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## INTRODUCTION

We welcome you as we begin this exciting educational journey. We strive to provide the most positive and beneficial learning experience in every category of instruction that God has called us to provide. With God's help, we can joyfully prepare to be all He has called us to be!

### Teaching Staff

Pastor	Keith Eilers	MA in Div.
Principal/AD	Doug Eisele	MA in Ed.
PS	Rachel Deem	AA in ECE
PK	Mariah Hunt	AA in ECE
K	Melinda Koenen	BA in Ed.
1	Jessica McQuillan	BA in Ed.
2	Catherine De Dominick Hill	MA in Ed.
3	Drew Unruh	BA in Ed.
4	Delfina White	MA in Ed.
5	Suzanne Love	MA in Ed.
6	Karley Sizemore	MA in Ed.
7/8	Sheri Juszcak	BA in Ed.
Music	Daniel Petrich	BA in Music
Resource	Robert Kirk	MA in Ed.

**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 and empathically

#### 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
- ◆ Embolden students to love others as Christ loves them



## **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 people 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 with in 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. We also believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore a sin.

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

An integral part of Christian development is participating in worship services. Teachers in third 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 they belong. If you do not have a church home, we welcome you to worship with us at Peace Lutheran Church. Sunday services are at 9:00 a.m.

Sunday School classes are offered at 10:30 a.m. If you are interested in more information on church membership at Peace Lutheran, contact the church/or school office, 360-377-6253/360-373-2116.

### **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 them 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 composed of Peace Lutheran Church members who are elected by the congregation to serve two-year terms. Two Members at Large (non-church members), 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 Tammy Duncan, the Board of Christian Education chairperson (tammy\_k@hotmail.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. Please pray for our faculty, and offer support and encouragement throughout the year.

### **ACCREDITATION**

Peace Lutheran School is accredited by 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 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 with state standards for 2023 - 2024.

### **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** by August 31 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 spelling.

All new students, along with their parents, must tour with the principal prior to entrance. Parents need to sign a records request for the child's latest report card and standardized test results. A student recommendation form may also be requested from the student's previous school.

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 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 last day of each month. Students may be withheld from class or Child Care for non-payment of tuition and fees. 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.

### **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>	8:15 a.m. – 11:15 a.m.
	M/W/F and T/TH <i>Afternoon Class</i>	12:00 p.m. – 3:00 p.m.
Pre-K	Monday-Friday <i>Morning Class</i>	8:15 a.m. – 11:15 a.m.
	Monday-Friday <i>Afternoon Class</i>	12:00 p.m. – 3:00 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. – 5:30 p.m.

The school campus opens at 8:00 a.m. when the first bell rings. Supervision will 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 staff supervision.

### **PARENT-TEACHER LEAGUE**

Two PTL planning meetings are held at the beginning of each school year to select committees to plan events. 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 **MUST** be kept home.
- If a student is sick with a fever (100.4), they must stay home until they are fever free for 24 hours **without the aid of any fever reducing medication.**
- 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, they will be expected to participate in all activities, both indoors and outdoors.
- Students with a cold are encouraged wear a mask

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.210.270 and RCW69.41 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, acetaminophen, cough syrup, cough drops, lip gloss, chap stick, 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.
- E. Personal hand sanitizer must not be shared with other children.

## **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.

## **RECESS TIME**

Research shows that students who participate in regular recess breaks are less stressed, tend to have fewer behavior issues, and can concentrate better in the classroom. Peace Lutheran defines recess as supervised or child-directed break time (held outside when possible) of at least 30 minutes each day in grades K-8. As general practice, PLS discourages withholding recess from students to complete school work or for minor discipline infractions.

## **HOT LUNCH**

Peace Lutheran School offers a Pizza Hut lunch on Mondays and Fridays. This lunch includes pizza, fruit or vegetables, milk, and a cookie. Students must bring a lunch on Tuesdays, Wednesdays, and Thursdays. Milk can be purchased by any student every day to supplement a cold lunch with the option of white or chocolate milk. Childcare students can purchase the Pizza Hut lunch on Mondays and Fridays as well. They must also provide a home lunch on Tuesdays, Wednesdays, and Thursdays.

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.

Lunches can be purchased ahead of time at the school office for \$5.00. Additionally milk is \$0.75 for K-8 students and \$0.40 for Preschool and Pre-K students. When student accounts run out, the office will send a notification.

**Sodas and energy drinks are not allowed.** 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 news will be emailed home on Fridays and also will be available in the school office in print copy.

Teachers in all grades (preschool through eighth grade) will send home weekly newsletters or emails. 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, and Technology.

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 a.m. If your student is enrolled in the afternoon preschool/pre-kindergarten class, their chapel service will be on Wednesdays at 12:30 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 Pre-K are assessed using skill sets which are reported at the end of each semester.

#### **PRESCHOOL & PRE-K 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 (90-100%)
S	Meeting the Standard (70-89%)
N	Progressing Toward the Standard (60-69%)
U	Significantly Below the Standard (<60%)

### 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 at the end of each quarter for Kindergarten through 8<sup>th</sup> grade. Preschool and Pre-K receive report cards in the fall and in the spring.

### **HONOR ROLL**

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

Honor Roll awards 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 subjects are considered when determining Honor Roll eligibility. All core subjects (Religion, ELA, Math, Social Studies, and Science) carry a credit weight of one(1). All other subjects (Art, Music, P.E. and Elective Courses) carry credit weight of point five(.5).

### **CHRISTIAN CITIZENSHIP AWARD**

At the end of each semester, Peace Lutheran School honors students in grades 3 through 8 with a Christian Citizenship Award. Students are nominated for consistently demonstrating a caring and sharing spirit, good school attendance (no more than 5 non-illness-related absences, no more than 2 tardies), 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 ([www.secure.gradelink.com](http://www.secure.gradelink.com)), a school administration system, 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 is available to send parents email alerts on their child's current progress. You will be provided a school ID, username, and password to access your account.

### **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences are held midway through the first and third quarters. 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).

### **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 make a 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 parental 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 reinforce 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.

Your student's class may require a daily planner which may require 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. A zero will be entered in the gradebook until the late homework is submitted.

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 AND PRACTICE MATH FACTS REGULARLY WITH YOUR CHILD**
- Model good television/screen time habits (research shows less than 5 hours/week increases achievement by giving students more time to learn from other sources)
- All students may have reading, memory work, spelling words, and math facts practice every night. Band students should practice 5 times a week.

#### **AVERAGE HOMEWORK TIME**

Grades K, 1, 2	10-30 minutes
Grades 3, 4	30-40 minutes
Grades 5, 6, 7, 8	1-2 hours

The average time spent on homework should not exceed the time listed above. 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 two times a year (K-8) 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 (K – 8)**

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 with a grade of D or higher (averaging both 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.

#### MUSIC

Preschool through fourth grade classes have a specified music class for students to develop music appreciation and theory. We encourage students to glorify God through music.

Students in grades 5 through 8 can participate in an ensemble choir and/or handbell choir. These choirs perform in an Advent service in December, LEST in February, and a spring concert on campus at the end of the year. Handbells and choir are required to perform at 8<sup>th</sup> grade graduation. There may be other performance opportunities in the community throughout the year as well. **Students need to dress in concert attire, black pants or skirt, black shoes, and white polo shirt at all performances. (All concert attire must be dress code compliant.) 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 the elective class. This program requires students to provide their own instrument and maintain a practice routine outside of school. 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 polo shirt at all performances. (All concert attire must be dress code compliant.) 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 semester.

#### CLASS PROGRAMS

Our classes schedule various programs throughout the year. The dates and times for these programs will be communicated through the school calendar, office email, 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 3 through 8 by participation in Student Council. Students in grades 3 through 6 can run for class representative, and students in grades 7 and 8 can run for student body offices (president, vice president, secretary).

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 students. Students in grades 1-8 may check out books each week for personal reading at home. Books are to be returned the following week 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 note is required. Students of all grades need appropriate footwear for participation. Shoes should have non-marking 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 must be purchased in the school office for \$25.00.** 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 must 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 seasons in the following: **Fall** – Boys, Flag Football - Girls, Volleyball **Winter** – Boys, Basketball – Girls, Basketball **Spring** – Co-Ed Cross Country 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.**

Academic eligibility is also required. Any student receiving two D's or one F on a periodic grading report will be ineligible to participate and placed on probation. This probation period will remain in effect until a consultation is held with the Principal. Students on probation will use practice time as a study period at school until grades are raised.

**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	\$40
Boys/Girls Cross Country & Track	\$30
Boys/Girls Basketball – A Division	\$50
Boys/Girls Basketball – B Division	\$40
Boys Flag Football	\$40
Dance/Drill	\$40

**STEM**

Peace Lutheran School is a member of the West Sound STEM Network, and a participant in COSTAR (Computer Science Opportunities Across the Region) and NESSP (Northwest Earth and Space Science Pipeline - NASA). These programs train our teachers to intensify student achievement in math and science including technology and engineering through imagination, inspiration, and innovation.

## **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 as well as sign up for volunteer opportunities and other school events.
- ♦ *Parent/Teacher Conferences* – Scheduled twice a year (midway through the first and third quarters) 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* (*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 should 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. Three referrals will result in a Conduct Card.

### **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. Three Conduct Cards may result in a meeting with the Board of Education.

### **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 crucial 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 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 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, 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 into 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.

## **Artificial Intelligence**

Artificial Intelligence (AI) refers to computer systems or applications that perform tasks typically requiring human intelligence, such as learning, problem-solving, and decision-making.

- **Enhancement of Learning:** AI tools should be used to support and enhance the learning experience, providing personalized learning opportunities and aiding in the understanding of complex subjects.
- **Skill Development:** AI should help develop critical thinking, problem-solving, and digital literacy skills among students.
- **Transparency:** Students and parents must be informed about the use of AI technologies in the classroom, including the specific tools used and their purposes.
- **Fairness and Non-Discrimination:** AI applications must be designed and used in ways that promote fairness and do not discriminate against any student based on race, gender, socioeconomic status, or other protected characteristics.
- **Privacy Protection:** Student data must be protected in accordance with applicable laws and regulations. AI systems must collect the minimum amount of data necessary and ensure that data is stored securely.
- **Accountability:** Teachers and parents are responsible for monitoring AI systems to ensure they are used appropriately and effectively. Any misuse or ethical concerns should be reported to the administration immediately.
- **Age-Appropriate Applications:** AI tools and content must be appropriate for the age and developmental level of students.
- **Supervision:** Students' use of AI tools should be supervised by teachers and parents to ensure appropriate use and to provide support when needed.
- **Bullying/harassment:** Using AI tools to manipulate media to impersonate others for bullying, harassment, or any form of intimidation is strictly prohibited. All users are expected to employ these tools solely for educational purposes, upholding values of respect, inclusivity, and academic integrity at all times.



- **Overreliance:** Dependence on AI tools can decrease human discretion and oversight. Important nuances and context can be overlooked and accepted. Teachers will clarify if, when, and how AI tools should be used in their classrooms, and teachers, parents, and students are expected to review outputs generated by AI before use.
- **Plagiarism and cheating:** Students should not copy from any source, including generative AI, without prior approval and adequate documentation. Students should not submit AI-generated work as their original work. Teachers will be clear about when and how AI tools may be used to complete assignments and restructure assignments to reduce opportunities for plagiarism by requiring personal context, original arguments, or original data collection.
- **Consequences for Misuse of AI:** If it is determined that a student has misused AI, then the submitted assignment will receive a grade of “0” with no opportunity to re-do the assignment.

The responsible use of AI in Peace Lutheran School aims to enrich the educational experience while prioritizing ethical considerations and student safety. Through adherence to this policy, we strive to create a supportive, fair, and innovative learning environment.

### **ARRIVAL AND DEPARTURE**

Students arriving prior to 7:55 a.m. must be supervised by a parent or admitted into Child Care, and families will be charged for services. The doors will open at 8:00 a.m. with school starting promptly at 8:10 a.m. Afternoon preschool and Pre-K begin at 12:00 p.m.

**If your child’s class is in a portable, they must have parental supervision until admitted by the teacher.**

School dismisses at 11:15 a.m. for morning preschool and Pre-K, and 3:00 p.m. for afternoon preschool, Pre-K. Kindergarten through 8th grade dismiss at 3:05p.m. Students need to be picked up within 10 minutes after dismissal. If students are not picked up by 3:15 p.m. 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 Pre-K 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. 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**. **DURING A FIRE DRILL, ALL VEHICLES MUST REMAIN PARKED.** 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. Attend to children in the parking lot while you are getting in or out of your vehicle.

## **PETS**

For the health and safety of others, parents and students are not allowed to bring pets onto campus. Pets **MUST** stay in your vehicles.

## **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 into 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 **five** unexcused absences in an academic year, the parent and school must enter a contract to improve the student's attendance.
- After **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 arrive by 11:15 a.m. or be in attendance for 3.75 hours to be considered present for that day. If a student is absent 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. **Homework or missed work will not be ready to pick up until after 3:30 p.m.** 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 semester. 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 Pre-K). 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.**

**See tardy policy above.**

### **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. When possible, please 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 to develop an action plan for handling the missed schoolwork. **Due to the incremental progression of learning concepts, it may not be feasible to expect homework to be given in advance.** 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. Volunteers and visitors must adhere to the school dress code. Long-term volunteers, coaches, and classroom aides will be required to submit to a background check.

### **DRESS CODE**

Peace Lutheran School stresses the Biblical standards of decency and modesty (1Timothy 2:9 and Romans 12:1) and a Christ-like attitude. Dress and appearance have a direct influence on the learning environment. Our desire is that students are dressed “ready to learn” as dress is often related to the attitude and demeanor of students in their school relationships and in their communication with faculty and staff. Students must adhere to the school dress code at all times while on campus and at school functions. Parents are responsible to see that their children are dressed in accordance to dress code standards of the Peace Lutheran learning community.

#### **Dress Code Standards**

1. Any clothing, jewelry, backpack, etc. with logos, slogans, or pictures promoting drugs, alcohol, tobacco, sexual imagery, rebellion against authority, gangs, the occult or anything contrary to Christian standards may not be worn or brought to school.
2. 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.
3. Pajamas/sleepwear are not appropriate for school. Athletic pants are allowed.
4. Proper footwear is to be worn at all times for safety purposes. Open back shoes or sandals must have a back strap and worn with socks.
5. Shoes with wheels are not appropriate for school.
6. Undergarments may not be visible.
7. Pants and shorts must fit properly and not sag.
8. Shirts must be modest, cover the stomach area, and fit properly. Tank tops may be worn as long as the strap is at least 1.5 inches or more.
9. Hats and sunglasses are not to be worn in the building. Hoodies may be worn, but no head covering once inside the building.
10. Spirit Days and other special dress days will allow for exceptions to the dress code as long as key standards are upheld.

Options for Females: 11, 12, 13

11. Dresses, skirts and shorts must be modest and fit properly. As a general rule, the length should be mid-thigh or longer.
12. Jeans with holes and tears that are not excessive, and lower than mid-thigh are allowed.

13. Yoga pants and leggings are allowed if worn with a shirt that covers their stomach area.
14. Current trends and fads will be addressed by the administration as they arise.

Students are expected to follow the school dress code. The administration makes all final dress code decisions.

### **Dress Code Violations**

1. If a student is out of dress code during the school day, teachers and administration will work with him/her to resolve the issue as promptly as possible so he/she may return to class and not experience or cause a disruption in the learning environment.
2. If a student is out of dress code more than once on the same day or becomes a habitual offender, he or she will be considered willfully disobedient and restorative discipline (referral, conduct card, or parent conference) will be issued. Administration reserves the right to determine appropriate attire for each individual situation.
3. In the event a student breaks a dress code rule, the child will be dismissed from class until appropriate clothing is sent from home. If there continues to be a problem with dress code violations a conference will be set up with the student, parents, and principal.

### **Dress Code: Physical Education**

Students must have the correct PE uniform and shoes for participation. Shoes with non-black rubber soles and closed backs are considered appropriate.

### **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 them 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.

### **TELEPHONE USE/CELL PHONES/OTHER ELECTRONICS**

Cell phones, electronic toys, iPods, wearable electronics (Smart Watches, Apple Watches), etc. are not to be used while under school supervision. If any of these items are brought to school, they must be turned in at the beginning of the day and will be returned to the student at the end of the day.

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 office phone. Teachers will return calls as time permits (usually after school).

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

### **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. Helmets are required to be worn if arriving to school by bicycle, skateboard, scooter, or rollerblades. If a student arrives to school without a helmet, we will confiscate their form of transportation for parents to pick up. Riding of bicycles, skateboards, scooters, or rollerblades is not permitted on campus. **Heelys are not permitted.** 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 quarter, 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 being physically present. Searches will be directed by the principal and a teacher.

### **GUM CHEWING**

Students are not permitted to chew gum on school grounds.

### **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 and is reliant on parental support (i.e., chaperones & drivers). 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 and sufficient 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:

*(a) A child must be restrained in a child restraint system, if the passenger seating position equipped with a safety belt system allows sufficient space for installation, until the child is thirteen years old, unless the child is four feet nine inches or taller. The child restraint system must comply with standards of the United States department of transportation and must be secured in the vehicle in accordance with instructions of the vehicle manufacturer and the child restraint system manufacturer.*

*(b) A child who is thirteen years of age or older or four feet nine inches or taller shall be properly restrained with the motor vehicle's safety belt properly adjusted and fastened around the child's body or an appropriately fitting child restraint system.*

*(c) The driver of a vehicle transporting a child who is under thirteen years old shall transport the child in the back seat positions in the vehicle 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 with other Lutheran Schools in the Puget Sound area. Grade 7 and 8 students travel to Washington D.C. and other locations 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 (names, addresses, and emails) is 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 or drivers must fill out the Private Carrier Information form in the school office. Drivers must have proof of valid, sufficient auto insurance and a current driver's license. This information is required to ensure our students are riding in a safe environment.

## **SCHOOL SAFETY**

Peace Lutheran is a SMOKE-FREE, VAPE-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.

## **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 Pre-K will be in Child Care.

## **EMERGENCY DRILLS**

Emergency drills such as fire, earthquake, lockdown, etc., are practiced regularly. In order to be an effective drill, advanced notice will not be given. 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. **CARS MUST REMAIN PARKED DURING A FIRE OR OTHER DISASTER DRILL.**

We store emergency supplies in the event of a natural disaster for all staff and children for use 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, Gradelink, and our Facebook page. Closure or Late Start decisions are followed according to Central Kitsap School District. Decisions to close early due to weather/and or other reasons, are made by the school administrator.

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 Pre-K 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 Pre-K 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 business days.

### **RELEASE OF STUDENT INFORMATION**

Student directory information (including names, addresses, and/or emails) is 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 purposes or student photographs for publication without parental consent.

### **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.

*RCW 26.44.030 - When any practitioner, county coroner or medical examiner, law enforcement officer, professional school personnel, registered or licensed nurse, social service counselor, psychologist, pharmacist, employee of the department of early learning, licensed or certified child care providers or their employees, employee of the department, juvenile probation officer, placement and liaison specialist, responsible living skills program staff, HOPE center staff, state family and children's ombuds or any volunteer in the ombuds's office, or shall report such incident, or cause a report to be made, to the proper law enforcement agency or to the department as provided in RCW 26.44.040.*

### **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 them 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 an appropriate school environment 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. This 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 2024-2025 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