

KING OF KINGS LUTHERAN SCHOOL



2019-2020
Parent & Student Handbook

1101 N Wymore Rd
Maitland FL 32751

www.visitkok.com
407-628-5696



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2019-2020 SCHOOL CALENDAR

SCHOOL HOURS

Monday – Friday 7:30 AM - 8:00 AM Students arrive on campus
8:00 AM - 3:00 PM K-8 Classes are in session (Preschool – 8:00-12:00 PM)
3:00 PM - 3:15 PM Students are excused from school (**Note:** *Students will be transferred to After School Care at 3:15 pm at a rate of \$3.50 per hour per child*)

OFFICE HOURS

Monday – Friday 7:45 AM - 3:00 PM

IMPORTANT DATES TO REMEMBER

August 12 First Day of School
September 20 Kickball Tournament - *grades 3-8*
October 23, 24 Parent-Teacher Conference with classroom teacher
October 25 Flag Football – *grades 3-8*
December 20 Children’s Christmas service - *all students participate*
January 31-February 1 SALSA Basketball Tournament – *team basketball players*
February 23 Kindergarten Open House
March 6 Track Meet - *grades 3-8; optional*
March 24, 26 Parent-Teacher Conference with classroom teacher
April 3 Academic Fair – *grades 5-8*
April 9 School Benefit Event - *all students participate*
April 10 Good Friday service at 1:00 pm - *all students participate*
April 24 Soccer – *grades 3-8*
May 8 Entertainment Night - *all students participate*
May 14 Last Day of Classes, Graduation, and Ice Cream Social – *all students participate*
May 15 No School: Teacher In-Service Day
May 17 Confirmation Service - *grade 8 Confirmands*

MARKING PERIODS

Grading Period	Reports will be ready on	Grading Period	Reports will be ready on
1 st Period	September 20	4 th Period	February 14
2 nd Period	November 1	5 th Period	March 27
3 rd Period	December 20	6 th Period	May 14

EARLY DISMISSAL DAYS (*No After School Care*)

December 20 (noon dismissal)

April 10 Good Friday (2:00 PM dismissal)

TESTING DATES

TBD

NO SCHOOL DAYS / HOLIDAYS

September 2	Labor Day
October 17-18	Teacher’s Conference
November 28-29	Thanksgiving Break
December 23-January 3	Christmas Break

January 20	Martin Luther King Day
February 17	President’s Day
March 16-20	Spring Break
April 13	Easter Monday

I.0

INTRODUCTION

I.0

The purpose of our school is to provide Christ-centered education for the children of our church and community. This school is a full-time educational institution, affording to every child that which cannot be found in any public establishment of its kind--A BALANCED PROGRAM for the SOUL, the BODY, and the MIND of the child.

We believe that an education without Christ is an education without foundation and purpose. We believe that all education, and this includes history, science, mathematics, English, and all other subjects, must be taught in harmony with God's inspired and errorless Word. Our goals then are a solid basic education in all branches of secular learning and a solid spiritual and moral training based upon the unmovable foundation of the Holy Scriptures.

Part of educating the whole child (soul, mind and body) is realizing that each child is unique. God blesses each of us with different talents and abilities. At King of Kings, the faculty recognizes this truth and educates the children with this in mind. Each child's unique spiritual, academic, physical, and emotional needs are recognized and met to the best of the staff's ability.

In addition to the staff nurturing each student as a unique child of God, the children are led to recognize their own special place in God's kingdom. Each child is encouraged to realize that he/she has been given gifts and talents in accordance with God's gracious purpose for his/her life. Rather than comparing themselves with their peers, the students are guided to God's Word for the measuring line in their life. In the Bible, the children receive guidance regarding how to use their talents and abilities to honor God.

The staff at King of Kings recognizes that some children have special needs beyond those of other children. The staff does its best to meet these special needs. If the resources available at King of Kings are insufficient to meet a child's needs, discussions between the child's parents/guardians, the child's teacher, and the principal will determine the best course of action to take to give the child the education that he/she needs.

I.1 MISSION STATEMENT

Our mission is to assist the families of our congregation and community in training their children, both spiritually and academically, through excellent in Christ-centered education. Proverbs 22:6 *"Train a child in the way he should go, and when he is old he will not turn from it."*

I.2 FOREWORD

As Christian parents/legal guardians and Christian teachers, our concern is the upbringing of children who have come to know and to love their Savior, Jesus Christ. It is to Him alone that we give praise and glory as we work together in the training of the children He has given to us.

This handbook has been prepared to further acquaint you with our school and its daily operation. Please feel free to contact any member of the staff for further information.

1.3 AFFILIATION

This school is operated as a Lutheran Elementary School within King of Kings Evangelical Lutheran Church, Maitland, Florida. Its supervision is directly under the Board for Youth Discipleship (BYD) of the congregation.

King of Kings Lutheran School is one of more than 750 schools within the Wisconsin Evangelical Lutheran Synod. Approximately 41,000 children are enrolled in these schools, which are staffed by more than 2,370 called teachers. The teachers in these schools, as well as in our school, have received their education degree from accredited Lutheran colleges. Specialized instructors may be used in certain areas, such as religion (namely, the pastor), music, and art.

1.4 OUR AIM OF EDUCATION

The underlying philosophy of Christian education is based on faith in Jesus, the Savior, by whom we have been made right with God and in whom we are assured of forgiveness of sins and eternal life in heaven. We aim to let God's wisdom, as revealed in the Bible, speak on all matters. This Christ-centered philosophy, and God's blessings on all our endeavors, should motivate our children to strive for a life on earth that will reflect their love for God and their fellow man. By providing for the child's spiritual, mental, and physical education, it is our aim to prepare our children for eternal life in heaven and for a God-pleasing life here on earth.

2.0 STAFF CONTACT INFORMATION 2.0

Please dial the church/school number, 407-628-5696, first and then the extension of the staff member you are trying to contact. Or contact them using their email addresses.

Name	Position	Extension	E-mail address
Pastor Jeremiah Gumm	Catechism-Gr. 7-8	222	jeremiah.gumm@visitkok.com
Dawn Todd	Secretary	221	secretary@visitkok.com
Randy Cochran	Principal & Teacher-Gr.6-8, Music	224	randy.cochran@visitkok.com
Philip Warnecke	Teacher – Gr.3-5, German, PE	228	philip.warnecke@visitkok.com
Staci Warnecke	Teacher – Gr. K-2, Art	230	staci.warnecke@visitkok.com
Heidi Loescher	Tutor	226	heidi.loescher@visitkok.com
Lisa Gumm	Preschool	231	lisa.gumm@visitkok.com
Kim Smith	After School Provider	232 (kitchen)	
Dalle Rivera	Business Manager	407- 227-5084	businessmanager@visitkok.com

3.0 POLICIES & PROCEDURES 3.0

3.1 NOTICE OF NONDISCRIMINATORY POLICY

King of Kings Lutheran School, Maitland, Florida, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available to students

at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, athletic programs, and other school-administered programs.

3.2 ENROLLMENT POLICY

Before parents/legal guardians enroll a child, they must agree to all conditions set forth in this handbook and are asked to subscribe to the following provisions:

That parents/legal guardians are willing to have the child instructed in the doctrines of the Wisconsin Evangelical Lutheran Synod.

1. That the child will attend those Bible study and Catechism instruction classes which are part of the curriculum and will participate in devotions and prayers.
2. That parents/legal guardians will encourage the child to take part in school activities and church services throughout the school year or present an acceptable excuse for the child's failure to participate.
3. That the non-member parents/legal guardians will arrange to participate in the Bible Information Class with our pastor. The class serves to aid the parents/legal guardians to better understand and cooperate with the Lutheran training their children will receive at King of Kings (2 hour class held on a Saturday in September).
4. That all students are accepted on a six-week trial basis during which time we will assess our ability to meet the spiritual and academic needs of the student. We will also assess the parent's willingness to fulfill their obligations as enumerated in the Enrollment Commitment form and this handbook.

3.3 ENROLLMENT PROCEDURE

Non-church member parents/legal guardians wishing to enroll their child in King of Kings Lutheran School will follow the enrollment procedure outlined below:

The Principal will meet with the parents/legal guardians to discuss any general questions and review the student's previous academic records.

1. The Principal will schedule a meeting between the pastor, himself, teacher, and the parents/legal guardians to discuss specific questions and items pertinent to enrollment.
2. In order to be considered for enrollment, the following documents must be submitted: KOK school application, financial contract, most current immunization record, student's original birth certificate (to be copied for our records), last report card, and IEP if applicable.
3. Final enrollment approval will be made by the Principal, classroom teacher and BYD.
4. If a family has an outstanding KOK tuition balance, enrollment will be put on hold until full payment has been made.

3.4 ENTRANCE REQUIREMENTS

Enrollment Policy

Our mission is to assist the families of our congregations and community in training their children, both spiritually and academically, through excellence in Christ-centered education. King of Kings Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of our school. It does not discriminate on the basis of race, color, national, and ethnic origin in its administration of educational policies, admissions policies, athletic and other school-administered programs. Children whose families have no church connection, are members of other WELS congregations, or who are of other denominations may enroll in our school providing we have room to accommodate them. Children who transfer from another school must present a transfer or a report card upon enrollment. The scholastic rating of the previous school will be honored.

General Enrollment Procedures

1. Children of King of Kings Lutheran Church may be enrolled by contacting the school principal or pastor(s). Children will be considered enrolled when the necessary forms and requirements are completed.
2. Children of other WELS congregations are welcome to attend King of Kings Lutheran School. Their parents may enroll them by working with the school principal to complete the necessary forms and requirements.
3. Children whose parents are not members of a WELS congregation should be directed to the principal for information concerning enrollment:
 - a. During the enrollment process, **initial contact** will be made with the Principal and/or pastor.
 - b. The **Principal will meet with the parents/legal guardians** to discuss any general questions and review the student's previous academic records and discuss specific questions and items pertinent to enrollment such as the Basic Doctrines Class.
 - c. The necessary **paperwork will be filled out** and the necessary financial responsibilities are met. All paperwork must be filled out and turned in prior to the student beginning school including the proper original immunization record and the student's original birth certificate to be copied for our records.
 - d. **Final enrollment approval** will be made by the Board of Youth Discipleship.

Enrollment Policy for Prospects

Before parents/legal guardians of non-WELS students enroll a child, they automatically agree to all conditions set forth in the parent handbook and are asked to subscribe to the following provisions:

- A. That parents/legal guardians are willing to have the child instructed in the doctrines of the Wisconsin Ev. Lutheran Synod.
- B. That the child will attend those Bible study and Catechism instruction classes which are part of the curriculum and will participate in devotions and prayers.

- C. That parents/legal guardians will encourage the child to take part in usual school activities and church services throughout the school year or present an acceptable excuse for the child's failure to participate. (Entertainment Night, opening day and graduation services, and the like).
- D. That all students are accepted on a six-week trial basis during which time we will assess our ability to meet the spiritual and academic needs of the student. We will also assess the parent's willingness to fulfill their financial obligations and all policies as enumerated in the parent-student handbook.
- E. It will be expected that the parents will not publicly contradict the biblical teachings which their children are learning in our classrooms.
- F. Tuition and fees must be paid on schedule in order for a child to remain in good standing.
- G. Questions and concerns of the parents will be first handled by the classroom teacher involved. If further and the principal. The principal will decide which cases merit the attention of the school board.
- H. The children must comply with all other policies and requirements which pertain to the rest of the student body (physical records, academic standing, discipline, and the like), as well as any other policies and requirements which are not mentioned specifically in this document.

This policy statement will be explained to non-WELS and ELS parents and signed by them. If at any time it is discovered that the parents or children are at variance with this policy statement, the matter will be discussed with them. If the parents of the non-member child find that they are unable to comply with this statement, the parents will be encouraged to withdraw their child or children from our school or will be asked to do so by the school board upon review of the matter.

Parents _____

Principal _____

Date _____

Kindergarten children must be age five on or before September 1 of the year they propose to enter kindergarten. Any exceptions must be first approved by the principal/classroom teacher.

First grade children entering first grade must be age six on or before September 1 of the year they wish to enter first grade, or who have successfully completed the kindergarten year.

3.5 HEALTH / INSURANCE

By Florida law, each child must have an HRS Form 680 on file in the school office showing that all immunizations are up-to-date. Additional immunizations are required for children entering Preschool, Kindergarten and seventh grade. Failure to have the proper immunization record filed will result in your

child not being allowed in school until the proper immunizations have been obtained and the records have been submitted.

If you are moving from another state, Florida law requires a physical examination by a physician in Florida, irregardless of grade level, and the proper form completed prior to beginning school.

If a child should become ill while at school, or if he/she should need the immediate care of a physician, we will try to inform the parents/legal guardians of this fact. In the event of an emergency, the principal will see that the child receives immediate care. Therefore, it is imperative to have an up-to-date contact information on file. Please notify the school office if any contact information changes.

School families are responsible for their child's medical coverage.

3.6 LICE/NIT POLICY

In the event that lice and/or lice nits (eggs) are discovered on any student(s), we will be following a "no nit" policy. While we understand how difficult it is to rid the hair and scalp of all the eggs related to lice, we also must recognize how easily lice can be spread. Therefore, if your child(ren) is/are sent home with lice and/or nits, they will not be allowed back into school until they are free from all nits. Your child's teacher and/or principal must inspect the child's hair *before* they will be admitted back to class.

3.7 IS YOUR CHILD TOO SICK FOR SCHOOL?

A snuffle. A cough. A sore throat. Children come down with illnesses big and small. Some are contagious, but some aren't. How do you know when to keep your child home from school?

Ask Yourself 3 Things

The American Academy of Pediatrics recommends you answer a few key questions.

- 1. Does your child have a fever?** Fevers of 101 F or more are generally a sign of illness, so children should stay home from school.
- 2. Is your child well enough to participate in class?** If she seems too run down to get much out of her lessons, keep her home.
- 3. Does she have an illness like the flu or pinkeye?** If you think she might, don't let her go back to school until you know he's not contagious anymore.

When Your Child Is Sick

Here's what you need to keep an eye on:

Fever is a sign that your body is fighting the germs that are making you sick. It's a common symptom of infections like flu. If it's 101 F or higher, wait until your child is fever-free for at least 24 hours before sending her back to school.

Diarrhea happens because of an infection, food poisoning, or medications like antibiotics. It can lead to dehydration, so give her a lot of fluids to drink. Keep your child home until her stools are solid and your doctor gives the OK.

Vomiting is another way our bodies get rid of germs. It's usually caused by a stomach virus or infection. Keep your child at home if she has vomited twice or more in the last 24 hours. She can go back to school after her symptoms clear up or the doctor says she's no longer contagious.

Severe cough and cold symptoms should keep your child home. A serious cough could be a symptom of contagious conditions like whooping cough, viral bronchitis, or croup. It can also be a warning sign of asthma or allergies.

Sore throats can be a symptom of a common cold or strep. If she has a mild cold, she can go to school. If your child's been diagnosed with strep throat, keep her at home for at least 24 hours after she starts antibiotics.

Pinkeye (conjunctivitis) is contagious, and a child should stay home for the first 24 hours after treatment begins. Symptoms include eye redness, irritation, swelling, and pus.

Headaches can be a symptom of contagious illnesses like the stomach flu, flu, meningitis, and strep throat. Experts disagree on whether a child should be kept home. If she doesn't have any other signs of illness and feels fine, she can go to school.

Rashes can be a sign of contagious illnesses like chickenpox, bacterial meningitis, or impetigo (a skin infection). Keep your child home until she's been diagnosed. She can head back to the classroom after her symptoms are gone and the doctor gives the OK.

Ear infections aren't contagious. There's no need to keep a child with a mild earache home, as long as she feels well enough to concentrate.

Mild cold or respiratory symptoms don't have to sideline your kid -- but keep in mind that even if her nose runs clear and her cough is mild, she may still pass the virus to somebody else.

3.8 MEDICATIONS

Every effort shall be made to schedule the administration of medication outside of school hours. If this is not possible, it must be understood by the parent/guardian that the medication will be administered and documented by school staff.

All prescription and non-prescription medication will be given to the teacher or school secretary.

Prescription Medication: The Nurse Practice Act requires that prescribed medicine be properly labeled with student's name, name of medication, dosage, and time to be administered. This means that all medication to be given requires:

1. **Written orders** from a licensed prescription detailing the name of the medication, dosage, time to be given, and the expected duration of administration.
2. Medication brought to school should remain in its **original container** and be **appropriately labeled** as prescribed by licensed physician or by manufacturer, for non-prescription medicines.
3. **Medication** will be logged in by a staff member. Notes include: time and date of dispensation, initials of person administering the medication, and notation that the medication has been examined and determined to be in the original container, as stated above.
4. The requests for administration of medication is valid only as ordered by the licensed prescription, and the dates indicated in writing, and in no case shall the period exceed one school year.

5. Prescribed medication will not be administered by injection by staff unless a student is susceptible to a predetermined, life-endangering situation. Parents submit a written statement giving a staff member the authority to act according to the specific written orders and directions per licensed prescription (e.g., medication administered to counteract a reaction to a bee sting).

The school accepts no responsibility for reactions when the medication is dispersed in accordance with the licensed prescribed directions.

Over the Counter Medicine: Medicines such as Tylenol, other pain relievers, cough medicine, eye drops etc. are given to the classroom teacher upon arrival. Students are not allowed to keep medications of any kind in their possession. Parents MUST give permission, in writing, to any school personnel before dispensing. If needed, parents can use the King of Kings Medication Authorization forms. Forms can be obtained from the teacher or school secretary and must be signed by a parent or legal guardian.

3.9 STUDENT RECORDS POLICY

King of Kings Lutheran School maintains permanent records for parental inspection upon request. Records are also sent to other schools upon request from that school and the requesting parent. King of Kings reserves the right to withhold records if the family's bill is not paid in full.

Access to Student Records

As per section 99.6 of the regulations implementing the Family Educational Rights and Privacy Act of 1974 (FERPA)

Definitions

For the purpose of this document, King of Kings Lutheran School Board of Christian Education has used the following definitions of terms:

- Student - any person who attends or has attended King of Kings Lutheran School
- Eligible Student - a student or former student who has reached age 18 or is attending a post-secondary school.
- Parent - either natural parent of a student, a guardian, or an individual acting as a parent or guardian in absence of the student's parent/guardian.
- Education records - any record (in handwriting, print, tapes, film, or other medium) maintained by King of Kings Lutheran School which is directly related to a student, except:
 1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to other persons except a temporary substitute for the maker of the record.
 2. Records created and maintained in relation to the local law enforcement agencies for law enforcement purposes.
 3. An employment record which is used only in relation to a student's employment by King of Kings Lutheran Church or School.
 4. Alumni records which contain information about a student after he or she is no longer in attendance at King of Kings Lutheran School and which do not relate to the person as a student.

Annual Notification

Parents will be notified of their FERPA rights annually at the Back to School Event and by distribution in August home visits by the faculty.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual

means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
[400 Maryland Avenue, SW](#)
[Washington, D.C. 20202-8520](#)

Procedure to Inspect Education Records

Parents of a student or an eligible student may inspect and review the student’s education records upon request. Parents or eligible students must contact King of Kings Lutheran School principal with a written request, which identifies as precisely as possible the records they wish to inspect. King of Kings principal will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected. This will be done within 45 days of the request.

When a record contains information about students other than a parent’s child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.

Providing Copies / Copy Fees

King of Kings Lutheran School will not provide a parent or eligible student a copy of the student’s education record unless failure to do so would effectively prevent the parent or eligible student the right to inspect and review the records. The fee for copies will be \$.10 per sheet. Postage would also be charged if records need to be sent through the mail.

Types, Locations, and Custodians of Education Records Maintained by King of Kings Lutheran School

TYPES	LOCATION	CUSTODIAN
Cumulative School Records	Secretary’s Office	Principal/Secretary
Cumulative School Records of Former Students	School Archival Academic Files in the Secretary’s Office	Principal/Secretary
Performance Records of Former Students	Principal’s Office	Principal
Health Records	Secretary’s Office & City Health Dept.	Secretary & City Health Dept. Officials
Attendance Records	Secretary’s Office	Secretary
Special Test Records	Secretary’s Office	Principal/Secretary
Miscellaneous Records	Secretary’s Office	Principal/Secretary

Disclosure of Education Records

King of Kings Lutheran School will disclose information from a student's education records only with written consent of the parent or eligible student, except:

1. To school officials who have a legitimate educational interest in the records. School officials include principal, teachers, support staff members, pastors, Board of Youth Discipleship members, district special services personnel, congregation attorneys, and health department officials.
A school official has a legitimate educational interest if the official is:
 - a. Performing a task that is specified in his or her position description or by contract agreement.
 - b. Performing a task related to a student's education.
 - c. Performing a task that is related to the discipline of the student.
 - d. Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To certain officials of the U.S. Dept. of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with the student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of financial aid, or to enforce the terms of and conditions of aid.
5. If required by a state law requiring disclosure that was adopted before Nov. 19, 1974.
6. To organizations conducting certain studies for or on behalf of King of Kings.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.
11. Directory information so designated by King of Kings Lutheran School.

Record of Requests for Disclosure

King of Kings Lutheran School will maintain a record of all requests for and/or disclosure of information from a student's education records. This record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. This record may be reviewed by the parents or eligible student.

Directory Information

King of Kings Lutheran School designates the following items as Directory Information: student name, parents' names, address, and telephone number. The school may disclose any of those items without prior written consent, unless notified.

Correction of Education Records

Parents or eligible students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. Parents or eligible students must ask King of Kings to amend a record. In doing so, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of the student's privacy or other rights.
2. King of Kings may comply with the request or it may decide not to comply. If it decides not to comply, the principal will notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, King of Kings principal will arrange for a hearing, and notify the parents or eligible student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by the King of Kings Board of Youth Discipleship or his delegated substitute. The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parent or student may be assisted by one or more individuals, including an attorney.
5. King of Kings will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If King of Kings decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parents or eligible student that they have the right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. This statement will be maintained as part of the student's education records as long as the contested portion is maintained. If King of Kings discloses the contested portion of the record, it must also disclose this statement.
7. If King of Kings decides that some information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student, in writing, that the record has been amended.

3.10 SMOKE-FREE ENVIRONMENT

The campus at King of Kings is a smoke-free environment. Smoking and use of tobacco products will not be allowed within the building or on the campus of King of Kings Lutheran School at any time.

3.11 STUDENT DROP-OFF/PICK-UP PROCEDURES

In an effort to prevent mishaps or injuries, especially to our students, please follow these drop-off/pick-up procedures for before and after school as well as noontime pick-ups:

1. **Drive slowly and cautiously** when entering and leaving the school parking lot.
2. **Morning Drop Off:** Please walk younger children to their classroom or at least pull up close to end of the sidewalk of Building 1 before letting them out of the vehicle. (The younger children are shorter and harder to see.) If you do park, please park your vehicle in a parking space.

3. **Noon Pick Up:** To ensure your child's safety, the gate will be closed to prevent vehicles from driving onto the back part of the parking lot. (It serves as a play area as well as a parking lot). When picking up children at noon, park at the side of the church and walk to the classroom.
4. **Close of Day Pick Up:** At the end of the day, parents are asked to go directly to the classroom. Parents who need to speak with the teacher should park in the middle lined area before going to the classroom. Children not picked up by 3:15 pm will go to Extended Day Care.
5. Please pass these instructions on to persons authorized to pick up your child.
6. **Extended Day Pick Up:** If you pick up your child from extended care, you must enter the ASC room and swipe your child's card before they will be released into your care. Please, do not leave your car running while unattended.
7. **If you are parking for a longer period of time,** use the church side of the parking lot, behind the gated area. This ensures the safety of our students. We are not responsible for damage to your vehicle if it gets hit by balls or other playground toys.

3.12 LUNCH SERVICES

King of Kings offers a minimal hot lunch service. Children can order up to three meals per week at a reasonable rate. All other snacks and lunches must be provided by child's family. Parents are responsible for proper care of that food including well labeled heating instructions for the microwaves and good insulated lunch boxes to keep foods cool. Be sure to include plates, cups, and utensils, as needed.

4.0

TUITION AND FINANCES

4.0

1. By the first day of the new school year, ALL delinquent balances MUST be paid.
 - No enrollment will take place until prior balances are paid in full, including BSC/ASC balances.
 - No records will be transferred to another school until all balances are paid
 - Balances due will be turned over to a collection agency
2. Choose one of the tuition payment options below prior to the start of the school year:
 - Payment in Full
 - Two payments – due at the beginning of each semester
 - Monthly payments (self-directed) for MEMBER families only; agreed upon by business manager
 - Monthly payments (FACTS*) for MEMBERS and NON-MEMBERS
 - For those required to use FACTS*, there will be an early registration discount (sign up by July 15) to cover the FACTS* sign-up charge.
3. For any tuition delinquencies, there will be a reminder sent immediately upon the delinquency.
 - At 30 days, the BYD chairman will contact the families explaining next steps.
 - At 60 days, the student will not be permitted into the classroom.

*FACTS monthly payment program information:

- ✓ Register online only - <https://online.factsmgt.com/signin/4FT07>
 - ✓ Automatic deductions from your bank account on either the 5th or 20th of each month
 - ✓ One-time fee of \$45 per family upon initial set up paid by the school and will appear as a credit on your tuition statement.
-
- ✓ The agreement must be completed prior to your child(ren) beginning school. All questions regarding FACTS should be directed to Dalle Rivera, business manager (407-227-5084) or Randy Cochran, Principal (407-637-4876).
-

**Please note: There will be no registration refunds for absentees or early withdrawals.
A fair agreement will be negotiated with those who must move away.**

5.0

DAILY SCHEDULE

5.0

Beginning of day: School day begins promptly at 8:00 am. Classrooms are open at 7:30 am. Parents/legal guardians are asked to have their children at school by 7:55 am, so they can begin on time.

Before School Care Services: If parents are in need of child care before 7:30 am, an Extended Day Care service is offered between 6:45 and 7:30 am in the room adjacent to the kitchen.

After School Care Services: K4 students are dismissed at 12:00 am, while all other students are dismissed at 3:00 pm. Both groups of children will wait with their teacher for the first 15 minutes, after school is dismissed, before being transferred to *After Care*. If your child normally does not use this program, but you need to use the service, please call the office (407-628-5696) and arrangements will be made to transfer your child to *After Care*.

6.0

ATTENDANCE POLICY

6.0

6.1 TARDINESS

Children not in their classrooms by 8:00 am are considered tardy. Arriving on time helps your child to begin the day in a positive way and is important because

1. The first part of each day begins with a Bible & devotion. We consider time with our Lord in meditation and prayer the most important part of the day. It sets the tone for the day.
2. Punctuality is a habit that children take into adulthood. Just as parents are expected to be on time for their jobs, children should be expected to be on time for the job of being a productive student.

Procedure for tardiness

1. At 8:00 am, the principal will hang a  at the school entrance to signify that classes have started. If the red flag is up, all students are considered tardy.
2. If tardy, go directly to the school office to get a tardy slip. Parents **MUST** accompany the child into the school office to be considered an excused tardy.
3. Take the signed tardy note and give to the classroom teacher.
4. Any arrival after 9:00 am will be marked as an absent.

5. If a tardy is the result of a doctor's visit, always ask for a doctor's excuse for our files.

Tardy Consequences:

1. Upon receiving 3 tardies within one period, a one day suspension will be served the next school day. For every 3 additional tardies, another suspension will be served. The slate will be cleared upon the completion of each period.
2. The student will be allowed to complete homework and tests without any penalty.
3. Preschool children are exempt from receiving suspensions, but must follow the tardy procedure.

Encouragement and Rewards for On-Time Arrivals:

1. To encourage being on time, students will have opportunities to win zero tardy challenges held throughout the school year.
2. At the closing service/ice cream social, students with perfect /good tardy records will be recognized with a certificate of achievement.

6.2 ABSENCES

Prior to the start of the school day (8:00 am), parents/legal guardians should notify the school, by phone or e-mail, if their child will be absent for the day. A written excuse explaining the absence is required. Anytime your child visits a doctor, always ask for a doctor's excuse for our files.

If we don't hear from you by 8:00 am, **we will contact you by phone or e-mail.** If no contact has been made by 12:00 pm (noon), the absence will be marked as unexcused. Parents/legal guardians are encouraged to pick up assignments after school.

10 absences: A meeting will take place between the child's teacher and parent/legal guardian. A review of the 10 absences will take place. The teacher will offer encouragement and the assistance necessary to keep any future absences to a minimum.

15 absences: A meeting will take place between the principal and parent/legal guardian. A review of the 15 absences will take place. The principal will reinforce important regular school attendance and offer any encouragement and assistance necessary to keep any future absences to a minimum.

20 absences: A meeting will take place with the parents/legal guardian, BYD chairman and principal. An action plan will be developed to address the chronic absenteeism which can drastically affect a child's learning and development.

Please plan vacations and other appointments appropriately to avoid a school absence. Vacations during school time are strongly discouraged. Students and parents/legal guardians are responsible to see that work missed during a vacation is completed in a timely manner.

6.3 PARTICIPATION IN SCHOOL ACTIVITIES BY STUDENTS

Students who have been absent during the day because of illness will not be allowed to participate in the extra-curricular activities of that same day. This does not include students who missed a portion of the day due to medical appointments.

7.0

DRESS CODE

7.0

As sanctified Christians, our students will certainly want to present themselves in their appearance with all decency and modesty. One who views his/her body as the temple of the Holy Spirit will exercise care in his/her clothing and grooming habits.

Please remember to have your child use appropriate hygiene products as age appropriate. We strongly discourage the overuse of makeup, hair spray, perfume, cologne, etc. We prefer that these products not be brought to or used at school.

Decision on Dress Code/ Uniforms

Tops:

- Wear the current King of Kings polos
- Purchase new polos, red, white, or black through our current vendor with current logo
Children: \$11.95 Adult: \$14.50
- If warmer attire is needed, an option would be to purchase solid white or black thermal undershirts. Solid black or white tights can be worn only **under skirts**.
- If warmer attire is needed, purchase a red or black sweatshirt through our current vendor with logo...no hood
Children: \$14.85 Adult: \$15.65
- If warmer attire is needed, purchase a red or black zip-up sweatshirt through our current vendor with logo...with hood
Children: \$27.00 Adult: \$30.00
- When temperatures drop, warmer non-uniform jackets, parkas, sweatshirts, etc. will be allowed for outside activities

Bottoms:

- Khakis or navy blue. NO DENIM
- Allowed: Bermuda shorts, capris, pants, skirts, skorts, cargo shorts/pants
- Any of the above items can be purchased anywhere...as long as they are khakis or navy blue
- Thick/sport leggings/jeggings will be allowed for girls, but they must have a side seam (no tights) and be solid khakis or navy blue (Capri or Bermuda length)
- Socks must be **calf height or shorter**
- **NOT ALLOWED:** Accessories/embellishments to the uniform, joggers/sweatpants

Last day of the month

On the last school day of each month, students will be allowed to wear what they want as long as it falls into the guidelines set forth in the Parent/Student handbook titled **Dress Code**.

7.0 The following dress policy has been adopted for students at King of Kings Lutheran School. Here are several helpful guidelines when deciding what to wear to school:

- Shorts/skirt length should be at or below the halfway point of child's thigh; or when standing, if fingertips go beyond the short/skirt lie, then they might be too short.
- Midriffs should not be visible. You can test this by holding both hands up over your head. If your belly shows, the top is too short.
- Our young ladies need to be sure that their chests are covered. If a person can stand directly in front of a young lady, and see cleavage, they are not properly covered.
- Our young men need to keep their pants up around their waist, preferably with a belt. If a person can see underwear, the pants are not properly secured.
- Please be mindful of wording on graphic tees/shirts. It should be God pleasing. Ask the question, "Would Jesus wear it?"
- Muscle shirts/tank tops will not be allowed. They allow too much skin to be shown.
- For safety reasons, no flip-flops.
- No tops with spaghetti straps

Gym days: Students are allowed to change bottoms into gym shorts for gym class, but retain polo.

Students dressed in an **inappropriate manner** according to this uniform dress code will be asked to telephone their parents/legal guardians to have them bring appropriate attire to them at school or be asked to wear appropriate items provided by the school.

Subsequent offenses may result in suspension or expulsion of the student from school.

8.0

CHAPEL/MISSION SERVICE

8.0

In place of the regular morning classroom devotions, each Wednesday morning begins with a chapel service conducted by the pastor or principal. At each of these chapel services, a mission offering is gathered. This provides an opportunity for the children to practice stewardship of their money for the spreading of God's Word. The students will select two mission projects each year.

9.0

FIELD TRIPS

9.0

From time to time the children will be taking field trips. The children will be asked to share any expense involved in such trips. All pupils are expected to attend them as part of the regular school day. Parents/legal guardians are encouraged to assist on these trips as drivers and chaperones. A field trip permission slip and payment must be completed prior to attending the field trip. Children with outstanding assignments may not be permitted to participate in field trips and may be required to remain at school in order to work on their unfinished assignments.

Always make sure we have current contact information in case on an emergency during the field trip.

Many worthwhile opportunities for educational trips and tours exist within 60 miles or less of King of Kings Lutheran School.

Teachers are permitted to take their children on any legitimate field trip. These trips should be planned well in advance, necessary transportation arranged for, the particulars of the excursion given to the principal at least three weeks in advance, and notes sent to parents concerning the trip at least two weeks in advance.

In order for any child to go on a field trip, his/her parents must have signed a field trip permission slip and that slip should be in the child's file. You should get these slips signed, and necessary monies collected no less than one week in advance of the scheduled field trip.

Also, in order for the class to be able to take the field trip, drivers must be secured a week in advance and insurance and license particulars recorded accordingly. If there are not enough drivers available within one weeks of the field trip, the trip will be cancelled.

- Teachers should make sure that all field trips and bussing arrangements are discussed in advance with the principal.
- Teachers must inform parents of the field trip through a letter. Include a permission slip that parents sign, date, and return.
- It is the teacher's responsibility to make sure that supervision has been arranged.
- Since many families have several children, teachers should keep cost for each field trip to a minimum. Should a field trip create a financial hardship, discuss the situation with the principal.
- Teachers will take emergency phone numbers along on all field trips.
- Teachers must provide the principal with a yearly field trip tentative schedule prior to the beginning of the school year.

10.0

EXTENDED CARE

10.0

Before School Care Services (BSC): If parents are in need of child care (for children in grades K-8 only) before 7:30 am, a Before School Care service is offered between 6:45 and 7:30 am in the room adjacent to the kitchen.

Extended Preschool Care: Preschool and VPK students are dismissed at 12 noon. The children will wait with their teacher for the first 15 minutes after preschool is dismissed, before Preschool Extended Care begins. Preschool Extended Care is available from 12:15-3:00 pm in the preschool room. This time will be used for lunch (brought from home, not hot lunch), recess time, quiet/nap time, and play time. The 3 and 4 year olds must be picked up by 3:00 pm. This is a licensing regulation. No exceptions can be made.

After School Care Services (ASC): Grades K-8 are dismissed at 3:00 pm. The children will wait with their teacher for the first 15 minutes after school is dismissed, before being transferred to After School Care. If your child normally does not use this program, but you need to use the service, please call the office (407-628-5696) and arrangements will be made to transfer your child to After School Care.

Before School Care (BSC), Extended Preschool Care, and After School Care (ASC) are designed to assist the parents/legal guardians of our students who may need someone to watch their child either before or after school hours. We will try to be as flexible as possible to allow for changing situations. The following guidelines apply:

1. **Location:** The room next to the kitchen in the Family Life Center
2. **Hours:**
 - **Before School Care (BSC)** runs from 6:45 to 7:30 am
 - **Extended Preschool Care** runs from 12:15 to 3:00 pm
 - **After School Care (ASC)** is 3:15 to 6:00 pm
3. The BSC, Extended Preschool Care, and ASC program are only for students attending King of Kings Lutheran School.
4. **Care Service Billing** applies to:
 - Any child(ren) in grades K-8 who arrive between the hours of 6:45-7:30 am
 - Any Preschool child(ren) who is/are left at school until 12:15-3:00 pm
 - Any child(ren) in grades K-8 who are left at school from 3:15-6:00 pm

Invoices will be provided on a monthly basis, unless other arrangements are made by the principal and/or business manager.

5. **Rate Per Child:** \$3.50 per hour or \$0.27 per 5 min. interval. Accounts are billed in 5 min intervals and charged accordingly and notified of charges at the end of each month.
 - A. Payment Tiers: Early, On-Time, or Late
 1. **Early payments** (paid by first Friday) will be awarded a 10% discount on your upcoming month's bill (\$3.15 per hr.)
 2. **On-time payments** (paid by second Friday) will be \$3.50 an hour
 3. **Late payment** (received after second Friday) will be \$3.50/hr and will incur a \$10 late fee
 - B. If your extended care bill is delinquent, no care services will be provided until your balance is paid in full. You will be notified to come pick up your child if there is an outstanding balance.
6. **Late charges** -- If you pick up your child after 6:00 p.m., there will be a late charge of \$5.00 for each 10 minutes you are late, except if you are late because of a medical emergency or accident. Then you will be charged the regular rate.
7. **Schedule** -- Between 3:15 p.m. and 6:00 p.m., time will be allotted for children to do their homework. When finished, they can play quietly so as not to disturb others who are still working. Indoor/outdoor play time is given along with a snack.

11.0 CHURCH ATTENDANCE EXPECTATIONS 11.0

Our mission is to assist the families of our congregation and community in training their children, both spiritually and academically, through excellence in Christ-centered education. Church attendance is an important part of the Christian's sanctified life, and the child of God needs to be taught and trained by word and example of its importance to spiritual growth and enlightenment. The Christian so fears and loves God that he does not despise preaching and His Word, but rather he regards it as holy and gladly hears and learns it. The faculty will contact member families whose church attendance falls to a level of concern and will notify the pastor.

12.0 TELEPHONE USAGE 12.0

Students are permitted to use the school phone with the permission of a teacher or staff member. To help keep class distractions to a minimum, outgoing calls by students will be limited to recess, lunchtime or after school.

Please try to make arrangements with your children prior to the start of the school day to keep phone usage during the school day to a minimum. When a student is ill, parents will be contacted immediately.

13.0 ACADEMIC REPORTING AND RECORDS 13.0

13.1 REPORT CARDS

Report cards are distributed on a 6-period basis. We urge parents/legal guardians to take time to discuss the report card with their child. Parents are also invited to come to the two scheduled parent/teacher conferences, October 25 & 26 and March 27 & 29, to go over your child's progress. If you need to meet with the teacher more frequently, contact them directly to make such arrangements.

The report card system uses letter grades (A, B, C, D, or F), indicating the child's average work in the subject. These letter grades correspond to the following percentages:

A - 94-100% B - 86-93% C - 78-85% D - 70-77% F - Below 70%

Some classes and grades use indicator or effort type grades (**E, S+, S, S-, U**), as well.

13.2 HONOR ROLL

Grades 6-8 at King of Kings Lutheran School who achieve an all "A/B" report card will be classified as "Honor Roll Students." Your child's conduct grade is also included in order to qualify for honor roll.

13.3 STUDENT PAPERS

In an effort to keep parents/legal guardians up-to-date on their child's progress, completed and graded papers are sent home regularly.

13.4 HOMEWORK

A good share of each child's day is set aside for study time and for doing assignments. There will be areas where some of the work will have to be finished at home. It is important that all assignments are completed on time. Parents/legal guardians, please work with your child to develop the ability to complete tasks on time.

Following are the guidelines for a student who does not complete his assignments on time:

1. When a child repeatedly does not turn his/her homework in on time, the teacher will notify the parent(s) immediately. If this problem continues, a meeting with the student, student's parent(s), and teacher will be arranged.
2. If there is still no noticeable change, the teacher will inform the principal. A suspension may result. If suspension occurs more than twice, the principal may recommend that the child and his/her parent(s) appear before the BYD to discuss conditions of reinstatement.

13.5 MEMORY WORK

Included in homework will be daily assignments in Word of God classes to memorize passages from the Bible, hymn verses, and the like. We urge parents/legal guardians to work daily with their children in committing to memory these important truths from God's Word.

14.0 CURRICULUM AND TESTING 14.0

14.1 TESTING PROGRAM

In addition to regular classroom assessment/evaluations, King of Kings Lutheran School administers a number of standardized objective tests for purposes of student and school evaluation.

Terra Nova Tests by CTB/McGraw-Hill are given to grades 3-8 in the fall to detect individual and class strengths and weaknesses.

14.2 CURRICULUM

The following subjects comprise the basic curriculum of King of Kings Lutheran School:

<i>Religion:</i>	Bible History, Church History, Catechism, Hymnology, Worship, Memory Work
<i>Language Arts:</i>	Reading, phonics, writing composition, spelling, grammar, penmanship, literature
<i>Mathematics:</i>	Basic mathematics, simple geometry, algebra
<i>Social Studies:</i>	U. S. History, World History, State History, overviews of countries, Geography, Citizenship
<i>Science:</i>	General science, Physical Science, Introductory Biology, Chemistry
<i>Art:</i>	Art techniques, art appreciation
<i>P.E.:</i>	Early childhood development, motor skills, basic fundamentals leading up to games with participation in basketball, football, volleyball, soccer

<i>Music</i>	Music, singing, music appreciation, chimes, hand bells, group piano, choir, recorder, and rhythm instruments
<i>German</i>	German immersion for all grades

15.0 CHRISTIAN DISCIPLINE 15.0

15.1 PHILOSOPHY

At King of Kings Lutheran School, the basis of everything taught is the Word of God. This is the foundation and guide for all activities. It should then be evident that all of the children should reflect the faith that they have in their hearts in their general behavior and attitudes. The children will be taught to always be thankful that God has chosen them to be his own and to show their love for their Savior through proper Christian conduct. *“This is love for God: to obey His commands.” 1 John 5:3.*

Christ Jesus expects all of His children to live lives that are pleasing to Him. In keeping with God’s Word, we also expect the children in our school to conduct themselves as Christian young people at all times, whether they are in school, church, or at any school sponsored event.

The Bible is, of course, the guide used for discipline in our school. We can all look to Jesus as the perfect example of how we are to conduct ourselves. We hope and pray the children will follow this example.

Any discipline that is carried out in the spirit of Christian love is meant to correct the behavior, not to punish the child. Any disciplinary action that is carried out at King of Kings Lutheran School will be dealt with in this order: Teacher, principal, BYD chairman, pastor, and the BYD board. We sincerely hope and pray that no discipline will ever have to go beyond the teacher, but if necessary the principal, pastor, BYD chairman and the BYD will help in any way possible (see **discipline procedure** steps below).

Since we do live in a sinful world and problems do sometimes arise, the school reserves the right to dismiss any student due to lack of cooperation on the part of the student or parents/legal guardian. The final action on dismissal or expulsion is the responsibility of the principal, pastor and BYD.

15.2 GUIDELINES

In every community there is a need for guidelines. God’s Word gives us the Ten Commandments as guidelines - guidelines for living lives characterized by love for God and love for our fellow men. We have attempted below to state our expectations for students in conjunction with the Law of God:

1. A student should respect God at all times in his/her personal daily living, showing thanksgiving for blessings bestowed upon him/her as God’s Redeemed. *(You shall have no other Gods.)*
2. A student should respect God and his/her fellow students by using language becoming to a Christian. Language, which insults God’s creation, profanity, or other “street language” will not be tolerated. *(You shall not take the name of the Lord in vain.)*
3. In chapel or in any worship setting, behavior which dishonors God, or makes it difficult for others to worship God, will not be tolerated. Faithful, weekly church and Sunday School attendance is required by God. *(Remember the Sabbath day to keep it holy.)*

4. A student should respect God by honoring and obeying his/her teachers or adults who are placed over him/her as God's representatives. All school assignments made by teachers are to be completed by students on time! Back talk, disrespectful side remarks, excessive and rude talking disrupts others; and disruptive conduct to teachers and others will not be tolerated. Any item which tend to create a disturbance, are not to be brought to school. The teacher will confiscate such items. (*Honor your father and mother*)
5. A student should respect God by controlling his/her anger, and humbly take his/her place among his/her fellow students by showing love and forgiveness to all of his/her classmates. Fighting, possessing weapons of any nature, picking fights, bullying, etc. will not be tolerated and will lead to an immediate suspension. The possession or use of alcoholic beverages, cigarettes, drugs or fireworks in any form are not only illegal, but also harmful. Such possession or use will warrant immediate suspension from school. (*You shall not kill.*)
6. Gestures, jokes, pictures, and statements which are sexually insulting to God's creation will not be tolerated. (*You shall not commit adultery.*)
7. A student should respect God and his/her fellow man by respecting the rights and property of others. Stealing property from others, "borrowing" without asking permission or destroying property will not be tolerated. The care of personal property and school property is required at all times. Cheating on schoolwork in any way is a form of stealing information and someone else's knowledge. This is against school rules, and a sin against God's law. (*You shall not steal.*)
8. Lying and all forms of malicious tale bearing designed to hurt others will not be tolerated. Children of God will want to build up the good names of others, rather than tear them down. (*You shall not bear false witness against your neighbor.*)
9. Students are not to take or seek to get those things which are not rightfully theirs. (*You shall not covet your neighbor's house. You shall not covet your neighbor's wife or his manservant or his maidservant or his cattle or anything that is your neighbor's.*)

The discipline procedure is as follows:

1. Checks and Detentions
 - a. Minor infraction of the above will result in the child receiving a check or a move down in grades K-2. Three checks in one day will result in an after school detention, served from 3:00-3:30pm.
 - b. A child will be allowed two detentions per period. Upon receiving a third detention, the child, parents, teacher, and principal will meet for a consultation.
 - c. It should be noted that an automatic detention can be given for flagrant/ more serious infractions.
2. Suspensions
Suspensions will be given for extreme misbehavior. A child is allowed two suspensions per year. The first will result in a one day [in house or at home]/. A second suspension will result in removing the child from school for three days [at home]. Upon receiving a third suspension, the child will be expelled, pending further action by the BYD.

3. The first corrective steps will be taken by the teacher to whom the child is responsible. When the teacher feels that the student is no longer responsive to classroom discipline, the parents will be informed of the behavior. The teacher may want to meet with the parents to discuss the problem and find a solution.

Note: Depending on the severity of a given offense, the BYD reserves the right of expulsion to be used prior to the use of an extended suspension from school.

15.3 RULES OF CONDUCT

The children should strive to show Christian love, kindness, respect, and consideration toward all pupils in the school and toward everyone with whom they come into contact in their school life.

15.4 COMPUTER USE POLICY

As a responsible student using technology (Chromebook, computer, or tablet) I understand the following is expected of me when using technology during the school year.

1. I will properly get my device and return it to the appropriate place.
2. I will always carry my device with two hands. (Chromebooks closed when carried)
3. I will always use my device on a safe place: desk or table.
4. I will use headphones when sound is needed.
5. I will keep food and beverages away from my device as they can cause damage.
6. I will use my device in ways that are educationally appropriate and meet school usage requirements.
7. I will use my device to complete assignments as expected. This means I will not use websites, games, and Google programs not approved by my teacher.
8. I will practice digital responsibility on the internet by making safe choices.
9. I will only use my device at the appropriate time. When my teacher is talking or giving directions, I will not be on my device.
10. I will not change any settings, add, or remove apps.
11. I will report any damage of my device to my teacher immediately.

If I fail to follow the technology rules stated above, I will suffer any of the following consequences:

1. I may lose the privilege to use a device to complete schoolwork until I have proven I can be responsible.
2. I may be required to complete the assignment using paper and pencil.
3. Students who are repeat offenders may visit with the principal before being allowed to use a device in the future.

By signing below, I understand that using technology is a privilege and not my right. I acknowledge that King of Kings will be monitoring my account. I will follow the above rules and will suffer any of the above consequences if I choose not to do what is expected of responsible technology users.

student signature

date

E-Devices

For the sake of eliminating distractions which could hinder teaching and learning, students will be STRONGLY encouraged NOT to bring any E-device to school. Children have access to school owned devices for completion of homework assignments. Students needing to contact home can do so with permission from their child's teacher who will make the necessary arrangements to contact the home. If a parent needs to contact their child, call, text or email the teacher or school office.

Other reminders:

1. If a student chooses to bring an E-device to school, they will NOT be allowed to use it during the hours of 8:00 am through 3:00 pm. The device will be put away inside child's back pack (out of sight and sound).
2. The other option is to have the device collected at 8:00 am and placed in a safe place selected by the teacher. The device will be given back at 3:00 pm.
3. Any infractions will result in the device being taken from the student until a guardian PERSONALLY retrieves it from the teacher. The school will not be responsible for any devices that become broken or missing
4. Any E-device usage during before or after school care will need to take place in the cafeteria area under supervision of the school care director.

15.5 INCIDENCE OF MISBEHAVIOR REPORTS

The BYD has asked the faculty to file an Incidence of Misbehavior Report for student misbehavior which is of a more serious nature. The parent/legal guardian of the child involved in the incident will be asked to review the report and sign it. These reports will be reviewed by the BYD at their first meeting following the date of the incident. Subsequent reports to the BYD that indicate a chronic pattern of misbehavior may result in suspension or expulsion from school.

15.6 HOME AND SCHOOL COOPERATION

The Lord has bound the home and school together as a unit with identical aims when He said to parents/legal guardians, "*These words which I have commanded you this day shall be in your heart; and you shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise up.*" (Deuteronomy 6:7) Please bring any comments, questions, or complaints to the attention of the teacher involved and the principal after school hours. The faculty will listen and deal with the situation accordingly.

15.7 ALCOHOL AND OTHER DRUGS

God tells us that our bodies are temples of the Holy Spirit. We are fearfully and wonderfully made. Caring for our bodies includes avoidance of those substances that can cause harm.

1. Students will not possess or use alcohol, tobacco, controlled substances, or abuse the use of non-prescription drugs anywhere on school property or at any school-related event.
2. Violation of this policy may result in an automatic suspension. A second violation may result in expulsion. In both situations, notification of proper authorities in the community will take place. The parents will be required to set up a conference with the teacher, principal, pastor, child, and chairman of the BYD before the child will be allowed back to school. Any time a child is sent home, the BYD will become involved.

16.0

OTHER CONCERNS

16.0

16.1 OBJECTIONABLE ITEMS

Toys, comic books, radio/tape players, cassettes, CD's/DVD's, electronic games, matches/lighters, toy guns, excessive jewelry, etc., are not to be brought to school unless specifically asked for by the teacher. Such items are considered detrimental to the classroom environment and will be confiscated.

Weapons

- While on school property, students will not possess knives of any kind including pocket knives, any type of gun (play or real) or any other object that might cause injury or bodily harm.
- Possession of a real gun will result in an automatic expulsion and notification of proper authorities.
- Possession of any other dangerous object[s] will result in a suspension. A second offense will result in expulsion.
- In all instances the parents will be required to set up a conference with the teacher, principal, pastor, parents, child, and chairman of the Board of Youth Discipleship before the child might be allowed to come back to school.
- In all cases the Board of Youth Discipleship and appropriate community authorities will become involved. The principal is responsible for contacting local authorities and dealing with any media attention.

16.2 SCHOOL PROPERTY

Desks, books, classrooms, and other school property are to be treated with respect and good stewardship. Unnecessary damage will require proper compensation by parents/legal guardians and students. These items will be added to your billing statement and you will be notified of the incident.

Student property

KOK assumes no responsibility for any loss to students' personal property or for items such as (but not limited to) radios, CD players, cameras, media players, camcorders, toys and cards. These items should

not be brought to school, nor be allowed to be used in the classroom. If these items are brought the teacher reserves the right to confiscate the item and the student will be asked to put these items away as directed by school personnel. Such items will be returned per parental request.

Theft

Committing an act of theft will result in **immediate disciplinary action** and can include dismissal from school. Students found guilty of theft will also be required to pay for or replace the item(s) stolen. Proper outside authorities will be contacted, if warranted. Any student involved in theft will be denied participation in school activities for a certain period of time, determined by school authorities.

SEARCH and SEIZURE

School authorities may seize any contraband, substance, or object the possession of which is illegal, or any material or object that violates a school rule or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school-sponsored function.

1. Authority to Conduct a Search: The law allows school authorities to search students, their motor vehicles and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law.
2. General Inspection: School authorities reserve the right to make general inspections of desks for purposes including but not limited to safety, cleanliness, retrieval of school material, and maintenance. Such general inspections shall not include searching personal items stored in clothing, bag or purses, unless reasonable and specific suspicion exists.
3. Desk/Storage Area Inspections: All storage areas provided for student use on school premises remain the property of the school and are subject to inspection, access for maintenance, and search. No student shall impede access to any desk or storage area.
4. Personal Searches: A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when school authorities have reasonable suspicion to believe that the student is in possession of illegal or unauthorized items.

Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action. School authorities may detain the student pending the notification and arrival of the student's parent/guardian and/or law officials as appropriate.

17.0

PUBLICATIONS

17.0

17.1 CRUSADER COMMUNICATOR

The school office puts out a weekly newsletter called the "**Crusader Communicator**" via parent's email and posted on school website: visitkok.com. It contains school related information. A hard copy can also be sent home, **if requested**. Good communication between home and school is vital.

17.2 NOTICES AND LETTERS

All notices and/or letters sent to parents/legal guardians of children enrolled in our school must be approved by the school office. All such notices must bear the signature of the classroom teacher, the principal or the pastor.

17.3 SOLICITATIONS

Soliciting for sale of goods, marathons, raffles, or such related items will not be permitted through our student body, unless prior approval has been given by the BYD.

18.0 EXTRA CURRICULAR ACTIVITIES 18.0

18.1 ATHLETICS & CO-CURRICULAR ACTIVITIES

Co-Curricular Activities

All students participating in extra-curricular activities are required to conduct themselves as role models, to demonstrate good citizenship, and to comply with all rules and regulations of KOK or be subject to suspension or dismissal (expulsion) from school and/or the activity involved. Coaches or advisors may apply further reasonable and necessary rules unique to the particular activity for which they have responsibility and which have been approved by the school administration in advance, such as choir or athletics.

Upper grade students (3-8) may participate in interscholastic volleyball and basketball programs. Practices are led by either a faculty member, layperson from the congregation, or school parent volunteer.

If a student has repeated late work or incomplete work and the participation in a sports activity is not allowing the student sufficient time to do school work or hindering academic growth, the child will be ineligible for participation by decision of the teacher, coach, or principal.

In addition, any students receiving an F on their report card will automatically be removed from the sport's activity for a minimum of three weeks. This academic suspension will also include practices. THERE WILL BE NO REFUND OF ANY FEES ASSOCIATED WITH PARTICIPATION.

The activities include: volleyball, basketball, cheerleading, and track and field.

Upon the completion of the three week academic suspension, the child's progress will be reviewed. If it is found that the failing grade has been eliminated, the child will once again be allowed to participate.

Overall student progress will be monitored throughout all six grading periods. Parents will be alerted of any potential academic deficiencies, giving the child opportunity to improve his/her academic situation.

School Sponsored Activities

King of Kings holds school-sponsored activities for the enjoyment of students and their guests. There are parameters for school-sponsored activities.

1. Rules: All rules are in effect at all school-sponsored activities (on or off campus).
2. Re-entering the activity: Students leaving prior to the end of the activity for any reason may not re-enter the activity.

KOK students and their guests may be asked to leave an activity if they conduct themselves in an inappropriate manner or violate the Handbook. No money will be refunded, if it was a paid activity.

Athletics

King of Kings Lutheran School's athletic programs are part of a Christ centered educational plan to equip students spiritually, mentally, socially, and physically. King of Kings has developed a **Christian** athletic program for our school. Athletics are meant to give students an opportunity and to "put their faith into

practice.” Its intent is also to promote the qualities of sportsmanship, teamwork, fair-play, and wholesome competition.

Overview

- Kickball Gr. 3-8 Boys & Girls (Annual WELS Tournament)
- Volleyball Gr. 3-8 Co-Ed (Fall)
- Basketball Gr. 3-8 Boys & Girls (Winter)
- Track Gr. 3-8 Boys & Girls (Spring Track Meet)
- Flag Football Gr. 5-8
- Soccer Gr. K-8
- Cheerleading Gr. 2-8

Squad Grouping

- **“A” squads** are generally formed from students in Grades 6-8.
- **“B” squads** are generally formed with students in Grades 3-5.
- **All players** will get a chance to play in a game, unless discipline procedures are being enforced. The coach determines amount of playing time.

Athletes

1. All aspects of life are to be done to glorify God, this includes play athletic participation. A player’s and coach’s conduct results from thankfulness to God. Whenever we participate in sports, we do it in the name of Jesus. We have been given different gifts. Gifts are to be used to glorify God, and in the emphasis of team play.
2. Students athletes are to be taught to respect all in authority: their coach in practice, in and out of practice, teammates, game officials, and coaches of both teams who have been placed over the players. Players and coaches are to be self-controlled with calls made during games.
3. Respect of property is observed during practices and games.
4. Each time an athlete participates, he or she, has an opportunity to give glory to God. Therefore, each athlete must exercise self-control in language and behavior. In the unlikely event of the loss of self-control, any player receiving a technical foul for unsportsmanlike conduct is out of the remainder of the game.
5. When visiting another school, we are to respect the rules of that school and use of facility. Athletes stay on the bench during the game, unless an emergency arises; and the coach has given approval to leave. Players are not to go in to the bleachers or other places during a game.
6. Players are expected to be at games and practices. If there is a reason to miss, the coach must be notified before the game of practice. Missing practice or game without excuse may result in loss of playing time.
7. Students must be at school, at least ½ of the day, on game days, in order to play. If it is a weekend game and the child is healthy the child is allowed to play.
8. Athletes are to arrive and leave games in a timely manner.
9. Parents are to encourage, and lead by example, in all the before mentioned points.

Student Athlete Rights and Responsibilities

Students participating in the interscholastic athletic program are to be governed by the rights, protections and responsibilities prescribed by KOK. Students who participate in the interscholastic program are required to meet the eligibility requirements and follow the rules of KOK and are expected to conduct

themselves in a safe and sporting manner toward all persons associated with the athletic program (i.e. fairness, courteous manner, and graceful acceptance of results).

It is a privilege to represent our school in athletics therefore the school reserves the right to revoke the privilege when student-athletes do not meet the standards set forth. This responsibility not only exists while the athletes are involved in their chosen sport but shall be required of them most certainly while at school and at other times. All students are invited and encouraged to take part in athletic programs. Program participants should be prepared to follow all rules and regulations as determined by the athletic staff, administrators and the BYD. **Those not willing to comply with rules and regulations will not be permitted to participate in the program.**

The following acts committed by a student athlete on school premises or in reasonable proximity thereof, or off school premises at any school-sponsored activity, shall constitute sufficient cause of athletic discipline, suspension or expulsion. They include but are not limited to:

1. Only by legal purposes.
2. Poor academic performance (please refer to pg. 13 & 19).
3. Improper possession of athletic equipment belonging to KOK, or any other competing schools.
4. Failure to follow reasonable training rules, authorized under the KOK Athletic Policy or the coach.

Subject to the approval of the Principal, or Athletic Director, individual coaches may impose additional sanctions in accordance with their team policies.

Travel Regulations

1. Parents are responsible to transport their children to and from practices and games. If you are not able to transport your child, please make arrangements with another parent. If no other transportation is available, contact the coach.

18.2 ART/SCIENCE/SOCIAL STUDIES FAIR

Art, science, or social studies fairs are held on a rotating basis. Children work at home on the projects.

19.0 **EXTRA STUDENT ACTIVITIES** **19.0**

19.1 BIG BROTHER/BIG SISTER DAYS

Younger and older children team up for activities throughout the school year in an effort to foster better friendships among the students.

19.2 CHRISTMAS EXCHANGE

Rather than exchange gifts among the students at Christmas, we encourage our families to send in an **unwrapped** gift to be placed under our tree in the Extended Day Care room. The gifts (toys, food, toiletries, etc) will then be gathered and donated to the community.

20.0 PARENT/GUARDIAN INVOLVEMENT 20.0

20.1 VISITOR POLICY

In order to ensure the safety of our students and staff, ALL visitors are to visit the school office first.

20.2 PARENT/TEACHER CONSULTATIONS

In order to gain full understanding and cooperation in our work with your child, specific times for parent/legal guardian/teacher consultations will be scheduled two times each year. Additional consultations may be scheduled on an individual basis as the need may arise.

20.3 FUNDAY SUNDAYS

In place of PTA meeting, we will schedule 3-4 **Funday Sunday** events which will include the children singing at the 10:00 am Worship Service, followed by a light lunch and activity. Any items needing attention will be dealt with via discussion at the **Funday Sunday** event.