



PRINCE OF
PEACE
LUTHERAN SCHOOL

Parent-Student Handbook
2022-2023

Prince of Peace Evangelical Lutheran School

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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.

VISION STATEMENTS

Since our lives are to focus on Jesus, since all we do is to glorify and serve our Lord, since we want to prepare our children to live such lives, then Prince of Peace Lutheran School (PoP) 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.

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 6:6-9, 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

Prince of Peace Evangelical Lutheran School is an integral part 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.

SCHOOL BOARD

Prince of Peace Evangelical Lutheran School is under the supervision of the School Board elected by the voting assembly of Prince of Peace Lutheran Church. The purpose of the board is to ensure the education at Prince of Peace is carried out in an effective manner in accordance with the principles of a Christ-centered education.

RELATIONSHIP WITH THE WISCONSIN EVANGELICAL LUTHERAN SYNOD (WELS)

Prince of Peace Ev. Lutheran Church is a member of the Wisconsin Evangelical Lutheran Synod. We receive blessings and are able to partner with multiple ministry opportunities through our WELS connections both at home in the US and around the world. Specifically, our Prince of Peace Lutheran School is able to utilize both Nebraska district and synodical resources and services to achieve our mission.

ENROLLMENT POLICY

The primary purpose of our Christian Elementary School is to assist families in providing a Christ-centered education for the children of our congregation and community.

Any child transferring from another school must obtain a report from his or her previous school indicating that he or she has satisfactorily completed the requirements of his or her grade level.

It is expected that all children entering our school provide the school with a copy of the child's birth certificate for the permanent records of the school.

ACCEPTANCE POLICY

For students wishing to transfer from another school to Prince of Peace, there are certain criteria which need to be addressed. They are as follows:

- † The School Board may review the admittance of any students wishing to enroll.

- † All incoming students must be able to pass a grade-appropriate standardized test to be enrolled. All incoming students must present standardized test scores to determine grade-appropriate placement starting in second grade.
- † We encourage all parents of non-WELS students take a basic Bible Information Class with our pastor. This is a great benefit to the family, and the parents get a better understanding of what their children are learning in school.
- † Transfer records must show that the student has met the academic standards for the grade level. This includes any teacher recommendations from the previous school.

* *These criteria are subject to change at the Prince of Peace School Board's discretion, in consultation with the principal.*

NON-DISCRIMINATORY POLICY

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.

EXPECTATIONS

Parents and students can expect that Prince of Peace Lutheran School faculty and staff will:

1. Be prepared for the classes taught.
2. Have a servant attitude in their approach to ministry.
3. Carefully assess each child's individual abilities.
4. Encourage each student to work to his or her potential.
5. Have a willingness to assist students.
6. Be available at school for students and parents between 7:40 AM and 4:00 PM.
7. Speak well of Prince of Peace Lutheran School students and their families.
8. Express the joy of carrying out the Gospel ministry at Prince of Peace Lutheran School.
9. Pray for the students and families of Prince of Peace Lutheran School.

The Prince of Peace Lutheran School faculty and staff expect that students will:

1. Have a willingness to participate, cooperate, and learn.
2. Take responsibility for class assignments and projects.
3. Complete all assignments on time using one's God-given talents to their fullest.
4. Conduct themselves in a manner that demonstrates Christian love.
5. Go to the classroom teacher when there is a question or problem regarding class work.
6. Challenge themselves to succeed at the highest possible level.
7. Understand and reflect the joys and blessings of the Gospel ministry carried out at Prince of Peace.
8. Pray for parents and the Prince of Peace staff.

The Prince of Peace Lutheran School faculty and staff expect that parents will:

1. Regularly attend worship services with your child.
2. Have your child at school and ready for the day by 8:30 AM bell.
3. Encourage your child to use his/her God-given talents to the best of his/her ability.

4. Regularly discuss school with your child & ensure that homework is finished.
5. Encourage your child to seek help from his/her teacher when questions or concerns arise.
6. Discuss your child's progress with his/her teachers.
7. Share with your child and others the blessings of Christian education.
8. Speak well of your child's teacher and the Prince of Peace Lutheran School staff.
9. Pray for all children and staff at Prince of Peace Lutheran School.

When home, church, and school cooperate and partner under God's guidance, great things happen!

COST OF EDUCATION

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 Portion of Tuition are non-refundable. Exceptions may be made in extreme situations at the discretion of the School Board.

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. A two-week written notice of withdrawal must be given to the Principal, secretary, or school board chairman.

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 two-week notice in writing given to the principal 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 Portion of Tuition are not refundable.***

SCHOOL TUITION INFORMATION

For all families of Prince of Peace Lutheran School, there is a yearly, non-refundable \$100 registration fee per student which certifies the intent to enroll. This is to be paid when the "Application for Enrollment" is turned in to the school office.

There are 2 methods of payment that need to be in place by the 1st day of school: 1) pay all fees up front, or 2) enroll in FACTS, an automated checking withdrawal firm, which is based in Lincoln, NE, and works with organizations nationwide. It has been a blessing for our families, our school, and the School Board, who volunteers to handle the financial management of our school.

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. All caregivers who enroll their child by June 5th may select the 12 month option; by July 5th may select the 11 month option; by August 5th may select the 10 month option; by September 5th are enrolled in the 9 month option.

FACTS allow two methods of withdrawal: 1) monthly or 2) semi-annual payments. Every year, FACTS charges a one-time fee. The fee is withdrawn from your bank account in the first month of scheduled payments. If payments become delinquent, FACTS will process a late fee to the account holder.

FINANCIAL ASSISTANCE

Tuition assistance is available for families unable to meet any of the above fees and minimum monthly offerings. Assistance is available for both members and non-members of Prince of Peace Lutheran Church. Assistance is provided at the discretion of the School Board. Appropriations of financial assistance are dependent upon the available funds in the treasury and the number of families for whom assistance is approved.

To apply, please follow the school link on our congregation's website (www.popslc.org). Here you will find a link to the FACTS website where a tuition assistance application is filled out. This data is then used by FACTS and the School Board to determine the amount of assistance to be given. Contact the principal with any questions.

Applications for assistance are due on May 1st. Visit the website for more details.

MULTI-CULTURAL EDUCATION

Prince of Peace Evangelical Lutheran School will teach as Scripture teaches concerning different racial, ethnic, language, and cultural groups. The value of all souls is exactly the same. God tells us "there is neither Jew nor Greek . . . for all are one in Christ Jesus." (Gal. 3:28)

Furthermore, the United States of America is a nation of individuals who have roots throughout the world. An appropriate knowledge of these facts, along with development of respect for the dignity of all people are among the goals of education in a free society and in our Christian school. Our objectives are:

- 1) To use materials that recognize Jesus died for all people and He wants all to come to faith in Him.
- 2) To select materials and methods that will eliminate bias and stereotype in our schools.
- 3) To guard against grouping of students in any way reflecting racial, ethnic, language, or cultural bias.
- 4) To teach the 10 Commandments such as:
 - † helping and befriending all people (5th Commandment); and
 - † defending and speaking well of others regardless of race or nationality (8th Commandment).

5) To encourage all students to see themselves as redeemed children of God and encourage them all to grow into a closer relationship with their Savior.

PARENT-TEACHER CONFERENCES

In an effort to assist you in the Lord's command to educate your children in God's Word, Prince of Peace holds two formal opportunities to discuss your child's progress in school. Parents are expected to attend the first quarter conference. Third quarter conferences are held upon request by either parents or teachers. Parents of students in the pastor's religion class may also meet with him upon request.

PARENT-TEACHER COOPERATION

Parents are expected to help their children and the school by:

- ✦ using God's Word in their lives, attending church and other opportunities for spiritual growth (i.e. Family Bible Study), conducting family prayers or devotions, and taking questions or concerns directly to the party involved first.
- ✦ taking an active interest in the child's school activities and school work.
- ✦ seeing to regular and prompt school attendance, sufficient hours of sleep, well balanced meals, clean attire, and proper clothing for the weather.
- ✦ recognizing faculty and staff as special gifts of God to His Church by:
 - a. receiving them as servants of Jesus Christ for our children.
 - b. according them the honor and love which we owe them as servants of Christ.
 - c. supporting their work among us with our prayers and personal assistance.
 - d. aiding them in maintaining Christian discipline.

SERVICE HOURS

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, we are asking that families volunteer their talents throughout this journey. During the school year, Prince of Peace will be requiring that each K-8th grade family participate in 10 service hours. Service hours help us maintain our facilities and gives our parents the opportunity to utilize some of their various gifts and talents while having a positive influence on all our children's educations.

Another way to complete family service hours is by donating towards our Amazon Wishlist. Various items and price points are available to allow families to contribute towards these items or purchase them in full. Every \$25 spent will count as a service hour being complete. This is another wonderful way to support Prince of Peace.

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

CHRISTIAN PARENT ASSOCIATION

All families attending Prince of Peace are a part of our Christian Parent Association (CPA.) Caregivers and faculty use this Association to help plan school events, hold educational assemblies, and discuss items concerning the school. There is a one-time annual CPA fee for each student in our school. The school uses these monies to host events, purchase gifts for the children at Christmas, go on field trips, and in various other ways to assist the children in the educational experience at PoP.

CHURCH ATTENDANCE

Our God wants His people in worship regularly to hear His Word and grow closer to Him. Church attendance is an important part of the Christian's sanctified life, and the child of God needs to be taught and trained by Word and example of its importance to spiritual growth and enlightenment. We recognize that it is only through hearing God's Word that we are able to grow in the grace and knowledge of our Lord Jesus Christ: "Faith comes from hearing the message, and the message is heard through the word of Christ" (Romans 10:17). The Christian so fears and loves God that he does not despise preaching and His Word, but rather, he regards it as holy and gladly hears and learns it.

Since it is a goal of our school to assist parents in carrying out the divine command to bring up their children in the "training and instruction of the Lord," the school will do all within its realm to encourage faithful church attendance among its students. Therefore we encourage you to worship as a family in our worship services.

Parents are expected to carry out their role in training their children to be children of God. At times it becomes necessary to remind parents of this responsibility. The School Board and faculty will remind parents of their responsibility in a God-pleasing and loving fashion. Law & Gospel should be used appropriately. The school keeps a written record of a child's church attendance and this is reported to families on their quarterly student report cards.

CLASSROOM CHURCH SINGING EXPECTATIONS

- 1) Classroom teachers will arrange for periodic singing in church services throughout the school year. Please check the monthly calendar and newsletter to know when your child will be singing in church.
- 2) All member students of Prince of Peace Lutheran Church are expected to be present when the students sing. The courtesy of a written excuse in advance by the parents of students who cannot attend is requested.
- 3) Students who are not members of Prince of Peace Lutheran Church and who do not have a regular church home are still encouraged to attend.
- 4) Students who are not members of Prince of Peace Lutheran Church and whose parents are active members at an area church are not expected to attend. We do not want to pull these families away from their church home. The only exceptions to this are: 1) the children's Christmas service and 2) school graduation.

ILLEGAL SUBSTANCES & WEAPONS POLICY

Any student in possession of alcohol, tobacco products, vaping products, look-a-likes, inhalants, illegal drugs, synthetic drugs, drug paraphernalia, or non-prescribed controlled substances will be referred to the School Board for review. Prince of Peace Lutheran School also prohibits the possession of any weapons on school property, or at any school-sponsored activity. A weapon shall include, but is not limited to any knife, cutting instrument, firearm, or other instrument capable of inflicting serious bodily harm. Students who violate this policy will be referred to the School Board for review.

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. 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 two day out-of-school suspension will be enforced with admittance only upon meeting with the Principal and under special circumstances, the School Board.

HEALTH POLICY

Preschoolers and all transfer students are required to give Prince of Peace a copy of their birth certificate and current immunization record.

Immunizations: By state law, all students are required to have on their record at the school they attend, a list of their immunizations. Any child who does not have this list, or a signed waiver from the immunization for a health or religious reason, cannot be permitted to attend any school in the State of Utah. We require these records before the first day of school.

Physical Examinations: Those students entering kindergarten and seventh grade are required to have a physical examination and the required vaccinations. Students transferring to Prince of Peace from another school must have a current physical examination. Examination forms are available at the school office. Your doctor's office will also have these forms. The forms should be completed and returned to school before the first day of school.

Communicable Diseases: The local health department requires that a written permit for re-admission be obtained from your family doctor before a child returns to school after having one of the following diseases. This list below may help you when wondering what to do regarding certain communicable diseases. If you have any questions, please contact your family doctor.

If your child is sent home with a fever, or has vomited, they must be free of these symptoms for **24 hours** before they 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.

In this list the disease will be listed, followed by the time period from exposure to the first sign, and then directions concerning the isolation of the child. ([Utah Health Department](#))

Chicken Pox -- 14-21 days -- no less than 6 days after the onset of skin eruption

German Measles (Rubella) -- 14-21 days -- for 4 days after the onset of rash

* Infectious Hepatitis -- 10-51 days -- at least 1 week after the onset of jaundice

Flu/Cold Symptoms -- including but not limited to: fever, cough, etc. -- until able to return to school full time and participate in all activities.

* Whooping Cough -- 7-21 days -- for three weeks after onset of spasmodic cough

Measles -- usually 10 days -- for 5 days after onset of rash

Mumps -- 12-26 days -- until fever and swelling disappear (approx. 9 days)

* Impetigo, Scabies, Ringworm, Lice -- to be excluded on recognition of disease. To be re-admitted when there is no longer evidence of contagion and the skin is smooth.

* Pinkeye -- to be excluded until there is no discharge and the eye is normal in appearance.

* These need a doctor's statement before the student will be readmitted to the school

For more information concerning our COVID-19 protocols, please reference our Reopening Plan for '20-'21

MEDICATION & FIRST AID

Prince of Peace does not purchase, prescribe, or provide any medication (including aspirin or cough medicine/cough drops) to any student.

Parents are requested to give medication at home whenever possible. If it becomes necessary to administer medication to students during school hours, the following regulations will be observed:

- 1) Prescription medication to be administered must be prescribed by a licensed medical professional. The school may contact the professional as necessary.
- 2) Medication to be administered by school personnel must be provided in the prescription container with the prescription attached. Improperly packaged or labeled medication will not be administered.
- 3) Parents or guardians must provide the information requested on the medical form and sign the form, granting the school permission to administer the medication. A signed and dated permission statement to the classroom teacher requesting that their children be given prescribed medications during the school hours.
- 4) Any over the counter medication needs to come to school with a note filled out by the parents, signed, and dated requesting that their children be given the medications during the school hours. The dosage and times for student consumption should be written on the note.

WELLNESS POLICY

Prince of Peace Lutheran School is committed to providing a school environment that enhances learning and the development of lifelong wellness. Prince of Peace Lutheran School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

Goals for Nutrition Education

- The health curriculum will include information on good nutrition and healthy living habits.
- Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- After school activities, including athletics, will be available for students to participate in.

Goals for Physical Activity

- The physical education curriculum shall include instruction on physical activity and habits for healthy living.
- Students will be encouraged to engage in physical activities throughout the school day.
- The school encourages parents to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

Goals for Other School-Based Activities Designated to Promote Student Wellness

- Students will be provided sufficient time in which to eat school-day snacks and lunch.
- The school's eating area will be sanitary and well-lit.

Nutrition Guidelines

- Caregivers are encouraged to take measures to ensure that student access to foods and beverages meet federal, state, and local laws and guidelines.
- Caregivers are encouraged to offer students a variety of age appropriate healthy food and beverage selections.

Measurement of School Wellness Policy

- The school's principal will be given the duty of ensuring that the requirements of this policy are fulfilled.
- The School Board will review this policy, suggest possible revisions, and submit suggestions to the principal prior to the March board meeting each year.

CURRICULUM

A school curriculum consists of the sum total of any experiences which come to the child through the school. Our curriculum provides for the spiritual, academic, social, emotional, and physical needs of every child. As a Christian school, the teachings of the Bible are the foundation of our instruction and activities. Whether we are in worship activities, religion classes, or any classes during the school day, teachers integrate the teaching of the Bible into daily instruction.

The course of study for the State of Utah and the course of study for the Lutheran Elementary Schools of the Wisconsin Synod serve as guides for the goals, methods, and contents of our instruction. Our curriculum includes:

Religion: Bible History, Bible Study, Catechism, Hymnology, Memory Work

Language Arts: Reading, Composition (Writing), Spelling, Language, Handwriting, Phonics,

Social Studies: Geography, Community Studies, History, Government, Utah History, Current Events

Mathematics: General Math, Pre-Algebra, Algebra

Science: General, Life, Physical, Earth

Fine Arts: Music, Art, Singing, Acting

Physical Education: Health & Fitness

Technology: Keyboarding, Research & Editing, Word Processing, Presentation Design

SCHOOL NEWSLETTER

The *Panther Press* will be sent via email, text, and posted on our Facebook page. The newsletter will be sent the first school day of the week. The newsletter's purpose is to keep parents up-to-date concerning school activities in an orderly, concise, and consistent way. Be faithful in reading the *Panther Press* in order to remain informed. The newsletter is also available at the Prince of Peace web site, www.popslc.org/school.

SANCTIFIED LIVING

God's Word expects every parent and child to realize and respond to the need for spiritual nourishment. "Let us not give up meeting together as some are in the habit of doing" (Hebrews 10:25). The natural response to God's never-ending love for His people is shown through regular attendance at worship, Family Bible Study, weekly Bible studies, Sunday School, as well as family time together for spiritual growth in the home.

CHRISTIAN DISCIPLINE

In our school, in which the Word of God is the foundation and guide for all our activities, it is self-evident that the children reflect the faith of their hearts in their general behavior and attitudes. Certainly such things as any form of disrespect for any teacher, willful, repeated disregard for the school's rules and policies, resentment toward correction, a careless indifferent attitude toward work, sloppy and unprepared assignments, and the like are not in keeping with the Christian atmosphere which is to prevail in our school. These must be curbed and corrected. We have appreciated the encouraging cooperation and help which we have received in the past from parents in these matters. We would ask that all parents continue to impress upon their children the importance of proper Christian behavior and diligent application to work.

In order to maintain orderliness in our school, there are times that we need to practice discipline. We firmly believe that discipline starts in the home and we are here to assist the parents in disciplining their children when necessary. We pray that God would grant parents and teachers alike the wisdom to "...bring them up in the training and instruction of the Lord" (Ephesians 6:4). The following are the guidelines we will follow:

1. Initially, each teacher is responsible for his or her own discipline.
2. Discipline will be used lovingly and fairly by the teachers to the best of their ability. If punishment is required, it will fit the offense.
3. Repeated disobedience, disrespect, class disruptions, etc. cannot and will not be tolerated. Assistance may be sought from the principal and pastors. Such behavior may result in a child being suspended or expelled from school.
4. It is the policy of our school that no physical punishment will be administered by any faculty member.
5. Students will be encouraged to repent of sin and, following the example of the Lord, forgiveness will always immediately follow repentance.

Fighting of any kind is not permissible. Since the students are to act with Christian love and kindness, we do not allow any malicious action (tackling, tripping, bullying, pushing, fighting, etc.). Any fighting results in immediate suspension (in-school or out-of-school) and the students are placed on probation with a warning. If a student on probation is involved in another fight, he or she is under review by the School Board. The School Board, with consultation by the principal, holds the right to expel the student indefinitely.

In accordance with the guidelines of Matthew 18:15-17, which speaks about bringing our grievances to one another, please follow these steps:

- 1) *Speak to the person with whom you have a grievance.*
- 2) *If the matter is not resolved, meet with that person along with a pastor, or principal.*
- 3) *If the matter remains unresolved, meet with the School Board.*

BULLYING & HARASSMENT POLICY

Ephesians 4:32—*"Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you."* Prince of Peace Lutheran School is committed to making our campus a safe and caring place for all students at all times. We will treat others with respect and we refuse to tolerate bullying of any kind at our school both during school hours and after. The Lord encourages His people to do what edifies and builds up others, whereas bullying results in pain and distress to God's people.

Definition: Bullying is repeatedly or persistently performing actions which create an intimidating or threatening educational environment through the use of aggression with the intention of hurting another person physically, emotionally, or spiritually.

Physical and social bullying behaviors include the following, but are not limited to:

- Hurting someone physically
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a harmful way (name calling and use of abusive comments)
- Using put-downs, such as insulting someone's race or making fun of someone because of gender
- Inappropriate sexual comments
- Touching or showing private body parts
- Spreading rumors or untruths

- Singling students out or intentionally isolating students
- Threatening someone with physical or emotional harm

Cyber bullying behaviors include the following, but are not limited to:

- Teasing, intimidating, or making false accusations via any technological tool
- Posting inappropriate e-mails, online messages, text messages, digital images, or website postings (including blogs and social network sites)

These examples of bullying include students who either directly engage in an act of bullying or who, by their behavior, support another student’s act of bullying.

Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident shall be promptly reported to the principal or the classroom teacher.

Disciplinary Action:

Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to the appropriate authorities. This disciplinary action may be unique to the individual incident and may vary in method and severity based on the discretion of the principal and School Board. False reports or accusations of bullying also constitutes a violation of this policy and may subject the offending party to appropriate disciplinary action.

MISSION OFFERINGS

Love for the Savior is shown through the weekly mission offerings. Mission offerings are gathered on Wednesday mornings during our weekly chapel service. This assists our families in the stewardship training of our children. Through this opportunity each week, students begin to understand that a weekly offering to the Lord can be a wonderful blessing to a ministry far away from us.

The school staff selects a mission project for each quarter of the school year. This acquaints the students with some of the different mission projects of the Wisconsin Evangelical Lutheran Synod. May we always remember to encourage our children to keep this mission offering on their hearts and minds before coming to school on Wednesday mornings!

Once a month following the chapel service, the children will be given the opportunity to learn about and support mission work in the Wisconsin Evangelical Lutheran Synod by watching the *WELS Kid’s Connection* video. This monthly video focuses on mission work being done throughout the world by our WELS family of churches.

ARRIVAL, DAILY SCHEDULE & SCHOOL SECURITY

The school day will begin at 8:30 AM and will close at 3:30 PM Monday-Thursday and from 8:30 AM to 2:00 PM on Friday for PreK-8th grade. Half-day Preschool and Kindergarten students will be dismissed at 11:55 AM.

The east doors of the school will open at 8:10 AM. Students should arrive at school no earlier than 8:10 AM unless utilizing our AM extended care program. Please utilize the north (chapel) doors for extended care pick-up and drop-off. Parents should pick up their students from school within fifteen minutes of dismissal time. After that time they will be enrolled in after-school supervision (called Extended Care) which is available at an hourly rate (increments of less than one hr. will be prorated).

After 8:10 AM, students are to be in their appropriate classroom preparing for the start of the school day.

For supervision, liability, and safety reasons a closed campus policy is in effect during the school day. Students are not allowed to leave the school premises during the school day unless special arrangements are made with the principal or classroom teacher.

East school doors will be open from 8:10 AM - 8:30 AM, and after 3:30 PM (2:00 PM on Friday) for dismissal. At all other times, these east entry doors will be locked. Entry through the east doors is granted by the secretary from her office entry system. All other school doors are kept locked at all times.

DISMISSAL PROCEDURE

Parents with students in grades PreK-4 are to pick children up near the main entrance from their classroom teacher. All other families are able to wait in their cars for students to meet them at their vehicles.

To avoid any incidents in our parking lot, please follow the traffic signs utilized in the parking lot.

ATTENDANCE POLICY

At Prince of Peace we try to develop your child's educational skills to his or her greatest possible extent. All children are expected to attend school regularly and punctually. Absence from school robs him or her of the opportunity to achieve this. Even if the work is made up later, the child has lost the benefit of regular, first-hand classroom discussion and activity. Therefore, it is to your child's advantage to be in attendance regularly for all classes each day and to apply him or herself diligently. Your child loses unnecessarily if he or she misses school because of out-of-town trips, home errands, etc. Parents are strongly encouraged to have their child's doctor and dentist appointments scheduled during non-school hours. Vacations should be planned during summer months and school breaks as much as possible. In the event that an absence does occur, we require a contact from the parents stating the date and reason for the absence. All missed work will need to be made up. Parents are to call school prior to 8:15 a.m. if their child will be absent.

If a student is to be picked up during regular school hours, they must be picked up from the East doors, closest to our school office. They must also check their child out with the school secretary or another staff member.

If a child is absent because of illness or emergency, the parent is requested to notify school before 8:15 A.M. to inform school personnel of that absence. For partial day absences (special appointments, etc.), notes may be given to the teacher.

A student who has been absent more than five days because of a communicable disease (i.e. measles, chicken pox, or mumps) must bring a note from his/her physician before returning to school.

Any unexcused (truant) absences will call for consultation between the parents, administration, and/or the School Board. If no attempt is made to convert these unexcused absences to excused absences after parental contact has been made, the student will be dismissed from school.

Students are expected to be at all regularly scheduled school events. Included in these events are Children's Christmas Service, field trips, etc. Eligible students are strongly encouraged to participate in optional activities such as 7th-8th grade class trips, athletics, etc.

Students not participating in the above listed optional school day events will be at school and integrated into another classroom.

School absences for reasons other than illness (i.e. family trips, vacations, etc.) are discouraged. When such cases come up, parents are asked to clear the request with the principal well in advance of the trip – at least two weeks. The child's teacher will then be informed by the principal in order to coordinate upcoming content to be taught and work to be completed.

HOMEWORK RESPONSIBILITIES: If an absence is because of illness, the number of days absent "plus 1" will be given for the student to complete all work. If an absence is a planned absence, the student is to have all work completed upon their return to school.

Absences will be recorded in the following categories:

Tardy: Arrival between 8:30-9:30 A.M.

1/2 Day: Absent over 1 hour, but less than 4 hours.

1 Day: Absent greater than 4 hours.

Notice of Compulsory Education Violation (Utah Code 53A-11-101.5)

A designated school administrator may issue a "Notice of Compulsory Education Violation" to a parent/guardian of a student, who is between six (6) and thirteen (13) years of age, if the student is truant (absent without a valid excuse) at least five (5) times during the school year. This "Compulsory Education Notice" shall include the following:

- 1) Direct the parent/guardian to meet with a designated school administrator to discuss the student's attendance problem and cooperate with the District to secure regular attendance by the student.
- 2) State that it is a Class B misdemeanor for the student's parent to intentionally or recklessly fail to meet with the school administration to discuss the student's attendance problems(or) to fail to prevent the student from being truant an additional five (5) more times during the remainder of the school year.

Notice of Truancy (Utah Code 53-A-11-101.7)

A designated school administrator may issue a "Notice of Truancy" to a student, twelve (12) years of age or older, who has been truant (absent without a valid excuse) five (5) times during the school year. This "Notice of Truancy" shall include the following:

- 1) Direct the student and his/her parents/guardian to meet with a designated school administrator and cooperate with the school in securing regular attendance.
- 2) Establish a procedure for the student and/or parent to appeal the absences which have resulted in the "Notice of Truancy."

Habitual Truant Citation (Utah Code 53-A-11-101.7)

A designated school administrator may issue a "Habitual Truant Citation" to a student, twelve (12) years of age or older, who has been absent without a valid excuse for ten (10) or more times during one school year. This Citation will be issued only after reasonable efforts have been made by the school to resolve the school attendance problems. After issuing an "Habitual Truant Citation," the school shall then refer the habitual truant to juvenile court. The habitual truant is then subject to the jurisdiction of the juvenile court.

The School Board reserves the right to look into any case to determine extenuating circumstances that may allow for an exception to be made.

SCHOOL CLOSING POLICY

We may find it necessary to close school for inclement weather. These closings will always coincide with the decision of Granite Public Schools (GPS). If GPS does not have school scheduled, and we do, Prince of Peace will decide on our own regarding school cancellations or delays. This information will be announced via our text alert system as well as posted on our Facebook page and on our website.

EVALUATIONS

A mid-quarter report will be issued for grades 3-8 following the first half of each quarter. Report cards will be sent home four times per school year. The calendar and newsletter will list dates on which reports will be sent home with students.

Our school (grades 1-8) participates in standardized testing using MAP (Measures of Academic Progress) through Northwest Evaluation Association (NWEA). For more information, access www.nwea.org. The results of these tests are used by the child's teacher for curriculum & instruction of the individual child. It is also used by the principal for general school curriculum evaluation & planning. When test data results are received, parents will receive a summary of the results.

Accurate records of these tests are kept in the school office. Test results are also included in the child's cumulative record file.

PARENTAL RIGHTS POLICY

Annual Notification: Parents will be notified of their FERPA rights annually via the [Prince of Peace Lutheran School Parent-Student Handbook](#) distributed prior to the beginning of each school year.

Procedure to Inspect Educational Records: Parents of students or eligible students may inspect and review the student's education records upon request. Parents or eligible students must contact the principal of Prince of Peace Lutheran School with a written request, which identifies as precisely as possible the records he or she wishes to inspect.

The principal of Prince of Peace Lutheran School will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected. This will be done within one week of the request.

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

Disclosure of Education Records: Prince of Peace Lutheran School will disclose information from a student's education record only with written consent of the parent or eligible student, except:

- 1) To school officials who have a legitimate educational interest in the records. School officials include principal, teachers, support staff members, pastors, current members of the School Board of Prince of Peace Lutheran School, local School District special services personnel, school attorney, and health department officials.

A school official has a legitimate educational interest if the official is:

- a. Performing a task that is specified in his or her position description or by contract agreement.
- b. Performing a task related to a student's education.

- c. Performing a task that is related to the discipline of the student.
 - d. Performing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
- 2) To the official of another school, or upon request, in which a student seeks or intends to enroll.
 - 3) To certain officials of the United States Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
 - 4) In connection with the student's request for or receipt of financial aid as necessary to determine eligibility, amount, or conditions of financial aid, or to enforce the terms and conditions of aid.
 - 5) If required by a state law mandating disclosure that was adopted before November 19, 1974.
 - 6) To organizations conducting certain studies for or on behalf of Prince of Peace Lutheran School.
 - 7) To accrediting organizations to carry out their functions.
 - 8) To parents of an eligible student who claim the student as a dependent for income tax purposes.
 - 9) To comply with a judicial order or a lawfully issued subpoena.
 - 10) To appropriate parties in a health or safety emergency.
 - 11) Directory information so designated by Prince of Peace Lutheran School.

Record of Requests for Disclosure: Prince of Peace Lutheran School will maintain a record of all requests for and/or disclosure of information from a student's educational record. This record will indicate the name of the party making the requests, any additional party to whom the student's educational record may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. This record may be reviewed by the parents or eligible student.

Directory Information: Prince of Peace Lutheran School designates the following items as Prince of Peace Lutheran School Directory information: student name, parents' names, addresses, and telephone number(s). Prince of Peace Lutheran School may disclose any of these items without prior written consent, unless notified in writing to the contrary by the first Tuesday of September of each school year.

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

- 1) Parents or eligible students must ask Prince of Peace Lutheran School to amend a record. In doing so, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of the student's privacy or other rights.
- 2) Prince of Peace Lutheran School may comply with the request or it may decide not to comply. If it decides not to comply, the principal will notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge information believed to be inaccurate, misleading, or in violation of the student's rights.

- 3) Upon request, the principal of Prince of Peace Lutheran School will arrange for a hearing and notify the parents or eligible student, reasonably in advance of the date, time, and place of the hearing.
- 4) The hearing will be conducted by the chairman of the School Board of Prince of Peace Lutheran School or his designated substitute. The parents or eligible student shall be afforded a full opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parent or student may be assisted by one or more individuals, including an attorney.
- 5) Prince of Peace Lutheran School will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
- 6) If Prince of Peace Lutheran School decides that their information is not accurate, misleading, or in violation of a student's right of privacy, it will notify the parents or eligible student that they have the right to place in the record a statement commenting on the challenged information and/or statement setting forth reasons for disagreeing with the decision. This statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Prince of Peace Lutheran School discloses the contested portion of the record, it must also disclose this statement.
- 7) If Prince of Peace Lutheran School decides that some information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student, in writing, that the record has been amended.

KINDERGARTEN REQUIREMENTS

Prince of Peace offers classes for students who have turned five (5) years old as of September 1st of the current school year. Kindergarten will be conducted five days a week from 8:00-3:30. We also offer a ½ day Kindergarten option. See the principal for further details of our program prior to each year. All kindergarteners need immunization records and birth certificates on file.

PRINCE OF PEACE GRADE SCALE (Grades 3-8)

100%.....A+	96-99%.....A	94-95%.....A-
92-93%.....B+	88-91%.....B	86-87%.....B-
84-85%.....C+	80-83%.....C	78-79%.....C-
76-77%.....D+	72-75%.....D	70-71%.....D-
0-69%.....F		

STUDENT ASSIGNMENT BOOKS

Student Assignment Books are issued to 1st-8th grade. Students will list work on the day the work is due. These assignment books enable parents to remain up to date on their children's work. If a parent has questions about assignments, ask your student for an explanation or speak with the teacher. Replacement book fee is listed in the fee schedule..

MISSING & UNFINISHED SCHOOLWORK POLICY for 5th-8th Graders

To bring glory to God, to increase learning, and to teach responsibility on the part of the students, Prince of Peace requires faithful completion of assigned tasks. Prince of Peace's policy is that class work due on a given day is to be finished when the student arrives at school that day - unless questions are still present needing teacher assistance. Assignments are considered a Missed Assignment if they are not presented to the teacher when the class hands in or corrects the assignment. Assignments are considered "unfinished" if 50% or less of the assignment is completed. The best grade a student can receive on a missed assignment is an 85%.

For each missing or unfinished assignment, a "pink slip" will be sent home with the student to communicate to the parents what the student failed to do. The student is to have the parent sign the pink slip and return it with the completed assignment to the teacher the next day. This expectation is written at the bottom of the pink slip.

During the first two weeks of school, each teacher will guide students as to the proper procedures for handing in work. After the first two weeks of school, the following guideline describes the consequences for students in 5th-8th grade who have missing or unfinished school work.

1st - 2nd Missed Assignment = one recess is lost.

3rd - 5th Missed Assignment = one recess is lost and an after-school detention* needs to be served.

6th - 9th Missed Assignment = two recesses are lost and two days of after-school detention* need to be served.

*Detention will be completed in the school office. For detentions, make arrangements to pick your child up at 4:00pm. If a student is not picked up promptly at 4:00 PM, they will be checked into extended care. If there is a conflict or question, coordinate with the teacher. Our hope is to work together in training the children of Prince of Peace in the way they should go.

EXCESSIVE MISSING OR UNFINISHED SCHOOL WORK POLICY

Upon the 9th unfinished or missing assignment of a single quarter, the principal refers the student to the School Board as a point of information to the Board at their next monthly meeting. The student is then considered to be on "academic probation" in all upcoming quarters of school until that student graduates 8th grade. A contract explaining these details will be signed by the child, parent, principal, and School Board chairman.

If the child reaches 9 missing assignments in any upcoming quarter of school prior to that child's 8th graduation, the student may face further disciplinary action up to and including expulsion from Prince of Peace Lutheran School for the remainder of that academic school year. The official date of expulsion from classes at Prince of Peace will be determined by the School Board considering the best possible transition date for that student.

The parents of this student may reapply for enrollment in the following school year following an academic expulsion. The student would enroll with a "clean slate" regarding this homework policy. An expulsion may be appealed in writing to the Prince of Peace Lutheran Church's Leadership Team.

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

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. More comprehensive uniform guidelines are posted on our website.

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 navy/khaki/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.

PANTHER FRIDAYS

Top: Long sleeve or short sleeve Prince of Peace shirts, any colored polo with no logo.

Bottom: Jeans, cargo pants and shorts of any color, skirt of any color

Accessories: Any items that are not inappropriate or distracting from the classroom learning environment. See below.

*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 and khaki color may be difficult to match. We strongly encourage purchasing these items in the French Toast brand.** It will be up to the staff's discretion to decide if items meet the uniform policy.*

Students arriving without the proper uniform will receive a uniform violation. Three violation notices will result in the loss of the dress down option on the next Panther Friday. Parents should speak with the Principal with any questions regarding the dress code.

LIBRARY

All students are allowed to use the school library once a week.

- 1) Students may check out up to two books. Students are not allowed to check out more books until he or she returns the books from the previous week.
- 2) Students (or librarians) need to check out each book with the appropriate card.
- 3) No students are allowed in the library without a teacher or librarian present.
- 4) We rely on volunteers to serve as our librarians.
- 5) Books lost will be replaced by the students.

RECESS POLICY

Christian conduct is expected of students. All children will participate in playground activities unless excused by doctor's orders or parent's instructions. Teachers will determine when jackets are needed for the entire class depending on the weather. Students are to ask a teacher before removing their jackets.

Children will not be allowed to go outside for recess on days when the air temperature is below 10° F or when the wind chill factor goes below 0° F. Children will also not be allowed to go outside for recess on days when the air quality is deemed unhealthy. At other times, students will be expected to play outside for recess. Everyone should cooperate while playing at recess. This includes sharing equipment and play areas. When we have inclement weather during the school day, recesses will be conducted in the gymnasium/classrooms.

TELEPHONE & CELL PHONE POLICY

No student cell phones are to be used on the school campus during school hours (8:30 AM - 3:30 PM) or during extended care both before school and after school. If parents deem it necessary that their child has a cell phone for after school purposes, the phone should be turned "off" during school hours and should not be used until after 3:30 PM. If a student is found using their cell phone before or after these times, the phone will be given to a teacher for parents to pick up.

Limited student phone calls will be allowed. The school will work to develop planning and responsibility on the part of students. Students are to receive permission from a faculty member for each call. Calls are only to be made from the principal's or secretary's office, or a teacher's cell phone.

Students should make arrangements for participating in after-school activities such as going home with a friend, practices, etc. before leaving for school in the morning. Communication, whether verbal or written, should also be made with the teacher upon arriving at school.

ELECTRONIC DEVICES

To assist the children in social skills and physical fitness, the use of electronic devices 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.

TECHNOLOGY ACCEPTABLE USE POLICY

Technological resources, including computers and other electronic devices, with or without Internet access, provide a unique opportunity to enhance instructional methods, appeal to different learning styles, and encourage exploration and individual creativity. It is the goal of Prince of Peace Lutheran School to provide those resource opportunities to the students and staff.

For more information concerning our 1-to-1 iPad expectations, please see iPad appendix.

With the use of technological tools, comes attached a list of expectations and requirements. This Acceptable Use Policy covers various areas of student expectations and requirements, ranging from aspects of Christian conduct and etiquette to compliance with governmental laws.

- A. Rules and Requirements for hardware and software
- B. Appropriate Internet usage

- C. Student safety
- D. Privacy and Intellectual Property
- E. Disclaimer
- F. Consequences

A. Rules and Requirements for hardware and software

Damaging, altering, modifying software or hardware is strictly prohibited. Only Prince of Peace Lutheran School staff is allowed to install any new software, app, or other downloaded program onto school property.

Printing materials is allowed for educational purposes. No printing of personal materials is allowed without the approval of school staff or teachers.

Reconfiguring of any of the device settings is prohibited.

B. Appropriate Internet usage

Students are not allowed to retrieve, save, download, forward, text, or display hate-based, offensive, pornographic or sexually explicit material. Students are not allowed to use school resources for any commercial or gambling purpose.

Student chat, instant messaging, skyping, or any other social media application is prohibited without the approval of a teacher or staff member.

Student internet use that is not educationally-important is deemed low priority and is only acceptable with teacher or staff approval.

Students and teachers of Prince of Peace Lutheran School will refrain from "friending" each other on Facebook, snapchat, instagram, twitter, etc. while the student is enrolled.

C. Student Safety

Under no circumstances should a student give his/her account information, passwords, or other sensitive data unless directed to do so by a teacher or staff member for educational purposes. Students should not reveal full name, home address, phone number while using the internet unless directed to do so by a teacher or staff member for educational purposes.

It is a criminal act to electronically harass, cyber-bully, or cyber-stalk a fellow student, teacher, or staff member. Students are prohibited from presenting any e-mail, chat, or other correspondence that has the purposeful intent of being hurtful, demeaning, sexual, or racist.

D. Privacy and Intellectual Property

Copyright and Intellectual laws strictly prohibit the copying, selling, or distributing copyrighted, trademarked, or licensed material, including illegally shared music files, video files, gaming files, or any other software.

Students are not allowed to use other student's materials without verbal permission of the student.

E. Disclaimer

Prince of Peace Lutheran School reserves the right to monitor all aspects of student technological use, including school-created e-mail accounts.

Prince of Peace Lutheran School makes no warranties of any kind for the technological resources it provides. That includes loss of data resulting from delays, non-deliveries, improper deliveries, data-storage malfunction, or any formatting issues.

Prince of Peace Lutheran School is not responsible for any financial liabilities a student takes on in the purchase of downloaded materials.

Prince of Peace Lutheran School has taken precautions to restrict access to controversial and offensive materials. However, being on a global network, it is impossible to control all materials a student may encounter. Prince of Peace Lutheran School believes students should be taught how to make God-pleasing decisions concerning the content they access. Prince of Peace Lutheran School has taken appropriate measures to restrict offensive materials, and the school is not responsible if a student accesses content by side-stepping the filter.

F. Consequences

Students choosing to willfully act in ways that are contrary to this Acceptable Use Policy are eligible for the loss of access to all technological resources. A student may serve an in-school detention, an out-of-school suspension, or expulsion for severe cases of misconduct.

CARE OF PROPERTY

Children are expected to take care of the facilities and equipment which have been provided for their education. Students are expected to pay for any damage to books, desks, and property beyond normal wear. In every way possible the children are expected to assist the teachers and custodians in keeping the building and property in good condition. Book fines may be assessed at the end of the school year for books that receive excessive wear. The school and church property are always under surveillance. Incidents may be reviewed by school personnel if the need arises.

LUNCH PROGRAM

Our school does not offer a daily lunch program. Throughout the week, grades PreK-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 charge added to the extended care bill for providing a lunch.

FOOD ALLERGY GUIDELINES

There may be students enrolled at Prince of Peace with varying levels of a food allergy - specifically an allergy to nuts. All staff, families, and friends of Prince of Peace will support the following guidelines out of Christian love for and service to these students and their families:

- a) All school staff (teachers, secretary, pastor, and volunteers), students, and families will be aware of the names of the Prince of Peace students who have a food allergy.
- b) All school staff will be trained in the locations and use of the Epi-Pen.
- c) Teachers will not use any food allergy items during any teaching lessons.
- d) Snacks during snack time in a classroom where a food allergy student is present should be "allergy free".

- e) Snacks during snack time in a classroom where a food allergy student is not present might not be “allergy free”. In this classroom, a student who eats an allergy related food will wash their hands and also the surface on which they were eating.
- f) During the lunch period, there will be no sharing of any kinds of foods.
- g) All special occasion snacks or foods (birthday treats, etc.) to be handed out to the entire student body, or to a smaller group that includes a student with a food allergy, should be pre-packaged.
- h) If a pre-packaged snack or food to be handed out during the lunch period is not allergy free, a substitute snack that is allergy free should also be brought for a student with an allergy to enjoy. Staff will also have such snacks available if needed.
- i) A list will be provided to all parents identifying which classrooms have allergies and what items are/are not allowed or recommended due to the allergies.

SCHOOL PORTRAITS

Pictures of all students will be taken by a photographer. Packets of pictures will be ordered after the digital proofs have been seen by the parents. Student pictures will also be used for their profile picture within our School Information System; PowerSchool. If you would like a copy of the digital photo sent to you, please make arrangements with the Principal.

VISITATIONS

All parents are welcome and encouraged to visit the school at any time. We encourage parents to set the goal of visiting school at least one hour per year (outside of weekly chapels and other special invitations to attend classroom events). Teachers appreciate a call beforehand so materials (chair, schedule, texts) can be provided. However, an open door policy is always in place. Out of courtesy, if a parent wishes to meet with a teacher about a specific topic, please arrange a meeting before or after school.

Volunteers present during the normal school day are asked to keep in mind the atmosphere for education and act accordingly to help keep interruptions at a minimum. Cooperation in the education of all students is appreciated.

EDUCATION ASSISTANCE PROGRAM (EAP)

EAP assists parents in the Christian training of children with special needs. An individualized plan is developed for the child by the EAP director, parents, and teacher(s). This individual education plan may be carried out in the classroom or in another room. Parental consent must be given for a child to benefit from the program. Parents will receive regular updates concerning a child's progress. Guidelines of the program are available upon request.

CHOIR AND HAND CHIMES

The purpose of choir and hand chimes are to, *“Sing to the Lord, praise His name; proclaim His salvation day after day”* (Psalm 96:2). Choir and hand chimes are open to children in 3rd-8th grade. Rehearsals are held during the school day. Attendance is required on a regular basis. Choir sings throughout the year in church services at Prince of Peace as well as other special singing events. Students commit to membership at the beginning of the year and may only be changed with parental consent. Students joining choir and/or hand chimes will be expected to commit to attendance of the performances.

EXTRACURRICULARS

Presently, Prince of Peace is able to offer the following extracurricular activities:

- Volleyball (Fall Sport) offered for grades 5-8
- Running Club (Fall Sport) offered for grades 1-8
- Basketball (Winter Sport) offered for grades 5-8
- Dance/Cheer (Winter Sport) offered for grades 1-8
- Track & Field (Spring Sport) offered for grades 1-8

To be eligible* for any school sport, a student must have a grade of C or better in every class. A weekly check will take place to ensure that students are eligible in all subject areas. 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.*

INSURANCE POLICY

Prince of Peace Lutheran Church's insurance policy covers our students while traveling to and from school sporting events and field trips. Students are not covered while participating in the actual sporting events. Parents will need to check with their insurance company for this coverage.

EMERGENCY PROCEDURES

Fire

- 1) Fire drills are to be held each month of the school year.
- 2) Children should evacuate orderly according to the emergency evacuation plan posted in each classroom.
- 3) Windows and doors are to be closed when the evacuation takes place.
- 4) Teachers must make sure all their students are accounted for immediately following the evacuation. This should be done a safe distance away from the building at a designated location.

Earthquake

- 1) At least one earthquake drill should be conducted annually. This is usually done in early September.
- 2) The children and staff will take cover under their desks in the classroom.
- 3) Students are to practice correct protection strategies throughout the drill.

Intruder

- 1) In August, teachers will lead the students in a lockdown procedure and also a "SAFEZONE" drill in practice for a building intruder. Parents will be informed of these drills via the newsletter.

BIBLE INFORMATION CLASS (BIC)

Any family that is not currently a member of Prince of Peace Lutheran Church that is interested in becoming a part of Prince of Peace Lutheran's church family should contact the principal for more information. The principal will put the family into contact with the pastor(s) of Prince of Peace. All non-members who are new to Prince of Peace are strongly encouraged to attend a BIC or condensed BIC with our pastor(s) to learn more about the basics of Lutheran Christianity.

RIGHTS OF CUSTODIAL & NON-CUSTODIAL PARENTS

Prince of Peace Lutheran School will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term “custodial parent” refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

Prince of Peace Lutheran School will not restrict access of custodial and non-custodial parents to their student’s records, unless the school has been provided a copy of a court order that limits those rights. If the school is provided with such a court order, school officials will follow the directives set forth in the order.

Prince of Peace Lutheran School will provide the custodial parent with routine information about his or her child, including notification about parent-teacher conferences. The school will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent’s request unless it has been denied by the courts.

A non-custodial parent who wishes to attend parent-conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The school is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents’ behavior is disruptive, staff members may end a conference and reschedule it with appropriate modification or expectations.

Prince of Peace Lutheran School will release children to the custodial parent or the designated appointee unless otherwise noted by the custodial parent.

HUMAN DISASTER PLAN

If a human disaster would arise within the church, school, or home of a student it will be the responsibility of the pastor, principal, and/or teachers to address such human disaster. They will counsel the students, parents, and others in need of counseling or support. If they feel that help is needed in any situation they may contact Granite Public Schools Crisis Response Team members by calling the Director of Prevention and Student Placement, Granite Public Schools, at 385-646-4387.

CURRICULUM REVIEW CYCLE

The following cycle is used to review the Kindergarten through 8th grade curriculum, that is, which subject(s) will be reviewed each year. This cycle includes reviewing and replacing instructional materials (all materials such as textbooks, software, ancillaries, manipulatives, etc.).

Christlight & Science - History - Math - Language Arts - Reading - PE/Health/Art/Technology

The school includes in its curriculum state mandated programs unless they conflict with the Bible.

PASTORAL COUNSELING AVAILABLE

Our pastor(s) are willing to meet with families or students who desire to speak with a pastor. Also, the teachers and principal consult with our pastor(s) regarding students' spiritual growth. This happens as needed, but also happens twice annually following parent-teacher conferences during our staff in-service meetings in October and February. Licensed counseling services are also available through an affiliated organization: Christian Family Solutions. For more information about this service, please speak with our pastor(s).

IN CLOSING . . .

Our purpose at Prince of Peace is to partner with and assist you, the parents, in the Christian training and educating of your children. The number of hours which we have your children is a small fraction of his/her total life. You are their #1 influence in their life in all areas. We will do our very best to see that the authority and responsibility which God and you have given to us is carried out to the best of our God-given ability. Let's work together to carry out this very important task our Lord has given each of us - the Christian training of His children. By making Jesus our motivation and God's Word as our daily guide in this life, we - as teachers and parents - can together with our children praise and glorify God now and in eternity. May the Lord enable us to accomplish this work!

iPad Appendix

Accountability:

1. *Students are expected to bring their iPads to school every day and are encouraged to bring them home if needed for homework.*
2. *Student iPads should be fully charged before coming to school.*
3. *The case should be left on at all times to avoid damage to the screen or frame.*
4. *Students should share all passcodes and passwords with parents and teacher in case they forget their password or are locked out. If a password ever should need to be changed it should also be communicated.*
5. *If students get 3 or more late assignments/pink slips the iPad will be taken away from the student until those assignments are turned in unless the iPad is needed to complete the aforementioned assignment.*
6. *If a student receives any grade lower than a C- on a mid-quarter or quarterly report, then it will be taken away until that grade is improved.*
7. *The cost of \$300 to pay for the iPad will be completed by the end of the school year by either 1) payment in full or 2) being added to monthly FACTS payment during the first year of use.*
8. *At the end of the school year, if the iPad is not completely paid off, it will remain at school for the summer.*

Benefits to the classroom:

Here are just a few of the many, many benefits iPads offer to enrich student learning:

- Access to some digital textbooks
- Real-time teacher control of multimedia on devices
- Easy ability to watch instructional videos
- Quick access to email teachers
- Student collaboration
- Creation of multimedia presentations using apps/videos to demonstrate learning comprehension
- Easy access to online reference information
- Apps!
- Access to view grades (*via Powerschool*)
- Progressive student portfolios to show growth in learning over the year
- Reinforces keyboarding and word processing skills
- Typing/picture taking as ways to take notes
- Saving paper/environment



PRINCE OF PEACE

LUTHERAN SCHOOL

T U I T I O N & F E E S

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PRESCHOOL TUITION RATES

T/TH 1/2 Day Session	\$1,800.00
T/TH Full Day Session	\$3,200.00
M/W/F 1/2 Day Session	\$2,400.00
M/W/F Full Day Session	\$4,400.00
M/T/W/TH/F 1/2 Day Session	\$3,600.00
M/T/W/TH/F Full Day Session	\$6,600.00

K-8 TUITION RATES

Kindergarten 1/2 Day Session	\$2,100.00
Kindergarten 1/2 Day + 2 Afternoons	\$2,700.00
Kindergarten 1/2 Day + 3 Afternoons	\$3,000.00
Kindergarten Full Week Session*	\$3,600.00
<i>* PoP Member Discount</i>	\$3,450.00
1ST GRADE*	\$3,800.00
<i>* PoP Member Discount</i>	\$3,500.00
2ND GRADE*	\$4,600.00
<i>* PoP Member Discount</i>	\$3,800.00
3RD-8TH GRADE*	\$5,500.00
<i>* PoP Member Discount</i>	\$3,800.00

OTHER FEES & DEADLINES

Registration Fee <i>(per student)</i>	\$100.00
CPA Fee <i>(per student)</i>	\$25.00
Extended Care Hourly Rate <i>(pro-rated)</i>	\$5.65
Missing Lunch Fee	\$6.00
Key Fob Replacement Fee	\$10.00
Family Tuition Cap	\$9,500
PoP Member Family Tuition Cap	\$7,400
Early Enrollment Cut-Off	March 1, 2021
FACTS Financial Aid Deadline	May 1, 2021
Payment in Full Deadline <i>(\$200 family discount)</i>	July 31, 2021

Please Note:

1. The average cost to educate a child in our grade school is roughly \$7,500. Prince of Peace Lutheran Church subsidizes the cost of every student to make our school more affordable. More details on the next page.
2. The Registration Fee is non-refundable and a separate cost from tuition fees.
3. Family Tuition Caps are designed as the final amount a family pays for school year tuition. More details on the next page.
4. FACTS charges fees for processing tuition payments as well as submitting financial aid applications. These fees go directly to FACTS, not Prince of Peace. FACTS' fees for the 2022-2023 school year are as follows:
 - Financial Aid Application Fee: \$30
 - One-time or semi-annual payment plan: \$20

Full Cost of Tuition: Currently, school tuition for all students is subsidized by our congregation. We at Prince of Peace have committed to spreading the Gospel to the families of the Salt Lake Valley, and this is one way we do so. If you are interested in learning about the true-cost payment to educate your child at Prince of Peace, speak with the Principal.

Church Donor Sponsorship: Prince of Peace Lutheran School is supported through start-up costs and ongoing donations made by Prince of Peace Lutheran Church members. All students who are accepted into our school program receive this scholarship with no additional application necessary. Each student will be credited \$2,000 for the 2022-2023 school year.

Primary Grades Award: Prince of Peace Lutheran School is committed to a Christ-centered education that begins in preschool; our prayer is that this Christian education lasts for an eternity. While we have His lambs in our care, we want to encourage families to continue on in our school after attending our preschool program. In order to help families make the transition from our preschool to our elementary school, we at Prince of Peace Lutheran School offer discounts for grades Kindergarten, first, and second.

- Kindergarten discount (full-time, 5-day): \$1,900
- 1st Grade discount: \$1,700
- 2nd Grade discount: \$900

Family Tuition Cap: In order to make every effort to make Prince of Peace affordable for all families, we have a maximum out-of-pocket per household. If your family's total costs exceed \$9,500 (not members of Prince of Peace)/ \$7,400 (members of Prince of Peace), your total tuition cost will be adjusted down to the maximum out-of-pocket. **This discount will supersede all calculations above or other incentive program. The total cost will automatically be \$9,500* or \$7,400*.**

**This does not include \$100 registration fee per child and CPA fee for each child. Parents will still be responsible for those fees and any other incidental billing throughout the school year.*

Registration Fee: \$100 per student fee due upon (re)enrollment for the school year. This fee must be paid upfront in order to reserve your students' spot with our limited space available.

Christian Parents Association (CPA) Fee: \$25 per student fee automatically added to your FACTS account at the beginning of the school year. This CPA fee covers field trips, special events, guest speakers, and supplies for extracurricular activities at Prince of Peace.

Financial Aid: Tuition assistance is available to families who complete a financial aid form and demonstrate a need for assistance. If you would like to apply for aid, please follow the FACTS link on our website. All financial aid applications need to be submitted by May 1st.

Service Hours: Each family with a child in Kindergarten through 8th grade at Prince of Peace is expected to perform 10 service hours throughout the school year. It is 10 hours per family, not per student in the school. For more information about service hour opportunities, please speak with the Principal or stop by the office.