
Parent/Student Handbook
PEACE LUTHERAN SCHOOL
Preschool through Grade Twelve



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school@mypeacekids.org

School Website: www.mypeacekids.org

Church Website: www.peacelutherankissimmee.org

Spanish Website: www.peacelutherankissimmee.org/espanol

Principal: Dr. John G. Tuthill
Director of Early Childhood: Katie Krug
Office Manager: Andrea LeBlond
English Pastor: Rev. Lee Kuhns
Pastor de Español: Rodney Rivera

Peace Lutheran School Parent Handbook

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1 INTRODUCTION

1.1 Welcome

Thank you for enrolling in Peace Lutheran School for the education of your child. The teaching staff is excited to work with every parent/guardian to provide the best possible Christian educational experience for every child. Our staff hopes that together with the parents/families, the children's faith in Jesus as Lord and Savior is nourished. The prayer of Peace Lutheran is that God's will be done and His name be glorified.

This handbook is a basic guideline of what parents can expect from Peace Lutheran, as well as, what Peace Lutheran expects of the parents. Parents are always encouraged to contact the principal with questions, concerns or comments.

Peace Lutheran is owned and operated by Peace Evangelical Lutheran Church of Osceola County, which is a member of the Evangelical Lutheran Synod (ELS). It is directly supervised by the Council and School Board of the congregation of Peace Lutheran Church. Peace Lutheran School strives to meet or exceed all state and county regulations.

1.2 History

Peace Lutheran Church

Peace Lutheran Church was organized and incorporated on April 5, 1992 as a member congregation of the Evangelical Lutheran Synod. It is committed to reaching out with the Gospel of Jesus Christ, worshipping together around Word and Sacrament, teaching the Scripture in all of its truth to young and old, meeting the needs of people of different language and culture around us, and providing a setting in which Christians can serve the Lord individually and together.

Peace Lutheran School

Peace Lutheran began a 4/5 year-old Kindergarten in 2004 and has continued to grow by adding one grade per year. In 2011 Peace Lutheran became a complete preschool, elementary, and middle school. We currently offer education from ages 3 through 12th grade.

Hispanic Ministry

Peace Lutheran Church began their Hispanic ministry in 2003 by adding a worship service in the Spanish language. We are currently offering a worship and Bible class in Spanish. Please visit "Iglesia Luterana Paz en Cristo" under our menu to visit our Spanish language website.

2 PURPOSE

2.1 Mission Statement

Peace Lutheran School exists to provide students a high-quality, academically rigorous, Christ-centered education, equipping students for life-long service to Christ in their community and the world.

2.2 Philosophy

Jesus said, "Let the little children come to Me, and do not hinder them, for the kingdom of God belongs to such as these." (Mark 10:14) By these words Jesus indicated His love for children and His desire that they be brought to Him so He might bless them. The members of Peace Lutheran Church have established a school in order to bring children to Jesus so they might learn to know His love for them and to trust in Him as their Savior.

From the Bible God tells us, "These commandments that I give you today are to be upon your hearts. Impress them on your children" (Deuteronomy 6:16). Solomon, through the inspiration of the Holy Spirit, admonishes parents with these words, "Train a child in the way he should go, and when he is old he will not turn from it" (Proverbs 22:6).

Peace Lutheran School believes the Bible is the true Word of God and on its pages is written God's plan to save His children. By nature all are sinful and in need of His forgiveness. God sent His only Son, Jesus Christ, to take that sin upon Himself and thereby grant everyone forgiveness. "For God so loved the world that He gave His one and only Son, that whoever believes in Him shall not perish but have eternal life." (John 3:16) God brings people to this life-saving faith in Jesus through the work of the Holy Spirit.

Peace Lutheran School knows that each child is a special, unique gift from God and that God has given parents the primary responsibility for the raising of their children. "Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord." (Ephesians 6:4) The school is pleased that parents have enlisted them to help in this God-given responsibility. Peace Lutheran School is prepared to support and encourage parents in this most important task.

Peace Lutheran School strives to provide each child with a program based on their knowledge of child development and their understanding of each individual child's needs. The environment is safe and educational so that each child may develop to his/her full potential. The teachers and staff are positive role models for children so that the children may receive Christian guidance and observe Christian behavior.

3 CURRICULUM

3.1 Curriculum Philosophy/Mission

Peace Lutheran aims to help our students grow spiritually - learning about Jesus' love for his children and of His wonderful Grace. We aim to help students grow socially and emotionally - learning to understand and interact with others. We aim to help students grow academically - gaining grade level-experience and improving their visual, auditory, physical, cognitive skills. It is our hope at Peace Lutheran that our students develop an appreciation and love for music and singing, an understanding of nutrition and healthy living, and respect for the beautiful world we live in.

Peace Lutheran promotes growth by connecting with students' parents and families. We aim to communicate to parents our dedication, caring, and concern for your child - and our joy that you have enrolled them in our school! We aim to demonstrate our desire to help your child get a good start in life and in education! We aim to make clear our program's goals and curriculum. Peace Lutheran welcomes you to get to know us and get to know our Savior through our church and our school. We want to demonstrate our willingness to help you in whatever way possible as you raise your family!

3.2 Goals

Our goal is to assist families, helping their children make a smooth transition from home to Preschool, Kindergarten, Elementary, and/or High School. In addition to an academically challenging curriculum, our school provides a Christ-centered environment. Peace Lutheran School educates to the spiritual, emotional, academic, social, cognitive, and physical needs of our students. The love and forgiveness of our Lord and Savior, Jesus Christ, is evident each and every day at Peace Lutheran School. We hope to bring the children to know Jesus as their personal Savior.

3.3 Curriculum

Our program aims to help children be prepared for all core academic subjects. Children will be taught concepts in Math, Science, Social Studies, Reading, and Language Arts. The curriculum is based on our Christian faith, our understanding of child development, current theories in education, and our knowledge of each individual child, his/her interests, needs, abilities, and background.

Our curriculum is three-fold, balanced to develop mind, body, and soul. Peace Lutheran will give your child a solid foundation that will last a lifetime - academically and spiritually.

Peace Lutheran School uses the Christ-Light curriculum for Bible lessons and memory verses. Math in Grades K-8 is taught using Saxon Math.

In Preschool and Kindergarten, specific instructional units include phonics, reading (readiness), numbers, large and small skills, animals, family, health, safety, senses and much more.

Grades K-12 focus on all subject areas including language arts, math, social studies, science, art, music, and physical education.

Religion: Learn about Jesus through Bible stories, Bible verses, Christian songs, prayer, and Devotions! By teaching the Bible through multiple facets, children at Peace Lutheran will discover new light in their life through God's Word - and will let their light shine in sharing this joy.

Academic: Our program aims to help children make academic gains and includes all core educational subjects: math, reading, science, social studies, language arts, music, and art. Our core subject area curriculum incorporates content from Shurley English, Zaner-Bloser, Saxon, McGraw Hill, Scott Foresman, and Abeka. The school's program also incorporates the advancement of physical skills and strength.

3.4 Chapel Services

A chapel service is conducted weekly on Wednesday mornings at 8:30 AM. A free-will offering will be gathered at each chapel service. Children are invited to share their blessings through this offering in order to help spread the message of the Gospel to others throughout the World. Parents and guests are welcome to attend.

4 POLICIES

4.1 School Hours

School hours are from 8:20 AM to 3:00 PM for all students. The doors will be open for students beginning at 8:00 AM. The children are not to arrive before this time unless special arrangements are made ahead of time. As the children arrive for school they are expected to begin preparing for the school day inside their classrooms, handing in all completed assignments from the previous day.

4.2 School Contact

School Contact Information
Peace Lutheran Church and School
3249 Windmill Point Blvd.
Kissimmee, Florida 34746
Telephone 407.870.5965
school@mypeacekids.org

There are times when parents may need to contact the school during school hours. Please remember that school hours are time for the students to learn and interruptions may make that difficult for some. If there is an emergency, you may call at any time. Our Office Manager will make every effort to deliver non-emergency messages to students.

Email Contact Information:

Principal - Dr. John Tuthill - jtuthill@mypeacekids.org

Lead Teacher Katie Krug - kkrug@mypeacekids.org

Office Manager Andrea LeBlond - school@mypeacekids.org

Pastor Lee Kuhns - pastor@mypeacekids.org

School Board - Ken Meyer - kmeyer@mypeacekids.org

4.3 Admission

Peace Lutheran School is a traditional school-year program. All children will be enrolled for a probationary period of 45 days. If after the probationary period there are no reasons to exclude them from attendance according to the policy for exclusion, they will be admitted. Children shall be enrolled for the Fall term on a first-come, first-served basis after May 1st when space permits. In the event of limited space, active members of Peace Lutheran Church and the siblings of currently enrolled students will receive first consideration, then children of other Evangelical Lutheran Synod (ELS) and Wisconsin Evangelical Lutheran Synod (WELS) congregations, then children of parents who are interested in our church membership, and finally children of non-members. Families do not need to attend Peace Lutheran Church to apply and be accepted. This policy is further defined in the School Board admission policies.

Children who have reached the appropriate age for a given grade level on or before September 1 of each school year are eligible for enrollment. Children must be 3 years old and toilet trained to enter our Preschool, 5 to enter Kindergarten, and 6 to enter 1st Grade. We reserve the right to determine whether or not a child with special needs or special accommodations will be accepted based upon the school's ability to properly educate and accommodate the student.

4.4 Enrollment

To enroll your child, please follow these steps:

1. Visit our website, www.mypeacekids.org and click the enrollment tab.
2. Arrange for an appointment with the Office Manager.
3. Bring along the immunization records, birth certificate, social security card and education records from the previous school, if any.

4.5 Non-Discrimination

Peace Lutheran School will admit students of any race, color, sex, national and ethnic origin of school-aged and preschool-aged children, to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarships, or any other school-administered programs.

Parents and students are also agreeing to not propagandize for other religious beliefs or morality which is contrary to the religious beliefs and morality promoted by Peace Lutheran

Church and School. This includes, but is not limited to, the dress, statements, and actions of parents and students while on campus, as well as, at school activities. Peace Lutheran Church and School reserves the right to dismiss a student at any time on account of the parent's action in propagandizing or promoting religious beliefs or morality contrary to those taught at Peace Lutheran Church and School.

Parents, by signing and completing the application forms, place their child under the rules, regulations, discipline, and religious instruction of Peace Lutheran School and Peace Lutheran Church.

4.6 Confidentiality

Children's records are open only to the teacher, the Administrator, Office Manager, an authorized employee of the Department of Children and Family Services, or the child's parent or legal guardian. Information parents share with the Administration or teacher will be kept confidential. Only pertinent information will be reported to the necessary authorities.

4.7 Registration Procedure

- A. Read this Parent Handbook.
- B. Complete and submit these forms at least TWO weeks before your child's first day of attendance:
 - a. Peace Lutheran School Application for Enrollment
 - b. Copy of Birth Certificate or other proof of age
 - c. Social Security Number
 - d. Agreement of Financial Responsibility
 - e. Florida Certificate of Immunization (blue)* - Immunizations must be documented on DH Form 680 and must be signed by a practicing physician in the State of Florida. DH Form 680 may be obtained from a private physician or the local county Health Department.
 - f. Student Health Examination (golden rod)* - The Student Health Examination must be documented on DH Form 3040 and must be completed by a person given statutory authority to perform health examinations. DH Form 3040 may be obtained from a private physician or the local county Health Department. The examination is valid for 2 years from the date it was received. However, upon admission the examination must have been received within the past year.
 - g. Student's education records from previous school or schools.

*Parents may consult their private physician or contact:
Osceola County Health Department
1875 Boggy Creek Road
Kissimmee, FL 34744
(407) 343-2000

- C. Arrange a visit to the school with your child prior to the first day. Speak with the Office Manager regarding any concerns.

4.8 Tuition and Fees

1. Fees: Book, material, and administration fees will be assessed for each child enrolled at Peace Lutheran School. All fee amounts are set by the School Board.
2. Tuition: Our school is a part of our church's ministry but is also supported by tuition. Tuition will be charged according to the separately printed schedule. Church and Florida Tax Credit scholarships are available. (Inquire for more information).

4.9 Payment Policy

1. Tuition will be due on the 10th day of each month for 9 months beginning in September of each school year. Once paid, the tuition for any month will not be refunded.
2. If tuition is not paid by the 15th day of any month, a 10% late charge will be added on.
3. If tuition payments fall more than one month in arrears, arrangements must be made with our school administration, or the privilege of attending Peace Lutheran School may be suspended until the account is brought up to date.
4. Tuition is discounted 10% if paid in full by the start of the school year. Tuition is discounted 5% if paid in two equal semester payments (One payment at the start of the first semester and one payment at the start of the second semester).

4.10 School Equipment/Property Care

All school textbooks, workbooks, library books, computers should be used with care. The result of any damages to school property may result in a fine.

Book Fines:

Fines will be assessed for damaged or lost books. Charges will be as follows:

- Lost or damaged beyond repair - Full Price
- Torn or damaged pages - \$0.50 per page

Property Fines:

Fines will be assessed for damaged property. Charges will be as follows:

- Damaged beyond repair - Full Price
- Damaged for repair - 50 percent of value

4.11 Withdrawal

At least two weeks written notice is required upon withdrawal from the school. Refunds for credit balances will be considered when made in writing to the Administrator at least two weeks before withdrawal.

4.12 Exclusion

Reasons for exclusion:

*The child appears ill, overtired, or unable to participate in daily activities.

-
- *Child is not developmentally ready for the school curriculum or routine.
 - *Child is not potty trained.
 - *School cannot meet the needs of the child with reasonable accommodations.
 - *Parents do not observe the policies outlined in the Parent Handbook.
 - *Non-payment or late payment of fees and tuition. (See Financial Policies)
 - *Continuous late pick up of children past after-care hours.

Procedure for temporary exclusion:

*Parent will be asked to take an ill child from the school immediately if present, or within one hour of notification if not present.

*Administrator and/or teachers will inform the parents verbally or in writing concerning the reason for exclusion, the date exclusion will begin and the conditions necessary for the child to return to school. There will be no adjustment in tuition.

Procedure for permanent exclusion:

*The Administrator will inform the parents verbally or in writing concerning the reason for exclusion and the date the permanent exclusion will begin. The Administrator will notify the School Board as soon thereafter as possible. Parents may appeal the permanent exclusion by contacting the School Board in writing within one week of their notification of the exclusion. Parents will be informed of the Board's decision regarding their appeal within two weeks of the Board's receipt of that appeal. If the child is permanently excluded, tuition that was paid in advance will be refunded.

4.13 Dress and Grooming

We require simple, inexpensive, but clean school uniforms for the children. Solid color polo shirts may be worn with navy blue or khaki pants, shorts, or skorts. Jean pants, shorts, and capris that have no holes or tattered edges may be worn. (No jean skirts). All shorts, jumpers, and skorts must be to the knee. Leggings as pants are not permitted for grades K-12.

Children need shoes with non-skid soles (no sandals). Their shoes need to be safe for activities both inside and outside.

At all times, students should dress in clean, comfortable clothing, appropriate for classroom and play, indoors and out. Since Peace Lutheran is a Christian school, neat and proper attire is important for producing and maintaining a Christian atmosphere conducive to learning. Jackets or sweaters marked with the child's name should be sent in cool weather.

***Polo shirts with the school logo are available for purchase. All students should have at least one Royal Blue polo with school logo.

4.14 Discipline

School-aged children are always practicing independence and assertiveness. They are learning how to be part of different social groups. They are building relationships. A healthy sense of self-control over their lives, and a positive self-esteem comes from learning

to solve problems, deal with social conflict, and make choices and decisions. Teachers guide these young Christians in learning about making God-pleasing choices. The Christian teacher's foundation for guidance is having faith in Jesus as their Savior. Children will want to love others through words and actions, because of what Jesus has done for them. Teachers guide children through this Biblical perspective using their understanding of child development, their knowledge of the individual child, and implementing appropriate expectations. Discipline is derived from the word disciple, meaning "to teach." Therefore we do not think of discipline as punishment, but teaching self-control and a Christian attitude. In short, discipline is a behavioral management philosophy teaching the children right from wrong.

Christian guidance occurs when teachers develop a positive relationship with each child and interacts with them rather than manages their behavior. Teachers make positive comments about children's experiences. Teachers show love and concern for children by letting them know what is expected and setting appropriate limits. Teachers are consistent, give clear directions, and state rules positively and firmly. Teachers try to anticipate problems and plan accordingly.

Teachers encourage children to think for themselves, correct their own mistakes, and solve their own problems. The techniques of redirection and negotiation are used to change children's behavior and assist in conflict resolution. Time outs will be used only for behavior that is repeatedly aggressive or unsafe. The teacher may work with all the children involved in a conflict, only the child who needs help, or just be nearby to support children in their own negotiations.

Persistent behavior problems will be brought to the attention of the parent, so that both the parent and school may work together for positive changes. Learning to get along with others and accept limits takes time and adult patience. If poor behavior continues, the child can/will be dismissed from the program at the discretion of the Administrator.

Teachers' attention will be focused on the problem behavior and not the child. No one will do anything that could break the spirit of a child, be humiliating, frightening or abusive. No one will use food, rest, toileting or physical punishment to manipulate a child. Any disciplinary action that is carried out at Peace Lutheran will be dealt with in this order:

1. Teacher
2. Administrator
3. School Board

When parents or guardians enroll their children in Peace Lutheran School, they agree to give the teacher authority to discipline their children. All discipline will be done in love, keeping in mind the principles set forth in the Bible: "Do not withhold discipline from a child" (Proverbs 23:13) and "The Lord disciplines those he loves" (Hebrews 12:6).

Positive reinforcement will be used generously. Discipline is not a negative action, but a positive procedure administered by caring adults. We will always use God's Word for positive reinforcement. Student discipline will be carried out in a consistent, school-wide manner using **1-2-3 Magic for Teachers: Effective Classroom Discipline Pre-K through Grade 8** by Dr. Thomas Phelan. A simple breakdown is outlined below.

Step 1 involves managing undesirable behavior by counting to 1, 2, or 3. On the count of 3, the student must take a five-minute time out. This simple technique is remarkably helpful, but only if the adult using it follows what are known as the No-Talking and No-Emotion rules.

Step 2 involves encouraging good behavior. There are several simple methods for encouraging constructive actions in kids, including positive reinforcement, charting and timers.

Step 3 involves using some valuable tools for maintaining healthy relationships with children, including active listening, shared fun and sometimes, even class meetings.

Additional discipline includes personal rebukes, loss of privileges, extra duties, detentions, suspensions, and expulsion from the school.

Peace Lutheran School reserves the right to suspend or expel from school any child who is engaging in chronic, disruptive behavior.

Specific Offenses:

Any pushing, hitting, punching, verbal threats/harassment, or similar actions will not be tolerated at Peace Lutheran School. Any child who acts in any of these manners will be disciplined in the following manner:

- First offense - The child will serve a detention or an "In School Suspension (ISS)" that day and parents will be informed of the discipline. The child will also be put on disciplinary probation.

- Second offense - The parents will be notified immediately and expected to pick up the child from school for the remainder of the day. The child will also be suspended for a number of days that the offense warrants.

- Third offense - In addition to the discipline of the previous offense, possible removal/expulsion from enrollment will be discussed.

The final action of expulsion is at the discretion of the School Board.

Cheating or plagiarism done by students at Peace Lutheran School will be handled using the same steps of discipline. The academic consequence for the offense will be at the teacher's discretion.

Cursing and foul language will not be allowed at Peace Lutheran School. If any cursing or foul language comes from the children, written or spoken, the child will be immediately disciplined following the procedures described on page 12.

Graffiti and vandalism of any nature will not be allowed at Peace Lutheran School. If any student is found defacing school property, the child will be immediately disciplined following the procedures described page 12.

4.15 Drugs, Alcohol, Tobacco, and Firearms

Any student using or in the possession of any controlled substance or having possession of a firearm will be subjected to expulsion by the School Board. The School Board will involve the local authorities if warranted.

4.16 Cell Phones

Students will not be able to use cell phones at school. Phones for personal use outside the hours of 8:00 AM- 3:15 PM will be turned into the teachers for safe keeping during school with a note from the parents. Phones will remain off during school hours so that the classroom environment is not disturbed.

4.17 Internet Use

Students may be allowed to use the Internet for research or other school related activities at the discretion of the teacher. Any use of the Internet that is not God-pleasing or not for school-related material will result in loss of privileges and other discipline.

4.18 Daily Attendance

Parents are responsible for the regular attendance of their children who are within the compulsory attendance age (6 - 16) as provided in Section 1003.21, Florida Statutes.

Whenever a student of compulsory school attendance age is absent without the permission of the person in charge of the school, the parent/guardian of the student must report the absence to the school in the manner prescribed by the school policy. **Notes or telephone calls from parent(s)/guardian(s) are required either before or after an absence.** It is the responsibility of the student to make up work missed because of absences. Students receiving out-of-school suspension must be assigned schoolwork that will cover content and skills taught during the duration of the suspension. Students are given one day for each absence to complete makeup work unless unusual circumstances indicate an extension. The principal or designee must approve any extension. If a student begins to exhibit a pattern of non-attendance, the school administration shall pursue the case in accordance with Section 1003.25, Florida Statutes. If interventions are unsuccessful, it shall be the responsibility of the school district to file a petition of truancy with the court as provided in Section 1003.27, Florida Statutes.

4.19 Tardiness

It is important for all children to be on time in the morning so that school may proceed smoothly without disruptions for the children. Students must be at school by 8:20 AM or they will be considered tardy. School begins promptly at 8:20. If you arrive at school late for any reason, you must report to the office and receive a tardy admit slip. Five tardies will equal one absence.

4.20 Absence

Excused Absences

Absences shall be excused for the following reasons only

- Illness or injury of the student
- Illness, injury, or death in the immediate family of the student

If there is a reasonable doubt concerning the illness claimed, the principal shall be authorized to require a statement from an accepted medical authority. Failure to comply with this requirement shall result in the absence being "unexcused".

The parent or legal guardian shall report absences through a telephone call, a handwritten note, or both as determined by the Administrator.

In cases of excused absences, the student shall be allowed to make up the work and the teachers of the student shall give reasonable assistance. Make-up work shall be completed during a period of time equal to at least twice the time for which the absence is excused, unless more time is allowed by the teacher. Students have the responsibility to request make-up work and assignments from their teachers when they return to school after an absence and to complete the work within a reasonable length of time when the absence has been classified as excused.

Pre-arranged Excused Absences

"Pre-arranged Excused" may be approved by the Administrator or absences which are excused but are being planned for in advance. Excused absences are outlined in the Code of Student Conduct above. The Administrator shall have the final authority to grant "pre-arranged excused" absences. Situations warranting a "Pre-arranged excused" absence shall be for any absence which would be considered "excused". Supporting documentation will be required. Students who have a "Pre-arranged excused absence" will not be eligible for Perfect Attendance. Approved pre-arranged excused absences may not exceed three (3) days. Students not returning from pre-arranged excused absences within five (5) days may be withdrawn for non-attendance. Arrangements for make-up work shall be made in advance with the instructor of each class. The student is responsible for the completion of all work. Teachers of each class shall, to the best possible fashion for subject area, consider the assignments, grading materials and recording grades. Each teacher shall set a timeline for receiving the student's work for credit; it will not exceed twice the number of days of attendance. Non-excused pre-arranged absences will be considered "accounted for unexcused" and may not be eligible for make-up work credit.

Unexcused Absences

All absences other than "excused" or "permitted" shall be deemed "unexcused", and a failing grade shall be recorded for the period of the "unexcused" absence, except that students who are suspended from school during exams shall be allowed to make up these exams. Make up work may be required for unexcused absences even though no credit is allowed.

General Attendance in Grades K-12

If a student has had at least five (5) unexcused absences the student's primary teacher shall report to the Administrator or designee that the student may be exhibiting a pattern of non-attendance. Unless there is clear evidence that the absences are not a pattern of non-attendance, the case may be referred to the School Board to determine if early patterns of truancy are developing. If it is found that a pattern of non-attendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies. If the initial meeting with the parent does not resolve the problem, specific interventions will be implemented. Designated school personnel shall be diligent in facilitating intervention services and shall report the case to the Administrator or his designee only after all reasonable efforts to resolve the problem have been exhausted. If the parent or guardian of a child subject to compulsory attendance will not comply with attempts to enforce school attendance, then the Administrator or his designee shall refer the case pursuant to Florida Statutes, and may file a truancy petition pursuant to the procedures outlined in Section 984, Florida Statutes.

Attendance for Credit in Grades K-8

Students who miss more than fifteen (15) days per semester will not be promoted except as follows:

- If medical evidence is presented to the Administrator from a competent medical authority to excuse absences in excess of fifteen (15) days.
- Extenuating circumstances as determined by the Administrator based on recommendations of teachers. School activities shall not be counted as absences. Assigned work shall be turned in on the day indicated by the teacher.

4.21 Daily Dismissal

For the children's safety, they will only be released to parents with legal custody or legal guardians. Children will be released to persons listed in writing on the emergency card when the parents give written or verbal (phone call) instruction to do so. Children will be released to persons not listed on the emergency card when the parents give written instruction to do so. Children will not be released to persons not listed on the emergency card when the parents give only verbal (phone call) instructions.

Teachers must know the adult or must see photo identification before releasing the child. Be sure that the pick-up person comes with a license to identify themselves.

4.22 Arrival and Departures

Arrival:

- A. Be sure you have brought all the belongings your child needs for the day. (see What to Bring/What to Wear)
- B. Drive slowly as soon as you enter the church/school property. Turn the engine off on your vehicle.
- C. Encourage your child's independence, but give the necessary assistance when arriving and departing.
- D. Please do not drop off or pick up at the crosswalk.

Departure:

Upon departure make contact with the Teacher, we need to know that your child is safely back into your hands as well as convey information about the day. Check with teachers upon arrival and departure for important information.

4.23 Daily Schedule

SAMPLE DAILY SCHEDULE

8:00 a.m.	Door opens
8:00 - 8:20 a.m.	Morning Work/prepare for school
8:20 - 8:30 a.m.	Pledge of Allegiance/Morning Prayer
8:30 - 9:30 a.m.	Mathematics
9:30 - 10:00 a.m.	Word of God
10:00- 10:15 a.m.	Morning Break
10:15 -11:00 a.m.	Language Arts
11:00- 11:45 a.m.	Reading
11:45 -12:45 p.m.	Lunch and Recess
12:45 - 1:15 p.m.	Afternoon Devotion
1:15 - 2:00 p.m.	Science/Social Studies
2:00 - 2:45 p.m.	Special Areas/Units (Physical Education, Music, Art)
2:45 - 3:00 p.m.	Prepare to go home
2:55 - 3:00 p.m.	Closing

4.24 Before/After School Care

Any students who are at school before 8:00 am or after 3:15 pm will be enrolled in after school care. To avoid any charges, a child may not arrive at school before 8:00 a.m. and must be picked up no later than 3:15 p.m. By enrolling your child in Peace Lutheran after school care program, you also agree to the rules and regulations contained in this handbook.

Hours

Before school care is available from 7:00 a.m. After school care is available from 3:15 - 5:30 p.m. on regular school days. There will be no after school care on days when school is not in session until 3:00, unless otherwise noted.

Pick Up

You may pick up your child at any time during the program. To avoid extra charges, please make sure your child is picked up by 5:30. If other arrangements are made to pick up your child, please call to notify the school office in writing or call and leave a message.

Rates

In order to maintain proper student to staff ratios, pre registration will be required for Before and After-school care. Students who are pre registered will receive a 15% discount. Drop in Care **with** notification will be \$4.00/hour. Drop in Care **without** notification will be \$8.00. In addition, parents who do not pick up their children by 5:30pm will be charged \$10.00 late pick up fee, and an additional \$5 for every fifteen minutes after 5:30. Parents who are consistently late may have their child suspended from the program.

Billing

Prepayment for Before and After School Care will be due on the last Friday of the month for the following month. Drop in Care charges will be billed weekly, with invoices being sent home on Monday. Payment must be made in full by Wednesday to continue enrollment in the program. A late fee of \$15 will be added to the bill if not paid by Wednesday of each week. Failure to make timely payments will result in suspension or termination of the program.

Conduct

The same rules and regulations of the school apply in Before and After school care. Students are to respect Before and After school care providers with the same respect that all Peace Lutheran staff members deserve. Discipline problems will be dealt with first by the after school caregiver, then the Administrator. All discipline issues will be dealt with in the same manner as in the school policy.

4.25 Calendar

The School will be closed in observance of the following holidays:

Labor Day
Thanksgiving Break
Christmas Break
New Year's Eve and Day
Martin Luther King, Jr. Day
Good Friday
Spring Break
Memorial Day

The School will be closed for Teacher Conferences - usually 3 days in Fall Term. There is no fee reduction for any school closings. Tuition and pre-paid monthly Before and After are costs reflect these closings. Any additional non-weather related closings will be indicated on the school year calendar and given at least two weeks notice.

4.26 Report Cards

Report cards will be issued for all students four times per year. Parent -Teacher Conferences will be scheduled for all children after the first quarter, and an optional conference at the end of the third quarter. It is at this time that the progress of the child will be discussed. Parents should feel free to make appointments at any time throughout the year with the teachers to discuss any issue.

4.27 School Activities

Throughout the school year Peace Lutheran School may offer differing activities. These activities may include plays, church singing, science fairs, art fairs, athletics, and other activities. Some of these activities may be restricted to certain grades while others may be open to all. Activities may also be mandatory for students. When mandatory we expect that parents will show interest in these activities and encourage their children to be involved and to do their best with their God-given talents.

4.28 Field Trips

Occasionally we will take field trips to reinforce learning and to provide additional educational opportunities for the students. Before each field trip, you will be notified in advance in writing of the activity and the cost. In order for students to attend field trips, a signature of approval and payment of cost (if necessary) will be needed and returned for participation.

4.29 Photographs/Videos/Tapes

Children may be photographed, audio taped, and videotaped for use within our School either for educational, promotional or advertising purposes. Parents are asked to sign a release on the Application for Enrollment granting us permission to photograph, audiotape, and videotape their child.

4.30 Parents as Partners/Parental Involvement

In Christian education the church, home, and school work together to insure that the child's education is carried out in a consistent, decent, and God-pleasing way. When parents

or guardians enroll children at Peace Lutheran School, they are agreeing to subscribe to the following provisions:

God's Word: The Gospel of Jesus as our only Lord and Savior is God's power to create faith and give forgiveness. The Gospel message of salvation through faith in Jesus Christ runs like a golden thread through our entire curriculum. Because Peace Lutheran is a member of the Evangelical Lutheran Synod, parents will be willing to have their children instructed in the teachings of the Evangelical Lutheran Church. Therefore, Bible information classes (at least 2) explaining the basics of the Bible are taught by the Pastor of Peace Evangelical Lutheran Church. In these classes you will learn about the very basic teachings of the Bible, the ones we will be teaching your children. Peace Lutheran School encourages and requires all parents to take advantage of this opportunity to learn about or review God's Word. Parents or guardians of the students of Peace Lutheran School need to be familiar with the spiritual instruction their child is receiving. Information about these informal classes are available in the school office.

Worship is an important part of every child's life, we encourage parents to attend church regularly with their children and participate with them in Sunday School as well. The school and Sunday School are coordinated to work together for the children's spiritual growth.

Peace Lutheran Church offers Sunday School for all children from the age of 3 through teen and Adult Bible Study each Sunday morning.

Parent Support: Parental/guardian support is necessary in all aspects of Peace Lutheran School. It is an integral component contributing to the school's and the student's success. When a disagreement arises and the parents are not able to resolve the issue with the faculty, Administrator, and/or school board, the Peace Lutheran school board reserves the right to dismiss students when the parent(s) fail to support the faculty, administration, and policies set forth by the school board. We request that parents refrain from utilizing any language and/or technology which would have a negative effect on:

- Maintaining school order and discipline;
- Protecting the safety and welfare of other students and staff; or
- The reputation of Peace Lutheran School and its students, faculty, and staff.

This would include, but is not limited to, emails, texts, tweets, social networking sites, or by word of mouth. Peace Lutheran reserves the right to dismiss students when parents, through the stated means or any other, fail to support the administration, faculty, and the school's policies.

Visit: It is expected that parents will make an appointment to visit the school with their child when they are considering enrolling their child. After children are enrolled, parents are welcome to visit their children anytime. Peace Lutheran School encourages parents to speak to the Administrator and take advantage of this welcome in a manner that fits their individual schedule.

Records: For your child's safety, keep your child's registration information updated. Whenever you have a change of address, employment, or emergency information, be sure to inform the school office. In accordance with state regulations and The Family Educational

Rights and Privacy Act (FERPA), student records are maintained by designated school personnel. Identified, legal guardians may request access to student records by scheduling an appointment with the Office Manager. Official school records are maintained and secured. Records may only be transferred by formal request from an official school agency.

Policies: Each parent will receive a copy of the Parent Handbook. A complete copy of the Parent Handbook will also be kept in the school office.

Conferences: Parent involvement and communication is essential to the education process. Formal parent teacher conferences will be held two times per school year- fall and spring. The purpose of each conference is to discuss student progress, performance, and, if necessary, concerns. Please use this specifically scheduled time to meet with your child's teacher on an individual basis. Each conference will be scheduled for 15-20 minutes. The format for individual conferences will be determined by the classroom teacher (teacher-led, student-led, presentation, etc.). Every effort will be made to schedule conferences well in advance to inform families. Scheduling preference will be given to those families with multiple students/siblings.

Singing in Church and Special Programs: Singing in Church and other special programs will be scheduled throughout the year. Parents will be notified in advance. **As indicated in enrollment forms and registration, parents are expected to bring students to church when singing is scheduled.**

Backpack Communication: Information for your child will be given to your child so that they may bring it home in their backpack. Christ Light messages, newsletters and special notices are examples of items teachers will be sending home. It is not a guarantee that every day/week your child will be bringing papers home. Monthly newsletters will be sent home at the start of each month and anything additional will be sent home accordingly.

Volunteer: Those parents who are willing and have the time to volunteer are encouraged to speak to the Administrator and classroom teacher about volunteer opportunities. The School looks forward to having you with us.

Donations: Parents may support the School with donations of snacks (see the snack list) or juice, donations of quality toys, donations of paper and other school supplies or monetary donations. Please ask us if we can use the item before you bring it to School. The Health Department regulation states that all food items need to be purchased from established health department inspected facilities such as Publix, Winn Dixie, Albertsons, Etc.

Classroom Cooperation: Parents will cooperate with their child's teacher and encourage their child to participate and cooperate in all school activities.

5 ADMINISTRATIVE STATE POLICIES

5.1 Emergency Closings

Closing Before the Day Begins: The School will be closed whenever Osceola County Schools are closed for emergency reasons. The Administrator in consultation with the

pastor determines emergency closings specific to Peace Lutheran School. School staff will notify families when the School will be closed and County Schools are open.

Closing After the Day Begins: If an emergency arises and the School needs to close after opening in the morning, parents will be notified by phone.

There is no fee reduction for any School closings. Tuition costs reflect these closings.

In the event of an emergency and the school must be evacuated, our emergency meeting location is **Unidos Supermarket**.

5.2 Reporting Child Abuse or Neglect

Anyone working in the School who knows or has reasonable cause to suspect that a child has been abused, abandoned or neglected, is required by Florida law to contact the Department of Children and Families central abuse hotline (1-800-96-ABUSE).

5.3 Health and Safety

Drive Slowly: Drive slowly as soon as you enter Peace Lutheran property. **There is no parking allowed in the crosswalk area nearest the school entry doors. If you wish to park, please use an appropriate parking space.**

Records: Children must have an Application for Enrollment, Florida Certificate of Immunization (blue), and Student Health Examination (golden rod) on file TWO weeks before their first day of attendance. Parents will give permission for the Administrator to share all medical information with all staff involved with the children on the Application for Enrollment.

Allergies: Doctors and parents will inform the school of the child's allergies on the Student Health Examination form and the Application for Enrollment.

Illness: It is in the best interest of your child and the other children to keep your child at home when they have symptoms of illness. Please contact the school if your child will not be coming to school. The Administrator and classroom teacher needs to be notified of a child's absence and the reason for it as early as possible.

Some reasons for a child to remain at home or to be sent home are fever (100 degrees), vomiting, skin rash or sores, inflamed or swollen eyes, diarrhea, dark urine and/or gray or white stool, yellowish skin or eyes, cough, difficult or rapid breathing, stiff neck, sore throat, headache, or head lice. A child may return to the School when they are free of symptoms for 24 hours and/or 24 hours after prescribed medication has begun. A child who has had head lice may return after treatment has removed all lice, lice eggs, and egg cases.

Should a teacher feel that a child is unable to function properly at the School due to illness, the parent, or a parent-designated person, when the parent cannot be reached, will be notified immediately and requested to make arrangements for transportation home within 1

hour. The ill child will be isolated and supervised until pick up. A written report (FYI or Medical Referral) will be given to the parent upon pickup.

In the event that a child has a contagious disease, they may not attend the School during the contagious period. The School must be informed of the disease so notice of possible exposure can be given to all families enrolled and the local county health department. A memo will be posted in the classrooms as additional information for families. The child's name will be kept confidential. A child with a communicable disease will be readmitted to the School only after allowing for the longest usual incubation of the disease or with a signed statement from their physician. The returning child needs to be well enough to participate in all activities including those outside. Communicable diseases include, but are not limited to: chicken pox, German measles, infectious hepatitis, measles, mumps, scarlet fever, or meningitis.

Medication: Only when truly necessary, doctor prescribed medication will be administered by the staff with written consent of the custodial parent or legal guardian. Teachers will not administer over-the-counter medication, unless prescribed by a physician. The first dose of any medication will not be given at School. The first dose of any new medication should be given at home to allow the parent/guardian to observe the child for any type of unusual reaction.

The medication must be in the original container with a child resistant cap. The label must state the child's name, date, name of the medication, the physician's name, dosage and directions for administration.

The parent must fill out a Medication Administration Record (Regular or "As Needed").

Staff will see that the Medication Administration Record is correctly filled out by using the Medication Administration Safety Checklist. The Medication Administration Record will be kept with the medication in the medication container and initialed by two staff when administering the medication.

The Medication Administration Record must document the child's name, date, name of the medication, physician's name, directions for administering (including dosage to be given, time to be given and other specific directions as needed), and signature of the parent/guardian.

Staff will log the child's name onto the Child Care Medication Use Log. The child's name will be highlighted on the log when the medication is discontinued. The Medication Administration Record will be put in the child's file after the last day the child received the medication.

A second staff will witness and assist the primary staff administering the medication by following the Steps to Administer Medication sheet. Both staff will document the medication administration on the Medication Administration Record.

All medication is to be stored in a separate container, labeled "medication" and kept out of the reach of children. Medication needing refrigeration shall be kept in the refrigerator in a separate container clearly labeled "medication". A list of the children's special restrictions to medication and allergies will be kept in the medication container at all times. Medications

that are no longer in use will be returned to the parent. Containers of medication are never to be given to a child to return to the parent or for any reason.

Insect Repellent: Insect repellent will not be applied.

Accidents/Incidents: Parents will be notified immediately if their child is injured seriously enough to require professional medical treatment. Parents will be notified when they pick-up their child, if their child sustains a minor injury. Written permission from the parent to call the child's physician or refer the child for medical care in case of injury shall be on file at the School.

A closed container labeled "First Aid" containing soap, Band-Aids, disposable latex gloves, cotton balls, sterile gauze pads and rolls, adhesive tape, tweezers, syrup of ipecac (labeled - Do not induce vomiting unless directed to do so by a physician or poison control. 1-800-222-1222), an ice bag or cold pack, a surface thermometer with disposable covers, and emergency phone numbers will be available to treat minor injuries. The kits will be accessible to teachers, but kept out of the reach of children.

Superficial wounds shall be cleaned with soap and water only and protected with a Band-Aid or a bandage. Ice may be applied. First Aid procedures shall be followed for serious injuries.

Suspected poisoning shall be treated only after consultation with a poison control center.

An Accident/Incident report will be written for significant accidents or incidents. These reports will be signed and dated by the teacher and the parent and kept for the records.

All accidents and incidents must also be recorded in the Accident/Incident Log Book and reviewed monthly to insure the safety of the children.

5.4 Emergency Contact Information

Emergency Contacts: www.osceola.org

Emergency Ambulance/Fire/Police 911
Non-emergency 211

Fire (non-emergency)
Osceola County Fire 407.742.7000
Kissimmee Fire 407.518.2222
St. Cloud Fire 407.957.8481

Police (non-emergency)
Osceola County Sheriff 407.348.2222
Kissimmee Police 407.847.0176
St. Cloud Police 407.891.6700

Poison Control - 1.800.222.1222
Environmental Health Department - 407.742.8600
Emergency Management Osceola County - 407.742.9000
Child Abuse/Neglect Hotline - 1-800-96-ABUSE (1-800-962-2873)

St. Cloud Regional Medical Center
2906 17th Street
St. Cloud, Florida 34769
P: (407) 892-2135
www.stcloudregional.com/default.aspx

Florida Hospital Kissimmee
Hospital Main Number: 407-846-4343
2450 N Orange Blossom Trail
Kissimmee, FL 34744
www.fhkissimmee.com

Florida Hospital Celebration Health
400 Celebration Place
Celebration, FL 34747
407.303.4000
<http://www.celebrationhealth.com/>

Osceola Regional Medical Center
700 West Oak Street
Kissimmee, FL 34741
Tel: (407) 846-2266
<http://osceolaregional.com/home/index.dot>

Poinciana Medical Center
325 Cypress Pkwy, Kissimmee, FL 34758
(407) 530-2000 <http://poincianamedicalcenter.com>

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6 Acknowledgment

I acknowledge that I have received and read a copy of the Peace Lutheran School Parent Handbook. Available online at mypeacekids.org

I am aware that if, at any time, I have questions regarding Peace Lutheran School policies I should direct them to the school Administrator.

I know that Peace Lutheran School policies and other related documents are set in place for cooperation with the school to provide the best possible Christian education for my child(ren). Nevertheless, the provisions of Peace Lutheran School policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I also am aware that Peace Lutheran School, at any time, may on reasonable notice, change, add to, or delete from the provisions of the school policies.

Student's Name

Grade

Student's Name

Grade

Student's Name

Grade

Student's Name

Grade

Legal Guardian's Printed Name

Date

Legal Guardian's Signature

Date