on Fridays. It will be posted on our website, [www.peacebremerton.org](http://www.peacebremerton.org) and available in the school office in print copy. This publication is the primary source of communication to our school families.

Teachers in all grades (preschool through eighth grade) will send home weekly newsletters. You may also get classroom information by email from PTL.

## SECTION II – ACADEMIC INFORMATION

### CURRICULUM

Peace Lutheran School offers a balanced curriculum in compliance with guidelines of the Washington State Learning Standards. Our students are encouraged to be high achievers and are prepared for entrance to high school. Our teachers apply Christian standards in the light of God’s Word to all subjects. The Christian environment is an important benefit to students as they are nurtured to work toward the academic success of their God-given talents.

The courses of study include Religion, Language Arts (Reading, Literature, Writing, Grammar and Spelling) Mathematics, Social Studies, Science, Health, Physical Education, Art, Music, Technology, and Spanish.

Peace Lutheran School is involved in an on-going curriculum revision process, which annually reviews, revises, and develops a variety of subject areas. Textbooks are selected by the faculty and adopted by the School Board. Selection is based upon pre-determined improvement goals.

### CHAPEL/WORSHIP

Emphasis is placed on Christian growth at Peace Lutheran School. A child grows through daily devotions, prayer, Bible study, and weekly chapel. As the Word of God is applied, minds and hearts begin to view the world from a new perspective. Peace is committed to each redeemed child of God by working with families to nurture the whole development – their spiritual, academic, emotional, physical and social growth.

Chapel services are scheduled weekly, throughout the year, for our family of students, parents, and teachers on Wednesdays at 8:30-9:00 a.m. If your student is enrolled in the afternoon preschool/pre-kindergarten class, their chapel service will be on Wednesdays at 12:15-12:45 p.m. The service is held in the church sanctuary and is led by our pastor, teachers, other Christian leaders, and may at times be led by students. We will take a weekly offering for a special mission cause and your contributions are greatly appreciated.

### GRADING SCALE

At Peace Lutheran School, we measure total student performance by evaluating the overall display of class work, participation, homework, assessments and projects. Grading scales are listed for each level. 1<sup>st</sup> through 8<sup>th</sup> grade use a standard grading system. Preschool through kindergarten are assessed using skill sets which are reported at the end of each trimester.

#### **PRESCHOOL & PREKINDERGARTEN GRADING SCALE**

E	Exceptional	Area of Special Strength
S	Satisfactory	Area of Consistent Growth
N	Needs Improvement	Area of Low Interest

### KINDERGARTEN GRADING SCALE

E	Exceeding the Standard
S	Meeting the Standard
N	Progressing Toward the Standard
U	Significantly Below the Standard

### GRADES 1-8 GRADING SCALE

Grade	Percent	GPA Points
A+	100-99%	4.0
A	98-93%	4.0
A-	92-90%	3.7
B+	89-88%	3.3
B	87-83%	3.0
B-	82-80%	2.7
C+	79-78%	2.3
C	77-73%	2.0
C-	72-70%	1.7
D+	69-68%	1.3
D	67-63%	1.0
D-	62-60%	0.7
F	59-0%	0

### REPORT CARDS

Report cards are distributed electronically at the end of each trimester for kindergarten through 8<sup>th</sup> grade. Preschool and prekindergarten receive paper reports at the end of the first and second trimester.

### HONOR ROLL

We believe achieving high standards is an outstanding accomplishment. Students in grades 5 through 8 will be honored and recognized each trimester for meeting established guidelines.

Honor Roll awards are awarded at the end of each trimester and are based solely on the student's Grade Point Average (GPA). Students earning a GPA of 3.75 or above and having only "A" and "B" grades qualify for Highest Honors. Students earning a GPA of 3.50 – 3.74 and having only "A" and "B" grades qualify for Honor Roll. All core subjects will be calculated when determining trimester GPA.

### **NATIONAL JUNIOR HONOR SOCIETY**

National Junior Honor Society is a prestigious organization that focuses on scholarship, service, leadership, citizenship, and character. In order to join, students must be in 6<sup>th</sup> grade (second semester), 7<sup>th</sup> or 8<sup>th</sup> grade, have a GPA of 3.5 or greater, submit an essay and resume, and complete an interview. Students will meet a requirement of 30 service hours each school year.

### **CHRISTIAN CITIZENSHIP AWARD**

At the end of the school year, Peace Lutheran School honors students in grades 2 through 8 with a Christian Citizenship Award. Students are nominated for consistently demonstrating a caring and sharing spirit, good school attendance, admirable and responsible behavior including completion of daily work on time, respect for fellow students, and faithful Church/Sunday School attendance (more than 50%).

### **GRADELINK**

Peace Lutheran School uses Gradelink, a School Administration System ([www.gradelink.com](http://www.gradelink.com)), for grades and student accounts. Parents and students can access grades and monitor performance through Gradelink. Grades are entered weekly for students in grades K through 8 to inform students and parents of progress. Automatic Grade Monitoring sends parents email alerts on their child's current progress. You will be provided a School ID, Username and Password to logon to your account.

### **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences are held at the end of the first and second trimester. Attendance at these conferences is mandatory. These conferences provide communication between the teacher and parents/guardians on current progress and areas where reinforcement at home would be helpful. Students are enriched when strong communication and support exists between the home and school.

Conference scheduling will be set up through Sign Up Genius by the classroom teacher. Appointments can be made online through the link emailed by the teacher or through the office (360-373-2116). While parents are conferencing, children should not be left unattended.

### **PARENT-INITIATED INQUIRIES**

Communication about a child's progress can take the form of notes between parent and teacher, email messages or scheduled conferences. Conferences may be requested by either the teacher or the parent throughout the year. Parents can request directly to the teacher and a mutually agreed upon time will be scheduled. Allow ample time for teachers to respond and prepare for the meeting. Parents who drop in unannounced, before or after school, need to be sensitive to the availability of the teacher. Please honor all scheduled appointments.

### **HOMEWORK**

Research consistently shows parent involvement is a key factor to the achievement of students in school. Parents can play a part in the homework process by encouraging students to stick to a routine in completing homework and enabling independent learners. Homework allows students the practice needed to learn the lessons taught during the school day. Assigned homework has been explained by the teacher and is to be completed by the student. Parents should contact the teacher when a child has

excessive or non-existent homework over a long period of time.

Students in grades 2 through 8 complete daily assignment books which requires a daily signature from a parent/guardian. This book is the best guide for parents in assisting their student with homework. Homework time should be planned ahead for long-range assignments or projects. Follow up with your child to see that homework is complete and ready to be taken back to school to be graded. Homework assignments are due the day after homework is taken home, unless the teacher has instructed otherwise.

Homework not turned in when due will be considered late and will receive a lowered grade. Students may be required to stay in from recess to complete a homework assignment not turned in or turned in incomplete.

Some helpful homework tips:

- Set aside a quiet study area free from distractions
- Create a regular study time for your child to work each school night
- Encourage your child and ask specific questions about subjects
- Read regularly with your child
- Model good television habits (research shows less than 5 hours/week increases achievement by giving students more time to learn from other sources)

#### **AVERAGE HOMEWORK TIME**

Grades K, 1, 2	30 minutes
Grades 3, 4	60 minutes
Grades 5, 6, 7, 8	2 hours

The average time spent on homework should not exceed the time listed. If a child is consistently having more than this, it is essential that the parent notify the teacher to determine a plan or intervention.

#### **STANDARDIZED TESTING**

National standardized testing is administered three times a year to assess academic growth through Measures of Academic Progress (MAP) by Northwest Evaluation Association (NWEA) and STAR Early Literacy and Reading. Testing periods will be announced to encourage children to be well prepared for the testing period by arriving to school on time, eating a healthy breakfast and getting adequate sleep.

#### **RESOURCE PROGRAM**

The Resource teacher will assist teachers and administration to identify and provide academic support for students with special learning needs. Individualized Education Plans will be applied when provided by the public school district. Students will receive personalized instruction to improve academic performance and study habits. Accommodations and modifications will be provided to the curriculum when necessary.

On occasion, further initial screenings or diagnostic testing will need to be expanded to other professionals outside of Peace Lutheran School. If an academic or psychological difficulty is experienced, this analysis will provide extremely valuable information to determine a process for students, teachers

and parents to deliver a course of positive action to further educate the whole child.

### **PROMOTION/RETENTION**

Students advance to the next grade at the end of the school year when the required course of study in the present grade level has been satisfactorily completed. Students will be retained if they do not demonstrate competence in the grade level standards as determined by Peace Lutheran School curriculum. All areas of a student's progress, academic level, social and emotional growth and physical development, will be considered when determining promotion or retention.

### **GRADUATION**

Students in grade 8 must complete the required coursework by passing each class with a grade of D or higher (averaging all three semesters). The cumulative GPA for all classes in the 8<sup>th</sup> grade year must be a C- average or higher. These requirements along with the fulfillment of all financial obligations need to be satisfied for the student to be eligible to attend graduation and the end of the year celebrations.

## **SECTION III – CO-CURRICULAR ACTIVITIES**

Co-curricular activities at Peace Lutheran are learning experiences designed to complement what students are learning in the school curriculum.

### **ART**

Students in grades kindergarten through grade 8 will participate in art class once a week. They will study renowned artists, acquire drawing and painting techniques, and develop art appreciation. Families can learn about famous artists and their style by participating in Family Art Night in November. Students will also join in an All School Art Day in May to connect in a school community art project.

### **SPANISH**

Peace Lutheran School offers Spanish class to students in kindergarten through grade 6 once a week on Fridays and twice a week for grades 7 and 8. Students will be introduced to the basics of Spanish as a second language in the lower grades and build on this knowledge for more comprehensive learning in the middle school.

### **MUSIC**

Preschool through fourth grade classes have a specified music class for students to develop music appreciation and theory. They learn through a variety of traditional and praise songs. We encourage students to glorify God by using their voices to sing songs of praise.

Students in grades 5 through 8 can participate in an ensemble choir and/or handbell choir. These choirs perform in church services, at Lutheran Elementary Schools Tournament (LEST) and two concerts on campus in December and at the end of the year. Students need to dress in concert attire, black pants or skirt, black shoes and white shirts or blouses (tucked in) at all performances. Participation in these performances is part of the music grade.

### **BAND**

The school band program is offered to students in grades 4 through 8. Beginning Band has two class sessions each week for students in grade 4. Students in grades 5 through 8 can join Advanced Band which meets during elective class. This program requires students to provide their own instrument and maintain a practice routine outside of school for optimal learning. Concerts for band players will be held in December and at the end of the year. Students need to dress in concert attire, black pants or skirt, black shoes and white shirts or blouses (tucked in) at all performances. Participation in these performances is part of the music grade.

### **ELECTIVE COURSES**

Elective courses are offered in grades 5 through 8 to enhance and extend the classroom curriculum. Requirements and selection for these courses will be posted during the first two weeks of school with priority going to the older grades. Courses will either be offered in the duration of a year or a trimester. The elective courses will be graded and included in the GPA calculation.

## **LUTHERAN ELEMENTARY SCHOOL TOURNAMENT**

Each year, students in grades 5 through 8 participate in the Lutheran Elementary School Tournament (LEST) at Concordia University in Portland, Oregon. This tournament is sponsored by Concordia to promote the fellowship of the Lutheran Elementary Schools in the Northwest and to highlight God-given gifts and talents. The tournament offers a vast array of athletic, musical, and academic events for our students to compete in over a three-day period (Thursday - Saturday) during President's Day weekend. An additional fee is required for each student to participate which averages \$125. All arrangements are planned through the school office.

## **CLASS PROGRAMS**

Our classes schedule various programs throughout the year. The dates and times for these programs will be communicated through the school calendar, Bobcat News and/or the classroom newsletter. Students are expected to participate in these programs to ensure the success and quality of the experience.

## **STUDENT COUNCIL**

School leadership is available to students in grades 2 through 8 by participation in Student Council. Students in grades 2 through 6 can run for class representative and students in grades 7 and 8 can run for student body offices (president and vice president).

The elected students represent our school in Christian character as they follow Christ's example in speech, conduct, love, and faith.

## **LIBRARY**

The school library is available to K-8 grade students. Students may check out books each Thursday for personal reading at home. Books are to be returned the following Tuesday in order to check out additional books. Students are responsible for damage beyond normal wear and book replacement for lost materials.

## **PHYSICAL EDUCATION**

The physical education program is designed to develop physical health, fitness, and character in students. A student will be expected to participate unless they have a written excuse for a legitimate reason. If a student is to be excused for more than one day, a physician's notice is required. Students of all grades need appropriate footwear for participation with non-marring soles and laces need to be tied securely outside the shoe.

Students in grades 5-8 will dress in their school P.E. uniform as part of their participation grade. The uniform is available in the school office for \$20.00 (\$10 for the shirt and \$10 for the shorts). Black sweats and Peace sweatshirts may be worn on cold days. P.E. uniforms are not to be worn as regular dress to school, they are to be brought to school and changed into during the designated break time. Uniforms must be taken home for washing on a weekly basis. Students are asked to bring deodorant in their gym bags to help with personal hygiene.

## **ATHLETICS**

Boys and girls in grades 5 through 8 have many opportunities to participate in after-school sports. Peace Lutheran School is a member of the Kitsap Christian Conference which offers competitive sports in cross country, volleyball, basketball, and track. Participation in any program requires dedication and appreciation from the student and parents. Attendance at all practices and games is required unless a written excuse is submitted prior to an absence. An athlete must be present for more than half of the school day to participate in any games or practices that day.

Students are required to earn the minimum of a C- average in order to participate in after-school events. Eligibility is intended to encourage high academic achievement and not to discourage participation in activities outside of the classroom. Students declared ineligible have two weeks to show substantial improvement. A notice of ineligibility will be sent home by the classroom teacher.

## **ATHLETIC FEES**

The athletic fees provide monies for officiating, transportation, and entry fees. The following athletic fees apply to any student participating in one or more sports.

Girls Volleyball	\$50
Boys Cross Country	\$30
Boys/Girls Basketball – A Division	\$60
Boys/Girls Basketball – B Division	\$50
Dance/Drill	\$50

## **STEM**

Peace Lutheran School is a participant of the Olympic STEM Pathways Partnership. This program trains our teachers to intensify student achievement in math and science including technology and engineering through imagination, inspiration and innovation. Students in grades 5 through 8 will have weekly courses to strengthen skills in Next Generation Science Standards and focus on a variety of real-life experiences.

## **SECTION IV – SCHOOL POLICIES**

Enrollment at Peace Lutheran implies both students and parents comply with the purpose of the school. Our purpose is carried out in an environment of Christian love, forgiveness and self-discipline. Academic success is fostered when students contribute to the spirit and atmosphere of the school and act responsibly with respect for self and others, including all in authority, God and His Word. A positive and cooperative school climate is kept when disruption is eliminated and characteristics of honesty, perseverance and Christian values radiate throughout campus.

### **EXPECTATIONS OF PARENTS**

The communication between home and school is essential and is strengthened during the school year when parents attend:

- ◆ *Before School Visit* – Scheduled in August for teachers and parents to share information and establish clear communication.
- ◆ *Back to School BBQ Night* – Scheduled one evening a few weeks into the school year for families to socialize, meet with the principal, sign-up for participation in school events, and attend a presentation by the classroom teacher.
- ◆ *Parent/Teacher Conferences* – Scheduled twice a year (at the end of first and second trimester) to discuss student progress.

### **CLASSROOM DISCIPLINE**

Each classroom teacher explains their classroom procedures to the students and parents at the beginning of the school year. Positive classroom discipline is designed as a set of guidelines, rules and procedures, used to shape the character and spirit of individuals. At Peace, we focus on the necessity for discipline as a Scriptural principle to teach children appropriate behavior to become responsible Christian citizens. There is room for the Law, rules and consequences, and there is opportunity for the Gospel, grace after repentance and forgiveness. This gift of grace allows us to start anew.

Disruptive behavior which interrupts the learning of any student or the teacher's instruction is unacceptable. The teacher must take action whenever a student chooses to disturb the learning environment by applying professional discretion to employ appropriate consequences. The student chooses a cooperative attitude by accepting without excuse or argument, the necessary consequences for unacceptable behavior.

Bullying, demeaning, taunting, intimidation, threats of violence and other disruptive behavior at our school will not be tolerated. All reports of instances will be taken seriously and dealt with appropriately. Reports should be made immediately to the person in charge. These behaviors can include oral or written statements and gestures or expressions which communicate a direct or indirect threat of harm.

## **BULLYING**

“During their school careers many students are involved with teasing or aggressive behavior as either a perpetrator or a target. School staff must be aware of children’s taunts that occur from time to time and acknowledge injured feelings and issues in dispute. Bullying becomes a concern when hurtful or aggressive behavior toward an individual or a group appears to be unprovoked, intentional, and (usually) repeated.

Bullying among children may take place in a variety of hostile acts that are carried out repeatedly over time. The acts involve a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be *physical* (hitting, kicking, spitting, pushing), *verbal* (taunting, malicious teasing, name calling, threatening), or *psychological* (spreading rumors, manipulating social relationships, or promoting social exclusion, extortion, or intimidation).

To avoid confusion or doubt about what constitutes bullying behavior, researcher Ken Rigby proposes a **definition of bullying**: *a desire to hurt, a hurtful action, a power imbalance, repetition (typically), an unjust use of power, evident enjoyment by the aggressor, a sense of being oppressed on the part of the target.* (Source – “Bullying at School”, School Environment, California Department of Education)

Peace Lutheran School believes all students have the right to a safe and healthy school environment. We, the school and the Peace community, have the privilege and responsibility to promote the love of Christ, mutual respect, empathetic care and the acceptance of others.

Peace Lutheran School will not tolerate behavior which interferes with the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behaviors may include: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Peace Lutheran School expects students and/or staff to immediately report incidents of bullying to those in authority. The staff is expected to immediately intervene when they witness a bullying incident. Parents also have a responsibility to immediately report incidents to the teacher or principal. This way each incident will be promptly investigated. This policy applies to students on the school campus, while traveling to and from school or at a school sponsored activity.

### **Student Code of Conduct**

The following code includes but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the person in authority.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent should contact the principal. Peace prohibits retaliatory behavior against any complainant or any participant in the complaint process.

### **Interventions in Bullying Behavior**

The following procedures include, but are not limited to the following:

- All staff, students and parents will receive information of this policy prohibiting bullying at the beginning of the school year as part of the Peace Lutheran School Parent/Student Handbook.
- Peace will make reasonable efforts to keep a report of bullying and results of investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur.
- People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not affect the victim or witnesses in any way.

### **BEHAVIORAL CHALLENGES**

Peace Lutheran will follow these steps to address behavioral challenges:

1. Teachers will counsel with students in private conference when addressing disciplinary procedures.
2. If private counsel does not solve the behavior, the teachers will call on the home to schedule a meeting with the parents and student.
3. If behavior continues and student learning is disturbed, the teachers will call on the administration for a conference with the parents, the student and the teacher.

### **REFERRALS**

Students struggling with classroom procedures will be given opportunities to reevaluate their behavior choices and guided to develop a plan for change. Behavioral referrals will be filled out by the teacher and sent home to be signed by a parent/guardian when repeated behaviors are not corrected. This process keeps the home informed, and ensures teachers and parents are working together to provide the best possible learning environment.

### **CONDUCT CARDS**

In the event of flagrant behavior and/or continuous inappropriate behavior, a conduct card will be issued with a record filed in the school office. Flagrant behavior may include but is not limited to abusive language, forging or using forged material or signatures, destruction of school property, vandalism or theft, defiance of authority, harassment, fighting, and intimidation. Teachers, students and parents will work in partnership to develop a plan for correcting the situation.

### **SUSPENSION AND EXPULSION**

Major disciplinary issues which violate the Christian partnership of the school and home may result in suspension or expulsion. Such behaviors may include but are not limited to continued disobedience of school rules and policies, language or actions which present an attitude of defiance of those in authority, stealing, inappropriate or non-Christian language/gestures, smoking on campus or at school sponsored activities, persistent truancy, fighting, drugs, firearms or any other weapon, any form of harassment or bullying, immoral behavior, inappropriate use of technology, and any behavior specifically prohibited by the Washington State Educational Code. Parental support is pertinent in strengthening the home-school partnership. Refusal to accept school-imposed consequences indicates a non-cooperative spirit which breaks down the necessary partnership for a united purpose.

A student who is in violation of school rules may temporarily be denied privileges (no more than three days) of attending Peace Lutheran School by the principal. This student may not attend classes or participate in any school activities during the suspension period. However, the student is responsible for completing all work missed during the suspension. Notification in writing with terms of the suspension will be provided by the principal. A personal meeting is required with the parent/guardian and the principal prior to the student returning to school.

The principal may recommend to the Board of Christian Education that a student be expelled when discipline procedures do not result in improvement of behavior or in the case of severe behavior. Expulsions will be decided at Board of Education meetings with advance notice given to the parent/guardian that such an action is possible. An expelled student may not return to class or participate in any school functions.

### **OFF-CAMPUS CONDUCT**

The Peace Lutheran School code of conduct applies to student behavior at school or anywhere else associated with a school sponsored activity. Our students will proudly represent Peace Lutheran at all school related events.

### **ONLINE BEHAVIOR AGREEMENT**

Peace Lutheran School utilizes technology devices to enhance the education of children. Students have the opportunity to communicate through electronic mail, access the internet and use technology as a tool to increase learning. Peace Lutheran has a firewall to protect users from inappropriate sites, but no system is foolproof, so cooperation by a user is required.

The following procedures shall apply to all users of the network and equipment located at Peace Lutheran, as well as those who access privileges through association with the school.

All use of the network must be in support of the philosophy and disciplinary standards of Peace Lutheran. Students are expected to exercise the same standards with technology devices as they do with all classroom resources. Access to the internet and network is a privilege, not a right, which requires responsibility.

*Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things. What you have learned and received and heard and seen in me—practice these things, and the God of peace will be with you. Philippians 4:8-9*

Violation of the standards may result in loss of use of technology devices, the network, and/or internet as well as other disciplinary action. Peace Lutheran faculty and staff reserve the right to log internet use, monitor file server space utilization by users, and determine whether specific uses of the network are consistent with policy.

Students at Peace Lutheran School will respect the rights and property of others.

- Students will exercise extreme caution when handling and using electronics and the network. They will use technology for educational purposes.
- If using someone else's writing, video, image or sound, students will get permission and/or give credit. They will follow all copyright laws.
- Students will log on to their account only. Even if a friend gives them permission, they will not get in to another person's account and will watch out for the safety of others.
- If a student discovers someone else's password, they will let them know and encourage them to change it.
- Students will collaborate with one another in group projects but will not trespass in another person's folder, files or work.
- Students will not pretend to be someone else online.
- Students will be respectful at all times when communicating online using instant message, email, discussion boards, chat rooms or text messaging. They will use encouraging words and refuse to use hurtful or obscene language.
- Students will refrain from electronic harassment, insults, attacks on others or any action which is offensive.

Students will protect themselves since not everyone online shares our values and beliefs and some are looking to take advantage or maybe even cause harm.

- Students will protect their passwords and not share them with others besides parents and teachers.
- When students post something that could be viewed publicly, they will not give out personal information to someone they don't know which would make it possible for others to find them.
- If inappropriate material should appear on the computer screen, the student must tell an adult immediately.
- If someone sends inappropriate material, the student must tell an adult immediately.
- Students will not send or display obscene messages or pictures containing sexual content.
- Students will not communicate with strangers and will notify an adult immediately if they are contacted by an unfamiliar user.
- Students will not delete the history on a school computer.

### **ARRIVAL AND DEPARTURE**

Students may arrive on campus as early as 7:55 a.m. and must wait outside the doors of the main building with staff supervision. The doors will open at 8:00 a.m. with school starting promptly at 8:10 am. Students who arrive earlier than 7:50 a.m. must go into Child Care. The child must be enrolled in Child Care and families will be charged for services. Afternoon preschool and prekindergarten begin at 12:00 p.m.

If your child's class is in a portable, he/she must have parental supervision until admitted by the teacher. Student shepherds will be available at the parking lot curb to escort students to the classrooms. The shepherds will sign your child in and provide milk and hot lunch information.

School dismisses at 11:15 a.m. for morning preschool and prekindergarten, and 3:05 p.m. for afternoon preschool, prekindergarten, and kindergarten through 8th grade. Students need to be picked up by 10 minutes after dismissal. If students are not picked up by 3:15 p.m. (or 11:25 a.m. for morning classes),

they will be taken to Child Care and parents will be charged.

Students are not to use the playground area or equipment before or after school for reasons of liability and lack of supervision. To keep distractions to a minimum for classes in session, this rule also applies to the preschool and prekindergarten students arriving for the afternoon class.

Students in preschool through first grade will be dropped off and picked up by their parent at the classroom door. Shepherding students will assist the younger students to the classroom and sign them in with parental permission. Students in second through eighth grade will wait with a teacher by the main building until their ride has been identified before dismissal to their car.

If a person picking up a student is believed to be under the influence of alcohol or a controlled substance by any employee of Peace Lutheran, the employee will inform them that they believe they are not in a condition to drive and the child's safety is in danger. The employee will offer to call an appropriate party to come pick them up. If the driver refuses, the employee will notify them that they are calling the police to give car information along with their feeling the driver is under the influence. Calling the police is the last resort. Every effort will be made to have the driver cooperate and decide on their own not to drive.

### **PARKING LOT PROCEDURES**

The safety of all children is one of our greatest concerns. In an effort to maintain a safe situation, the speed limit in the parking lot is **10 mph**. Cars are to park in marked stalls, not on the sidewalk or fire lane. When leaving your vehicle, be sure to turn off the engine and leave no one unattended. Respect all directions given to deliver a unified safe zone.

We have two pick up and drop off areas. If you have a child in the main school building you will turn to the left (lower parking lot) when entering from the street. Follow the arrows and either pull up to the curb to drop off /pick up your child or park in a regular parking space and walk your child to the building. If your child is in one of the portable buildings, you will turn to the right (upper parking lot) when entering from the street. Drop off or pick up your child in designated areas marked for loading and unloading only. Attend to children in the parking lot while you are getting in or out of your vehicle.

### **CHILD CARE**

Peace Lutheran School offers an extended Child Care program before and after school for children 3-12 years old. Parents must sign in and sign out their child. Students will only be released to parent/guardian or those persons designated on the registration form. If there is a court order prohibiting someone to see or pick up your child, a copy of the order must be filed in the school office.

Students in grades 5 through 8 can participate in extended care before and after school. An hourly fee applies to this program. The program includes homework time, break time, and a chance to do some other age-appropriate activities. Students not picked up within 10 minutes of the end of a sports practice or a home game will be checked in to extended care.

### **ATTENDANCE**

Regular and punctual attendance is expected and leads to student success. Study, preparation, organization, and participation are marks of good scholarship. Punctuality assists the teacher and student

in maintaining a daily routine and is essential for forming a good habit of responsibility and courtesy.

### **ABSENCES**

Absences and tardies need to be excused by calling the school office (373-2116 or 373-2913) before 9:30 a.m. on the day of the absence. Parents should call in each day thereafter until the child returns to school. If you do not call, the school office will contact you to confirm the condition. In general, excused absences are limited to student illness, medical/dental appointments, bereavement, and court appearances.

Your child's absence will be recorded as unexcused if no notification or contact is made with the school office. Parents have the right to withhold a student from school, however, the decision as to whether an absence is excused or unexcused is made by the principal. Washington State Law requires schools to take specific action when students fail to attend school and are considered truant.

- After **one** unexcused absence in a month, the school is required to inform the parent in writing or by phone.
- After **two** unexcused absences, the school is required to initiate a parent conference to improve the student's attendance.
- After **five** unexcused absences in a month, the parent and school must enter a contract to improve the student's attendance.
- After **seven** unexcused absences in a month, or **ten** unexcused absences in an academic year, the school may file truancy petitions with the juvenile court.
- Additionally, if a student accumulates **ten** unexcused absences in a school year, the principal will conference with the family and notify the Board of Christian Education to determine the student's continued enrollment.

A student must be arrive by 12:00 p.m. or be in attendance for 3.75 hours to be considered present for that day. If a student is absent all day from school, then the student is not allowed to participate in any after school events.

Parents may request homework from the teacher by email or through the school office if their student is absent. All students will receive one day for every day absent to complete missed assignments.

The benefits students develop from the classroom can be negatively affected with excessive absences. Peace Lutheran is concerned about students who are absent in excess of 20% of the trimester. Conference requests will be made with families who have excessive absences to discuss compliance and cooperation with the attendance policy.

### **TARDIES**

School begins at 8:10 a.m. (12:00 p.m. for afternoon preschool and prekindergarten). Students who arrive after school begins are considered tardy and must report to the school office for a Late Arrival Slip before going to class. Tardiness disrupts the classroom routine and negatively impacts the education of children. When 5 tardies occur in a month, a conference will be requested with the family to discuss compliance and cooperation with the tardy policy.

### LEAVING CAMPUS DURING SCHOOL HOURS

Students being picked up before the end of the regular school day must be signed out in the office and issued an Early Dismissal Slip. Prior notification to the office and/or teacher allows time for proper preparation. It is strongly recommended to schedule doctor and dental appointments before or after school. Students will only be released to those who are authorized by the parent/guardian. If there is a court order prohibiting someone to see or pick up your child, a copy of the order must be filed in the office.

### VACATIONS AND EXTENDED HOLIDAYS

Students who are absent due to vacations and extended weekends, are expected, on their own initiative, to complete all missed assignments. Failure to do so will result in a zero (F) for the work not completed. When you have a foreseeable absence, notify your child's teacher in advance to develop an action plan for handling the missed schoolwork but do not expect homework to be given in advance. Complying with the action plan will assist your child in keeping pace with the class. It is the parent's responsibility to provide assistance to their child with this class work and homework.

### OBSERVERS/VOLUNTEERS

The teachers and staff welcome you to come into the classrooms to either observe or volunteer. As a courtesy, to the teachers and students, arrange the visit with the teacher or the school office ahead of time. Students may not bring visitors without prior approval from the school office and the teacher. When visiting, report to the school office and sign in. A badge will be assigned which must be worn while on school premises. Long-term volunteers, coaches, and classroom aides will be required to submit to a background check.

### DRESS CODE

Peace Lutheran School believes that a student's appearance has an impact on his/her attitude, behavior, and the learning environment of the school. We further believe that students at Peace should give witness to their Christian faith in their appearance by using good judgment in clothing and personal grooming. A dress code ensures that students are neat, clean and well-groomed thus advancing an organized and prepared approach to successful academic achievement.

Our dress code is designed to promote modesty (no cleavage, no exposure, butts covered when wearing leggings) and dignity as well as provide for the safety of students on school grounds. Clothing needs to be maintained in a neat and clean manner, **without rips or tears**. Shoes, clothing, and jewelry that might be a safety hazard should not be worn at school. Any dress or grooming choice that distracts from the educational process of our students will not be permitted. Parents are responsible to see that their children are dressed in accordance with this code. Dress code rules apply to any school related activity unless otherwise permitted by the school.

The following guidelines are intended to help students make appropriate choices for their appearance.

1. Pants, shorts and skirts must be fitted and worn at the natural waistline and secured in such a manner so that underwear cannot be seen. Overalls must be worn with both straps up.
2. Skirts, dresses, and shorts must be no shorter than fingertip length **plus one inch**. Leggings may

be worn under appropriate length shorts, skirts, or dresses but not alone. Shorts or tights must be worn under dresses for girls up to fourth grade.

3. Clothing should be properly sized – nothing overly large or saggy, nothing too tight.
4. Shirts and tops must completely cover the stomach and back. Any see through or lace type clothing needs appropriate clothing underneath.
5. No strapless or off-the-shoulder shirts, dresses, or outfits such as scooped neckline in front or back, or gaping armholes is permitted. Tank tops need to have a two inch minimum strap to cover shoulders.
6. Pajama bottoms are not permitted.
7. Any item of clothing with controversial or inappropriate pictures, symbols or words may not be worn.
8. Socks must be worn and shoes must fit properly. Shoes must be laced and tied outside the shoe. Open backed shoes and/or sandals must have a back strap. In general, all shoes worn to school should be safe for running.
9. Hair must be neat, clean, and properly groomed so the eyes are visible. Hair must be a natural color. If hair becomes a distraction or is altered from a natural color, the student will not be able to attend school or school functions until the hair is appropriate and follows dress code.
10. Hats or hoods are not to be worn inside the buildings.
11. Accessories that are distracting, unsafe, or draw undue attention to the wearer will not be allowed.
12. We encourage students to dress up on chapel days.

The principal and teachers have the authority to enforce the dress code. Upon approval by the principal, teachers may modify the above rules when a field trip or school activity warrants such a change. In the event a student breaks a dress code rule, the parents will be notified indicating the infraction and a change of clothes will be provided. If a subsequent rule is broken, the child will be dismissed from class until appropriate clothing is sent from home. If there continues to be a problem with a student and the dress code, a conference will be set up with the student, parents, and the principal.

### **OUTDOOR WEAR**

During the school day, students will be given two or possibly three outdoor breaks. Every student should arrive at school with proper clothing and accessories to allow him/her to go outside for recess. The classroom teacher will determine if the weather is suitable for outdoor play.

### **CARE OF SCHOOL AND PERSONAL PROPERTY**

The students at Peace Lutheran have been entrusted with books and furnishings which belong to the school. As Christians, we are stewards of these gifts so we handle them with respect and strive to keep all property neat, clean and in good repair. If items are lost or damaged beyond repair, or willfully defaced or destroyed, the student responsible will be charged and payment needs to be received before the end of the school year.

### **PERSONAL ITEMS**

Sweaters, jackets, and lunch boxes are safest when labeled with the student's name. Personal items

brought to school are brought at the student's own risk. Teachers should be consulted for approval when bringing items from home that are outside the normal school supply. Any item that is a distraction will be removed from the student and held until the parent/guardian picks it up. Teachers require parental support for focused attention in the classroom.

### **CELL PHONES/OTHER ELECTRONICS**

Cell phones, electronic toys, iPods, etc. are not to be used at school. If any of these items are brought to school, they must stay in the student's backpack and be turned off. If they are visible at any time, they will be confiscated and a parent/guardian will need to retrieve the item from the school office.

### **BICYCLES/SKATEBOARDS/SCOOTERS/ROLLERBLADES**

Students riding bicycles, skateboards, scooters or rollerblades to campus must observe all safety regulations and show courtesy to pedestrians on campus. Riding of bicycles, skateboards, scooters or rollerblades is not permitted on campus. Bicycles need to be parked and locked at the bicycle racks on the large playground.

### **LOST AND FOUND**

When student possessions are marked with the student's name, the property is easy to return. Unmarked items found on campus will be placed in Lost and Found in the school office. At the end of each trimester, items will be displayed for owners to claim and all unclaimed items will then be donated to charity.

### **SEARCHES**

Peace Lutheran School takes the responsibility of student safety seriously. The school reserves the right to search when there are reasonable grounds for suspecting that evidence will turn up to confirm violation of the law or the school rules. This search may include but is not limited to, backpacks/school bags, personal bags, pockets, lunch boxes, desks, computers and other electronics on Peace property. The school may conduct a search without the student or parents physically present. Searches will be directed by the principal and a teacher.

### **GUM CHEWING**

Students are not permitted to chew gum on school grounds.

### **TELEPHONE USE**

If a phone message needs to get to a student or teacher, it will be relayed at a time that does not interrupt the learning process. Students will not be allowed to leave class to talk on the phone. Teachers will return calls as time permits (usually after school).

Students are not permitted to use the phone unless the call is of an urgent nature (forgotten lunch, homework, or P.E. uniform does not constitute a situation to use the phone). At such times when access to the phone is allowed, the school office will make the call.

### **FIELD TRIPS**

Field trips are planned at various times during the school year to add educational benefits to the overall program at Peace Lutheran. Many of our field trips are yearly favorites anticipated well in advance and

essential to that grade's curriculum. A student's participation is expected on school-sponsored field trips, but is reliant on written parental consent. The classroom teacher will communicate specific information for each field trip one week prior to the event. The school does not provide alternate supervision or instruction if a parent decides their child is not to participate in an approved field trip. Field trips are intended for class members and chaperones only.

On all field trips or off-site activities, students will conduct themselves as proud representatives of Peace Lutheran School. Any inappropriate behavior will be addressed. Teachers reserve the right to deny field trips to students with consistent behavior problems or request the student's parent come on field trips.

Peace Lutheran School is committed to ensuring the safest and most positive learning experiences on all field trips and school events. Parents wishing to drive for a field trip must have a current driver's license and proof of valid auto insurance on file in the office. Drivers for field trips are not permitted to make any other stops along the way for snacks, personal errands, treats, etc. Permission slips do not allow for any stops between school and the field trip destination.

All transportation of children on field trips will follow child restraint laws according to Washington State RCW 46.61.687, *children less than eight years old must be restrained in child restraint systems, unless the child is four feet nine inches or taller. A child who is eight years old or older, or four feet nine inches or taller, must be properly restrained either with the motor vehicle's safety belt or an appropriately fitting child restraint system. Children under thirteen years old must be transported in rear seats where it is practical to do so.*

### **EXTENDED CLASSROOM EXPERIENCE**

Students in grades 6 through 8 participate in extended classroom experiences. Grade 6 students attend an outdoor education experience at Miracle Ranch with other Lutheran schools in the Puget Sound area. Grade 7 and 8 students travel to Washington D.C. to tour our national government and museums. These experiences are chaperoned by Peace Lutheran teachers, staff and adult chaperones. The teachers and administration will determine which adult chaperones qualify for the event. Specific qualifications and expectations will be specified for each extended classroom experience.

### **CLASSROOM CELEBRATIONS/PARTIES**

Peace Lutheran School observes various holidays in the classroom. Classroom celebrations may include, but are not limited to, Thanksgiving, Christmas, Valentine's Day and Easter. Teachers will announce details of the celebrations and solicit parent involvement through newsletters. Birthday celebrations are welcomed in the classroom and students may supply treats for their classmates. Coordinate birthday celebrations in advance with the teacher.

### **HOME PARTY INVITATIONS**

Unless everyone in the class is invited, invitations to home parties should be mailed and not sent home from the classroom. Every student's feelings should be taken into consideration. Student directory information, including names, addresses and/or emails, are released to parents requesting information for mailing party invitations. Parents not wishing to have this information released should notify the school office.

## **SCHOOL INSURANCE**

Peace Lutheran does provide student accident insurance to cover students during school hours while participating in all school activities. This policy is secondary to your family policy.

When transporting other children, parents must fill out the Private Carrier Information form in the school office and have proof of valid auto insurance. The designated driver must have a valid license. This information is required to insure our students are riding in a safe environment.

## **SCHOOL SAFETY**

Peace Lutheran is a SMOKE-FREE, DRUG-FREE and WEAPON-FREE campus. Smoking and vaping is prohibited on our campus which includes all buildings and parking facilities. All events and people on campus will honor a smoke-free environment to protect the health of others. Firearms and all other weapons are prohibited on the Peace Lutheran campus and at all school events. Alcohol consumption is also prohibited at all student activities on our campus.

In compliance with state law, students who bring a firearm to school will be subject to expulsion. Parents of the offending student will be notified immediately and the student will be referred to the criminal justice system. The Board of Christian Education will determine the student's continuation at Peace Lutheran.

## **PETS**

For the health and safety of others, parents and students are not allowed to bring pets onto campus. Pets need to stay in your vehicles when picking up your children.

## **EMERGENCY PROCEDURES**

Peace Lutheran School has fully implemented an Emergency Response Plan to ensure we are prepared for any crises that may arise. Our plan has been developed in accordance with the Kitsap County Department of Emergency Management. Our teachers have been properly trained in emergency skills and procedures. Should a community-wide disaster occur, all children will remain on the Peace Lutheran campus under the supervision of the staff. When you come to pick up your child, specific check-out procedures will be in effect for all students. Only a parent/guardian or authorized adult may claim a child. Children in kindergarten through grade 8 will be located at the front doors of the church or the school gymnasium and those in preschool or prekindergarten will be in Child Care.

## **FIRE AND DISASTER DRILLS**

Fire and disaster drills are practiced regularly. Teachers instruct students during the first week of school the process for exit procedures in an orderly fashion. Students learn exit procedures for all parts of the building. Fire alarms alert students to exit to their pre-determined staging area. This process allows the presence or absence of students to be determined quickly and efficiently.

We store emergency supplies in the event of a natural disaster for all staff and children until emergency services or parents arrive.

## **DELAYS AND CLOSURES**

Should weather or road conditions warrant a change in the school schedule, alerts will be announced through email and on our website, [www.peacebremerton.org](http://www.peacebremerton.org). We follow decisions according to the Central Kitsap School District. Announcements of closure can also be found on public television and radio (KOMO RADIO & TV; KING TV; KIRO RADIO & TV).

On delayed days, we will not count tardies, and you should feel free to use your own judgement for your safety in traveling to school. If the Central Kitsap School District delays for one hour, we will follow and be one hour late with the exception of the afternoon preschool and prekindergarten which will stay on schedule. The Child Care will be open on the regular schedule even on delayed days. If school is delayed for two hours, preschool and prekindergarten will not have school. The Child Care will be open on the regular schedule. If school is closed for the day, Child Care will also be closed.

## **SECTION V – APPENDIX**

### **STUDENT RECORDS**

Administration will preserve both the integrity and the privacy of required school records. Each student's cumulative record includes the minimum permanent personal data necessary for operation of the educational system such as: directory information, academic work completed, grade or level placement, enrollment and attendance data, standardized test results, discipline and permanent health record. If applicable, a copy of any court orders relevant to custody rights must be submitted to the school office.

### **ACCESS TO STUDENT RECORDS**

Parents of currently enrolled or former students can access records related to their children. The editing or withholding of any such records is prohibited. To request records, fill out a Request for Student Records form in the school office. Student records will be dispatched within two days.

### **RELEASE OF STUDENT INFORMATION**

Student directory information, including names, addresses and/or emails, are released to parents requesting information for mailing party invitations. Parents not wishing to have this information released should notify the school office. The school is not permitted to furnish a list of student names and addresses for commercial purpose or student photographs for publication without parental support.

### **CHILD ABUSE REPORTING OBLIGATIONS**

All personnel at Peace Lutheran School and Child Care are obligated under penalty of fine and jail term by Washington State Law to report any reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation to Child Protective Services. In this serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities. The clear intent of the law, based on the seriousness of the crimes, is to mandate a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

### **GRIEVANCE POLICY**

Peace Lutheran School adheres to the biblical policy of Matthew 18 to solve disputes – *If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church...*

Concerns must be taken to those who are in a position to resolve them. Discussing concerns in an open manner with those who are not directly involved promotes misunderstanding, misrepresentation, and gossip. It easily leads to a situation where false witness may be accepted as truth. In Christian obedience to the commandment against bearing false witness, we observe Martin Luther's admonition to *put the best construction on everything*. All parties at Peace Lutheran School agree to make every effort to live in harmony and to resolve disputes with each other in private or within our Christian community.

The following procedures shall be used when a student or parent has a grievance:

1. If the grievance is with a teacher, contact the teacher immediately and discuss the problem.
2. For all other grievances, including unresolved teacher grievances, contact the principal and set forth in detail either written or verbally, the action or policy that is the basis for the grievance.
3. If the grievance is not settled, the parent shall contact the Board of Christian Education chairperson. The Board chairperson may either refer the matter back to the principal or set up a meeting with the principal, the teacher, the parent, and other appropriate parties.
4. If the grievance is not settled, the parent may file a written statement with the Board of Christian Education to request a hearing before the Board. At the next regularly scheduled Board of Christian Education meeting, the Board will meet with the parent or student and all parties directly involved in the dispute. The Board chairperson may also elect to call a special meeting to deal with the dispute. The Board's decision is final.

### **SCHOOL/HOME AGREEMENT**

In consideration of enrollment at Peace Lutheran School, I hereby agree:

As parent/guardian of a student enrolled at Peace Lutheran School, I promise to encourage him/her to obey the rules of Peace Lutheran School and foster an attitude of respect for the Christian culture maintained at Peace Lutheran School. I promise to abide by the school's attendance and disciplinary policies, as outlined in the Parent/Student Handbook. I will support the administration in maintaining the appropriateness of the school with respect to my child. I will promote unity between home and school. If I have a concern I will address the concern in the spirit of Matthew 18 by going to the persons most directly involved in the conflict.

Peace Lutheran School will provide fundamental Christian training on the basis of God's Word. Our training will include necessary essentials of secular knowledge taught in the light of God's truth. This training will focus on a Christian life, serving God in church and state.

**PARENT SIGNATURE**

As a condition of your child’s enrollment in Peace Lutheran School, the parent and child are committed to adhere to the rules, regulations, policies and procedures of the Parent/Student Handbook. Although it is impossible to provide clear concise and complete guidance on each and every issue that may arise during your child’s attendance at Peace Lutheran School, the handbook has been created so the goals and the Christian culture of the school are communicated to each parent/guardian. By enrolling your child in Peace Lutheran School, you have made an investment in a quality Christian education, and a financial commitment. In this spirit, you and your child will familiarize yourself with the contents of the handbook.

Peace Lutheran School reserves the right to modify, supplement, or rescind portions of this handbook, as it may become necessary.

I acknowledge I have received and read the 2017-2018 Parent/Student Handbook, and agree to the commitments set forth above for the current school year.

*Please detach and return the signed statement to the school office.*

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Print Name of Student(s)

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Signature of Parent

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Date