



# Parent-Student Handbook



**"Train up a child in the way he should go,  
and when he is old he will not turn from it."**

*Proverbs 22:6*

1441 Tamarack Road, SLC, UT 84123

(801) 261-3808 / (801) 747-0102

E-mail: [churchsecretary@popslc.org](mailto:churchsecretary@popslc.org)    [www.popslc.org](http://www.popslc.org)

# Mission Statement

**Prince of Peace Lutheran Elementary School exists to nurture its children and reach out to the community with a Christ-centered, quality education while assisting parents in spiritual, academic, social and physical training for their children.**



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## Philosophy

Prince of Peace Lutheran School is founded upon these eternal truths as revealed in God's inerrant Word, the Holy Scriptures:

1. The LORD gave parents the primary responsibility for the Christian training of their children (Deuteronomy, Ephesians. 6:4).
2. The LORD also gave to His Church, and therefore to each Christian congregation the responsibility to train its children according to the Scriptures (Matthew 28:20; John 21:15-17; Ephesians 4:11-12).
3. A congregation calls pastors and teachers to function in its midst as ministers of the Word of God (I Corinthians 12:28-29; Ephesians 4:11-12).
4. The Holy Scriptures are God's Word. As such, they are inspired, inerrant, infallible and supreme in all matters regarding conduct, discipline, curriculum, and all matters relating to the operation of Prince of Peace Lutheran School (II Peter 1:21; II Timothy 3:16; John 17:17; John 10:35; II Peter 3:13-18).
5. There is only one true God - Father, Son, and Holy Spirit - and He reveals Himself in the Holy Scriptures (I Timothy 2:5; Matthew 3:16-17; Matthew 28:19).
6. God created all things in six days and created man as the crown of His creation (Genesis 1; Psalm 8:3-8).
7. Man's fall into sin has corrupted the nature of every human being, making all people guilty of sin and, therefore, subject to damnation (Isaiah 64:6; Romans 3:9-19, 23; Romans 5:12-16; Romans. 6:23).
8. God through His grace, love and mercy sent His only Son, Jesus Christ, our Savior, to keep God's Law in our stead and to suffer and die to pay for all sins of all people (John 3:16; Romans 5:6-8; I John 2:2).
9. All who believe, through the work of the Holy Spirit, that Jesus is their Savior receive forgiveness of sins, life, and salvation (Romans 5:1; Romans 8:1; Titus 3:4-7).
10. As a believer in Jesus, a Christian will strive to show his or her love to God by using his or her God-given gifts and talents to help spread the Word of God. Each will also help his or her fellow Christians and all people in every way that is consistent with God's Word (Matthew 28:19; Matthew 25:31-46; Psalm 51:10-13; II Corinthians 5:14-15).

**These eternal truths** are the foundation of Prince of Peace congregation and Lutheran elementary school, its curriculum, its discipline, and all of its activities. Through its school and other educational programs, Prince of Peace Lutheran Church strives to provide faithfully for the eternal welfare of each child and to guide that child in the maximum development of the spiritual, physical and mental abilities given by God.

## **Purpose and Objectives**

If our lives are to focus on Jesus, if all we do is to glorify and serve our Lord, if we want to prepare our children to live such lives, then Prince of Peace Lutheran School must help to accomplish the purpose of helping children fear and love the Lord. This is done as the school strives to achieve the following objectives:

1. To provide systematic and thorough instruction in God's Word;
2. To teach all secular subjects in the light of God's Word;
3. To strive for academic excellence in the teaching of the basic elementary and junior high school curriculum;
4. To provide children with a Christian school community, a place in which words and actions reflect a belief in God's love for all people;
5. To give pupils a daily opportunity to live their faith through fellowship;
6. To provide a rich devotional life centered in God's Word;
7. To support Christian parenthood and home life, which are the bases of human society;
8. To teach the children to use their time, talents and treasures to glorify God in a life of faithful service;
9. To encourage pupils to live as obedient citizens of their country;
10. To honor the legal rights of both parents and students;
11. To strengthen the congregation and the Church-at-large through the training of their future members;
12. To teach and encourage children to be faithful witnesses for Christ; and
13. To encourage young Christians to enter the teaching or preaching ministry.

## **Administration and Control of Prince of Peace Lutheran School**

Prince of Peace Evangelical Lutheran School is an integral part, an arm of Prince of Peace Evangelical Lutheran Church. Final authority for all decisions of property and policy are vested in the voters of Prince of Peace Evangelical Lutheran Church. The affairs of the school are administered by the School Board, which consists of our Pastor(s), our school's principal, the congregation President and Vice-President and all voting members of Prince of Peace Evangelical Lutheran Church elected to serve on the School Board.

Parents having questions with regard to the established policies or their implementation may bring such questions to the School Board through the principal, pastor(s), or another board member.

### **Admission Policy**

Prince of Peace Lutheran School is maintained primarily for the benefit of the children of the congregation and other Wisconsin Evangelical Lutheran Synod (WELS) / Evangelical Lutheran Synod (ELS) congregations. Parents not members of Prince of Peace Lutheran Church or another WELS/ELS congregation that wish to enroll/reenroll their children in the school have the following guidelines:

1. Non-WELS/ELS parents or legal guardian may submit an application at any time. The application will be approved by the school principal.
2. Our acceptance of the application for a non-WELS/ELS child does not mean the child has been admitted to our school. Non-WELS/ELS enrollment is currently limited to 35% of the total enrollment. Enrollment from families in which no parent or legal guardian is either a member or a prospective member of a WELS/ELS congregation shall not exceed 5% of total enrollment. The Board has discretion to exceed these limits. Total enrollment itself is limited. Certain grade levels may also be closed to non-members due to existing enrollment demographics.
3. Non- WELS/ELS parents or legal guardians will be asked to schedule at least one consultation with our principal, School Board member, and pastor (if possible) prior to enrolling their children in our school to ensure that they fully understand the purpose of our school and goals of its instruction.
4. **Non-WELS/ELS parents or legal guardians are required to meet with one of the pastors.** The purpose of this meeting is to ensure that all parents

**understand the religious training their child will receive at Prince of Peace Lutheran School. All non-WELS/ELS parents, regardless of how long their child has attended our school, are required to complete this meeting. Expect one of the pastors to contact you to set up a time to meet.**

5. All children enrolled in our school are expected to fully participate in the total curriculum of the school. This includes all religious instruction, memorization of Bible passages and hymn verses, and participation in school singing events. Parents are expected to reinforce, at home, the religious training received at school.
6. Enrollment status may be revoked at any time (at the discretion of the School Board) for any of the following reasons:
  - a. The child's record of performance, conduct or behavior is deemed unacceptable;
  - b. The parent/legal guardian's record of compliance with school policies or cooperation with school staff is deemed unacceptable;
  - c. Parents/legal guardians have tuition or other fee payments which are significantly overdue.
7. When enrollment is limited for any reason, priority in admissions will be given as follows:
  - a. Children of Prince of Peace members
  - b. Children of members of other WELS/ELS congregations
  - c. All others

A child must be 5 years old by September 1<sup>st</sup> to be enrolled in Kindergarten.

## **What Do We Expect Of Members?**

What expectations do we have of parents who are members of Prince of Peace Lutheran Church?

We have the same expectations as our Lord has, as described in the Bible.

- Regularly hear God's Word and worship Him. Thus, we will participate weekly in worship services, Bible Class, and Sunday School unless illness or unavoidable circumstances prevent it.
- Grow in the knowledge of God and His Word. Thus, we will study our Bible at home and use Bible study opportunities at church.
- Frequently and regularly partake of the Lord's Supper.
- Be a faithful manager of the time, talents, and money the Lord has entrusted to each of us. Thus, we will actively participate in the work and activities of

our congregation. We will regularly bring offerings for the Lord's work that are proportionate to our income and that show He is first in our life.

## **Nondiscrimination**

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

## **Tuition and Fees**

Prince of Peace Evangelical Lutheran Church is dedicated to Christian education. Therefore, a substantial portion of the cost of operating the school is subsidized by the offerings of the congregation. In this way, Prince of Peace Evangelical Lutheran Church shares the cost of attending the school with the parents of our students.

Yearly school tuition and fee information is available online, as well on a separate sheet within the school information packet. If additional information is needed, please contact a school board member, the principal or school office.

Registration, book, and tuition fees are reviewed by the School Board on an annual basis. Any changes to the tuition schedule are brought before the Voters' Assembly for its approval each year.

Member tuition rates are available only to families who are members at the start of the school year. The School Board will make all final decisions regarding the payment category under which individual families fall.

***Note: Registration and Book Fees are non-refundable. Exceptions may be made in extreme situations at the discretion of the School Board.***

## **Payment of Tuition and Fees**



*Prince of Peace requires that all families use our automated withdrawal program for regular monthly charges. It not only saves you the hassle of having to regularly turn in tuition payments, but it also saves our office staff hours of work processing those payments. Please be assured that no one will have access to your account or information regarding your account except the office staff that will process the fees according to the agreement below. Our Policy:*

The undersigned parent(s)/Legal guardian(s) hereby authorize Prince of Peace Evangelical Lutheran Church and School (hereinafter Prince of Peace) to initiate Automated Clearing House (ACH) electronic transfers, in accordance with Utah State and United States Federal law, by the method indicated below for payment of monies due and owing to Prince of Peace, including, but not limited to: 1. Day School and Preschool tuition and fees 2. Extended care payments (amount may vary month-to-month). Such electronic transfers will automatically be initiated by Prince of Peace pursuant to the terms of this Authorization Agreement.

This authorization is to remain in full force and effect until all payments (tuition, fees, extended care, etc.) for the school year have been made; a replacement Authorization Agreement has been executed; or Prince of Peace has received written notification by the undersigned to terminate the Authorization Agreement in such a time and in such a manner as to afford Prince of Peace and the depository institution a reasonable opportunity to act upon the written termination notification.

\*Please see the school secretary for a separate form if you will be having funds drawn from more than one person's account, as in the case of a separation etc.

## **Automatic ACH Debit Transactions**

The undersigned parent(s)/Legal guardian(s)\* authorize Prince of Peace to initiate ACH debit entries to the indicated checking account or savings account at the depository financial institution named below. The undersigned understand if there are insufficient funds in the specified account, the undersigned will be charged all applicable insufficient fund fees. In the case of insufficient funds, the undersigned understand that they will be required to make payment in full (plus applicable insufficient fund fees) by cash, cashier's check, or money order within three business days of notification from Prince of Peace. Failure to make such cash payment will result in the immediate out-of-school suspension of the student(s) for whom the payments are late. This out-of-school suspension shall last until good funds are

received for all outstanding payments: **A voided check or savings deposit slip must be attached.**

\*Please see the school secretary for a separate form if you will be having funds drawn from more than one person's account, as in the case of a separation etc.

## **Delinquent Tuition Payments, School Year Carryover**

If you wish to enroll your son or daughter in school, all tuition/fees/other payments (i.e. Extended Care etc.) from the previous school year must be paid in full. If this is not possible due to certain circumstances, you must meet with the School Board prior to the beginning of the school year to discuss the best method for paying any outstanding balance.

## **Outstanding Tuition Balance, Withdrawing a Child from School**

We understand that there are situations that may arise when you are required to withdraw your son or daughter from school. If a balance on your tuition/fees/other payments is owed or past due, we request you fulfill all payments within two weeks of withdrawal. Arrangements must be made, otherwise, with the School Board Chairman, who will bring any requests to the School Board. If prompt payment is not received, the School Board reserves the right to pursue legal means to recover any outstanding balance. Transcripts and all school records are withheld until good funds are received.

## **Refund of Tuition and Fees**

A family who decides to withdraw their child(ren) from school during the school year should inform the principal and the school office as soon as the decision is made. We require a 2 week notice in writing given to the teacher or school office. The school office will inform the family if any refund of tuition is warranted, or if there are any outstanding payments (tuition, fees, extended care, etc.) to be paid. Tuition is refundable on a prorated basis based on the number of school days the child has been enrolled. All tuition is refundable if withdrawal occurs prior to the first day of class. **Registration and Book Fees are not refundable.**

## **Tuition Assistance**

Our school currently utilizes FACTS for tuition assistance applications for children in grades K-8. The deadline to apply is April 15, 2017, for the 2017-2018 school year. Please see the principal for more information.

## **Enrollment after the First Day of School**

A family enrolling their child(ren) into the school after the first day of school will have their tuition figured on a prorated basis based on the number of school days remaining in that school year. The registration and book fees are pro-rated to  $\frac{1}{2}$  a year. Any late enrollment in Semester I will default to the full amount while any enrollment in Semester II will result in  $\frac{1}{2}$  the amount. **These fees are non-refundable.**

## **Attendance**

Children are expected to attend classes on a regular basis in accordance with state law.

Parents shall explain their child's absence in a phone call, text or email to the teacher before the school day begins. If a child is absent for more than three consecutive days because of illness, parents may be asked to provide a doctor's excuse.

## **Tardiness/Absenteeism**

Students in preschool-8th grade are expected to arrive by 8:25AM. A student shall be considered tardy if he arrives between 8:31AM and 9:30AM. A student who arrives after 9:30AM shall be considered absent. Absences and tardies are considered unexcused if the school has not been notified one day in advance of the absence or tardy. The principal reserves the right to grant exceptions in rare situations. Tardies will not typically be assessed on students arriving late on bad weather days.

The custodial parents of any child who accumulates 5 unexcused tardies or 3 unexcused absences in any quarter of the school year are required to meet with the School Board as soon as can be arranged. Until this meeting occurs, an in-school suspension will begin on the first school day after the fifth unexcused tardy or third unexcused absence occurred, and will continue until the parents and the Board are able to meet. Children in grades 4-8 who accumulate 5 unexcused tardies or 3 unexcused absences in a quarter will serve a mandatory half day in-school suspension; however, children in grades K-3 can avoid serving their in-school

suspension if the parents/ guardians and the Board are able to meet and no further unexcused tardies or absences occur. Should unexcused tardies or absences continue after the parents and the Board meet, further disciplinary actions may be taken. As a courtesy, a member of the School Board will attempt to contact a parent or guardian after 3 unexcused tardies or 2 unexcused absences have occurred to remind them of this policy. The principal reserves the right to make exceptions at his discretion.

\*This policy is currently being reviewed by the PoP School Board and faculty, and may change before the beginning of the 2017-18 school year.\*

## **Worship Opportunities**

So that our families might be blessed by hearing God's Word and obeying it (Luke 11:28), worship services are held each Sunday throughout the year at 8:00AM and 10:45AM. Sunday School for the entire family is offered at 9:20AM. All school children are expected to participate regularly in worship services and Sunday School.

In addition to daily classroom devotions, the students at Prince of Peace Lutheran School attend a school chapel service each Friday at 8:30AM. At that service, a special free-will mission offering is collected from all of the children for spreading the gospel of our Lord Jesus Christ. Parents are welcome to attend any Friday morning chapel service.

A Vacation Bible School is offered each summer for all children who will be entering preschool through 6th grade. The dates of the VBS are announced in advance.

## **Christian Conduct and Discipline**

As children of God, we are not merely to "listen to the Word," we must "do what it says." Therefore, students are expected to conduct themselves in a manner consistent with God's Word and will. We do this out of love and respect for our God who so graciously shows us his grace each and every day.

Students are expected to show consideration for their fellow students in their work and play. They are to show respect toward faculty, parents, and all adults according to the Fourth Commandment.

Motivated by Jesus' forgiving love and guided by His holy life, we will strive to develop self-discipline and responsibility in our children.

Certain rules are necessary to maintain order and provide a learning atmosphere. It is understood that parents will not excuse their children from conforming to any of the rules of the school. Students who fail to conduct themselves in a prescribed manner (for example: by showing disrespect, fighting, stealing, or using offensive language), in spite of evangelical admonition, may be detained after school hours, be suspended or be expelled.

Suspension means that the student's enrollment is in question and the student is not permitted to return to classes until the principal has spoken with the parents. Expulsion means that, after a consultation with the parents and principal, the School Board has determined that a child's enrollment has been forfeited as a result of the parent or child's actions.

Parents who have a concern about the administration of discipline must speak first with the teacher. The second step in resolving a concern is to speak with the principal. If needed, the third step is to address your concerns to the School Board chairman.

We are confident that the Word of God will guide us into loving, peaceful, and proper solutions where there may be differences.

## **First Aid / Emergencies**

First aid will be administered by staff members for minor injuries which may occur on the playground, at athletic practices, at extracurricular events, on field trips, or in the classroom. An incident report will be filled in by the supervising teacher/coach and a copy will be given to you upon your signature.

If a serious injury occurs, the parent or guardian will be notified. If it appears that the child needs immediate medical attention, the fire department paramedics will be called. In the event that emergency medical treatment is necessary, the parent or guardian assumes all responsibility for payment of such treatment.

## **Medication Policy**

When a child must take medication (prescription or over-the-counter) during school hours, the school must have formal written requests on file. A school **Medication Request Form** must be submitted in advance, indicating the dosage, time etc. the child will be taking medication.

**All medication must be hand delivered to the school staff by a parent** or other responsible adult. Students are **NOT** allowed to carry medications to and from

school or have medications in their locker or on their person. (This **includes** **asthma inhalers and epi-pens.**) Children are still allowed to self-medicate with inhalers, but for the safety of other students the inhalers will be kept in a secure location. Prescription medication must be kept in the original container. We will only administer medication that is dated, labeled, accompanied by a filled-out and signed medication form.

## **Dress Code**

“Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought with a price. Therefore honor God with your body.”

1 Corinthians 6:19, 20

As sanctified Christians, our students are expected to be neat and clean in their appearance. One who views his body as the temple of the Holy Spirit will dress and groom himself accordingly. More comprehensive uniform guidelines are posted on our website.

The school uniform is integral to the maintenance of the school’s high standards and expectations regarding student achievement and behavior. Parents are expected to support the school uniform policy.

The wearing of the school uniform:

- Builds a sense of community and ownership in the student body, ensuring pride in the school as well as forming a lasting impression of the school in the wider community.
- Builds students’ self-esteem and confidence.
- Provides a clear identification of students within the school and community.
- Is a very economical and sensible way to dress students for school.
- Eliminates the opportunities for bullying based on clothes brands or styles.

## **GUIDELINES**

### Girls

Top: Long sleeve or short sleeve Oxford blouse in blue or white (tucked in)

Bottom: Navy or khaki flat front pant or blue gold plaid skirt or scooter. Skirt must be worn with shorts underneath. The shorts should not be visible. Solid navy, black or white socks or stockings should be worn with the skirt/scooter.

Accessories: Blue gold tie or cross tie. Shoes should be mostly black or brown and should have laces in the color of the shoe. A solid brown or black belt should be worn with any item with belt loops.

Optional: Navy sweater vest or cardigan.

## Boys

Top: Long sleeve or short sleeve Oxford in blue or white (tucked in)

Bottom: Navy or khaki flat front pant or shorts.

Accessories: Blue gold tie. Shoes should be mostly black or brown and should have laces in the color of the shoe. A solid brown or black belt should be worn with any item with belt loops. Solid navy, black or white socks.

Optional: Navy sweater vest or cardigan.

Note: All items in the school uniform must be worn in an appropriate manner. We recommend using French Toast items to ensure that uniforms are similar, however, indistinguishable items from other brands will be accepted. In particular, the light blue Oxford shirts may be difficult to match. It will be up to the staff's discretion to decide if items meet the uniform policy. Students arriving without the proper uniform will be given a uniform violation slip.

The uniform policy is for Monday-Thursday of the school week. All Fridays are "Panther Fridays." These have a slightly different dress code which is outlined on the school website. Please see the school website for more details on Panther Fridays and uniform violations.

## **School and Church Property**

All buildings, equipment, textbooks, desks, and materials are to be treated with respect and properly used. Damaged or lost property will be compensated for by the parents. Compensation will be replacement cost of the item. Book fines may be assessed at the end of the school year for books that receive excessive wear.

## **Sports**

Presently, Prince of Peace is able to offer basketball and volleyball.

To be eligible\* for any school sport, a student must have a grade of C or better in every class. To help keep continuity for the team and coach, as well as encourage academic excellence, a child will be permitted one time of ineligibility within a given season. Once the second time a child is declared ineligible in a given season,

the child will be unable to continue with practices and games. The principal and athletic director may exercise discretion in specific cases.

\*Eligible means that the child may practice with the team and play in games.

## **Daily Routine**

The school day begins at 8:30AM with a devotion for all children. All children should arrive by 8:25AM. Dismissal time for preschool and kindergarten children is 11:30AM and grades 1-8 are excused at 3:30PM. On Fridays, grades 1-8 are dismissed at 2:30PM.

Children should arrive at school no earlier than 8:10AM unless utilizing our AM extended care program. Parents should pick up their children from school within fourteen minutes of dismissal time. After-school supervision (called Extended Care) is available at a rate of \$4/hr (increments of less than 1 hr will be prorated).

## **Extended Care**

Please see the extended care program form for more information about billing. Additional information regarding our AM and PM extended care programs are online as well as the information packets available in the school office.

## **Lunches**

Our school does not offer a daily lunch program. Throughout the week, grades 1-8 are to bring lunch from home. Microwaves are available for lunches that need to be heated.

If a child forgets a lunch, there is a \$6.00 charge added to the tuition bill for providing a lunch.

## **Food Brought From Home**

For the general health and safety of our children as well as for those children with food allergies, we are now requiring that all food intended to be handed out at school be purchased from a store. This includes food brought for birthdays, Christmas parties, Valentine's etc.

## **Communicable Diseases**

We are required to consider the health and safety of all of the children in our care. School staff may request a doctor's clearance before allowing a child back into the



classroom. If your child is unable to participate in normal daily routines such as playing, doing school work, eating snack or lunch, and going outside, it is best to keep them home.

If your child is sent home with a fever, or has vomited, he must be free of these symptoms for 24 hours before he may return. This must be without the aid of a fever reducer, like Tylenol. The 24 hour period begins when the fever has broken and remains in a normal range. This means the child may be absent from school the next day.

For your child's well-being along with the well-being of the healthy children and teachers at the school and their families, the following are reasons for not bringing your child to school:

- If your child has a fever
- If your child is irritable, continuously crying or requires more attention than we can provide without impacting the health, safety or well-being of other children in our care
- Discharge from the eye, itchy watery eyes, or redness of the eye (Pinkeye or conjunctivitis)
- Severe coughing
- Vomiting
- Diarrhea
- Chicken Pox
- Head Lice
- Headaches or earaches
- Sore throat
- Strep throat (child needs to be on antibiotics for 24 hours before they are not contagious)
- Unusual rashes or sores
- Fifth's Disease
- Hand Foot and Mouth Disease
- Bronchitis, Pneumonia, Whooping Cough, RSV, or difficulty breathing,
- Any other contagious disease (Please ask your doctor when your child may return to school.)

We understand children are active and get scrapes and cuts. However, wounds that are bleeding or weeping need to be covered with a band-aid or other type of wound dressing.

We will call you to pick up your child if they are sick. We allow **one hour from the time we contact you** for you to arrange transportation to pick up your child.

## **Emergency School Closings**

If weather conditions are such that you think school could be closed, please visit our website [www.popslc.org](http://www.popslc.org) and there will be a clear message indicating if school is canceled. If school needs to be closed during the process of the day, the school will attempt to notify parents by phone, email, text etc. **Please make sure to keep contact information up-to-date with the school secretary.**

## **Transportation**

Transportation to and from school is not provided. However, car pools have been utilized by school families in the past. If you would like to know if a school family lives close enough to you for a carpool, please see the principal.

## **Parking Lot Safety**

To avoid any incidents in our parking lot, please see the parking lot procedure handout for more information.

## **Grades and Report Cards**

The pupil's academic and behavioral progress is reported through the use of Gradelink. Each parent will be provided a user name and password to log into Gradelink. Please see the principal if you have been locked out of your account, or if you forgot your credentials. As well as being available on Gradelink, quarter report cards will be distributed four times each year for grades K-8.

## **Parent - Teacher Conferences**

Parent-teacher conferences are conducted twice a year. At these conferences, teachers and parents are given the opportunity to discuss each child's progress. These consultations are held at the end of the first and third quarter. The first quarter meeting is **mandatory**. Parents should feel free to request additional conferences at any time. Parents are encouraged to visit the classroom during the school day. Parents who wish to visit the classroom should notify the principal of their intent at least one day in advance.

## **Standardized Testing**

In order to help evaluate the progress of students, Prince of Peace Evangelical Lutheran School participates annually in a national standardized testing program.

Results of these tests are given to caregivers after Prince of Peace receives them, but they can also be made available upon request by a legal guardian.

## **Search and Seizure/Drugs/Weapons**

Students and parents should not have an expectation of privacy when using school desks and lockers. These items are provided to assist the student in the storage of school related items only. Both lockers and desks are subject to search by school/church staff at any time.

The use and possession of cigarettes, cigars, alcohol etc. is strictly prohibited on school grounds and school functions. If a student is found to possess such items (have in backpack, coat, etc.) the child's parents will immediately be notified to pick their child up from school. A mandatory 2 day out-of-school suspension will be enforced with admittance only upon meeting with the principal and under special circumstances, the School Board.

The possession of weapons such as knives and guns is also prohibited. The consequences that apply to drugs also apply to weapon possession.

In either case, whether a student is found in possession of prohibited drugs or weapons, the principal and School Board have sole discretion when it comes to administering consequences.

## **Electronic Devices**

To assist the children in social skills and physical fitness, the use of electronic devices such as iPods, Game Boys, Nintendo DS etc. are not permitted to be used during school hours. If brought to school, they are to be stored in a safe place and may only be used once school has been dismissed. Under special circumstances, a teacher may allow for such devices.

## **Phone Usage**

Although parents may permit cell phones to maintain contact with children, they have the potential to cause disruption in a school setting. To avoid disturbances caused by texting or surfing the web etc., cell phones that come to school must be given to the teacher for the duration of the day. Upon being excused for the day, the child may have the phone back. In extreme circumstances, a phone may be allowed to stay in the possession of the student if there is a note from home explaining the need to have the phone. If the teacher senses an abuse of this privilege, the exception can be revoked. In general, please dial the school phone if you need to

communicate with your child during the school day. (801-747-0102 or 801-261-3808)

Children needing to call home will be required to go to the school office so the secretary may dial the phone for the child.

## **Curriculum (Kindergarten - 8th Grade)**

The following subjects are taught at our school:

- Bible History K-8
- Reading K-8
- English 1-8
- Physical Education K-8
- Catechism 5-8
- Mathematics K-8
- Phonics K-3
- Social Studies K-8
- Art K-8
- Hymnology K-8
- Spelling 1-8
- Science K-8
- Keyboarding 4-8
- Music K-8
- Current Events 6-8

## **Specialized Educational Services**

The public school system has worked with some of our students in the past. If you have concerns, please speak with your child's classroom teacher and ask about what can be done to obtain additional help.

## **Singing for Worship Services**

Singing is one of the most beautiful ways of expressing our faith and worshipping our God. Therefore, the children of our school are frequently required to sing in the worship services of our church, and occasionally at other WELS/ELS churches. At the beginning of each school year a calendar will be distributed to inform all school parents of the worship services at which their children will be singing. This singing is considered an integral part of the school's music curriculum, and all children are expected to participate.

## **Immunization Requirements**

Immunization records must be kept up-to-date in each child's permanent file. Failure to have your child up to date with immunization records will result in your child being kept out of school until the records are up to date. Speak with the office or the principal with any questions about immunizations.

## **Home/School Cooperation**

Prince of Peace Lutheran School is an extension of the home and an aid to parents in bringing up their children in the training and instruction of the Lord. It is vitally important for home and school to cooperate to the fullest extent. That is why we welcome and encourage comments from our parents on the educational development of their children.

The following are ways in which parents can assist their children and the school:

1. Attend church services regularly with your children.
2. Have family devotions and table prayers.
3. Let the Word of God be the primary guide for your family in all phases of daily living and conduct.
4. Exercise Christian discipline at home and support the Christian discipline that is administered at school.
5. Project to your children a positive attitude toward Christian education and learning.
6. Refrain from being critical of school procedures and school personnel in front of your children.
7. See that your children are prompt in attendance at school.
8. Encourage your children to get sufficient hours of rest and sleep.
9. Provide well-balanced meals for your children. Don't forget that breakfast before school is very important!
10. Send your children to school with the necessary clothing and footwear for the day's weather.
11. Encourage your children to play games suitable for their age and skill. Enjoy games with your children.
12. Take time to talk to your children and make a real effort to listen to what they are saying.
13. Read to your children each day. Children are never too old to enjoy good literature.

14. Teach your children the importance of being considerate and courteous to others.
15. Teach your children to respect authority.

## **Service Hours**

Prince of Peace Lutheran School offers the unique opportunity for our children to receive a quality private-school education in a Christian environment. The School Board is excited to welcome you and your family to ours. Here at Prince of Peace we strongly believe in the importance of parental involvement in the educational endeavor, not only in the home environment, but in our educational setting as well. The positive effects of spending time with our children and their class work at home is well-documented. We feel these positive effects can be enhanced by becoming involved in our children's school environment as well.

Prince of Peace's tuition rates for the 2017-2018 school year are among the most affordable for private, Christian education in the Salt Lake valley. We have made this conscious decision in an effort to maintain our accessibility and provide families with a viable option to public education, all while being able to maintain the quality of our curriculum in a Christian environment.

As with any school, public or private, parental participation is beneficial to maintaining the quality of the overall institution and educational atmosphere. Staying consistent with our school's mission statement, "Prince of Peace Lutheran School strives to partner with parents in creating and training lifelong disciples for Christ while providing an exceptional education," we are asking that families provide their talents throughout this journey. During the 2017-2018 school year, Prince of Peace will be requiring that each family provide 20 service hours. These service hours help us maintain our facilities and give our parents the opportunity to utilize some of their various gifts and talents while having a positive influence on all of our children's educations. When our children see us involved with various scholastic volunteer opportunities, they will have a sense of investment from family as well as themselves.

Included in the school packet is an agreement to be signed by parents, students, and teachers. Parental involvement includes becoming invested in our school facilities and children's education through service activities. A charge of \$25.00 per hour will be assessed for any hours, less than 20, not completed in the school year. A list of potential opportunities is available in the school office. You are encouraged to speak with your child's teacher about some of the gifts and talents you may possess.

If you have any concerns or questions, please contact any member of our School Board or faculty and they will be happy to help.

## Contact Information

Pastor	Jonathan Micheel	office: (801) 261-3808 email: <a href="mailto:pastorjm@popslc.org">pastorjm@popslc.org</a>
Pastor	Noah Bater	office: (801) 261-3808 email: <a href="mailto:pastornb@popslc.org">pastornb@popslc.org</a>
Principal	Justin Vilski	work: (801) 747-0102 email: <a href="mailto:justin.vilski@popslc.org">justin.vilski@popslc.org</a>
Vice Principal	Jeff Sell	work: (801) 747-0102 email: <a href="mailto:jeff.sell@popslc.org">jeff.sell@popslc.org</a>
Church/School Office	Kat Zahn	office: (801) 261-3808 email: <a href="mailto:churchsecretary@popslc.org">churchsecretary@popslc.org</a>
	Gretchen Beebe	office: (801) 747-0102 email: <a href="mailto:gretchen.beebe@popslc.org">gretchen.beebe@popslc.org</a>
School Board	Chairman	email: <a href="mailto:schoolboard.chairman@popslc.org">schoolboard.chairman@popslc.org</a>
Church/School FAX	(801) 747-0108	
Church/School website	<a href="http://www.popslc.org">www.popslc.org</a>	