

Parent/Student Handbook  
**PEACE LUTHERAN SCHOOL**  
Preschool through Grade Nine



3249 Windmill Point Blvd Kissimmee, FL 34746  
407-870-5965

[school@mypeacekids.org](mailto:school@mypeacekids.org)

School Website: [www.mypeacekids.org](http://www.mypeacekids.org)

Church Website: [www.peacelutherankissimmee.org](http://www.peacelutherankissimmee.org)

Spanish Website: [www.peacelutherankissimmee.org/espanol](http://www.peacelutherankissimmee.org/espanol)

Principal: Adam Pavelchik

English Pastor: Matthew Moldstad

Pastor de Español: Herbert Huhnerkoch

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# 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 is a classical education model school of the Lutheran Schools of America (LSA) which is affiliated with the ELS. 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 Preschool through 9<sup>th</sup> 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 is a mission outreach of Peace Evangelical Lutheran Church. The school exists to support and assist parents in raising Christian children who believe in Jesus Christ as their Savior by providing Christ-centered care, nurture, and education for preschool and school-aged children in the Kissimmee/Poinciana communities.

### 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 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.

Peace Lutheran School is delighted to share their faith, love, and knowledge with the school children and their families.

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## **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 Middle 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. The A Beka curriculum includes reading, phonics, language arts, science, and history within a Christ-centered context. Math in Grades 2-8 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-8 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 Houghton Mifflin, Saxon, McGraw Hill, Scott Foresman, and A Beka. 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.

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## 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 the 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, making sure they have completed all their 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  
FAX 407.870.5965

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 secretary will make every effort to deliver non-emergency messages to students.

#### Email Contact Information:

Principal Adam Pavelchik - [apavelchik@mypeacekids.org](mailto:apavelchik@mypeacekids.org)  
Pastor Matthew Moldstad - [pastormoldstad@gmail.com](mailto:pastormoldstad@gmail.com)  
Pastor Herb Huhnerkoch - [huhnerkoch@cfl.rr.com](mailto:huhnerkoch@cfl.rr.com)  
School Board - Ken Meyer - [ken\\_meyer20@hotmail.com](mailto:ken_meyer20@hotmail.com)

## 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 4 years old and toilet trained to enter our Preschool, 5 to enter Kindergarten, and 6 to enter 1<sup>st</sup> Grade. We reserve the right

to determine whether or not a child with special needs or special accommodations will be accepted based upon the schools ability to properly educate and accommodate the student.

#### **4.4 Enrollment**

To enroll your child, please follow these steps:

1. Stop in the office or call 407-870-5965, write, or email ([school@mypeacekids.org](mailto:school@mypeacekids.org)) for an enrollment application form and fill it out. You may also download an application from the school website at [www.mypeacekids.org](http://www.mypeacekids.org).
2. Arrange for an appointment with the principal.
3. Bring along the completed application form, immunization records, birth certificate, and education records from the previous school, if any.
4. If the principal and school board approve the child's application, complete the other forms in the enrollment packet and submit the non-refundable registration fee with the forms.

#### **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 and 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 principal, school secretary, an authorized employee of the Department of Children and Family Services, or the child's parent or legal guardian. Information parents share with the principal or teacher will be kept confidential. Only pertinent information will be reported to the necessary authorities.

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## 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. 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. Submit checks for:
- a. Yearly Registration Fee (non-refundable) - This fee will confirm a place for your child in the program and will be used for consumable supplies.
  - b. Tuition Payment (non-refundable) - Please keep your receipts for income tax purposes. Year-end receipts are not automatically given.
- D. Arrange a visit to the school with your child prior to the first day. Speak with the principal in regards to any concerns.

## 4.8 Tuition and Fees

1. **Fees:** A non-refundable **registration fee** and separate **books & materials fee** will be assessed for each child enrolled at Peace Lutheran School. The current registration fee for the preschool is \$100.00. Preschool book and material fees are \$200.00. The current registration fee for the elementary and middle school is \$100.00. Book and material fees are \$300.00.

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 1<sup>st</sup> 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 10<sup>th</sup> 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 principal 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.
- \*Principal 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 principal and the School Board will inform the parents verbally or in writing concerning the reason for exclusion and the date the permanent exclusion will begin. The principal will notify the School Board as soon as possible. Parents may contact the School Board in writing within one week. Parents will be notified of the Board's decision within two weeks. If the child is permanently excluded, tuition that was paid in advanced 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.

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 are available for purchase. All students need to 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 School Board.

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. Principal
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.

PLS 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 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 15.

**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 15.

#### **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 the possible expulsion by the School Board upon recommendation of the faculty. The School Board may also 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 by 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 or 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. Tardiness will be dealt with in the following manner:

- An excused tardy is between 8:20 and 8:30 am.
- If you arrive at school late for any reason, you must report to the office and receive a tardy admit slip.
- **Every three unexcused tardies within a grading period count as one unexcused absence. Please note that five unexcused absences in one month or 15 unexcused absences in a 90 day calendar period may result in Truancy Court for the parent/student.**

#### **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 principal.

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 principal for absences which are excused but are being planned for in advance. Excused absences are outlined in the Code of Student Conduct above. The principal 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 (5) 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 principal 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 principal 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 principal or his designee shall refer the case pursuant to Florida Statutes, and may file a truancy petition pursuant to 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 principal from a competent medical authority to excuse absences in excess of fifteen (15) days.
- Extenuating circumstances as determined by the principal 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.

**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. B. 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

After school care is available from 3:15 - 6:00 p.m. on regular school days. There will be no after school care on days where 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 6:00. If other arrangements are made to pick up your child, please call notify the school office in writing or call and leave a message.

### **Rates**

Before and after-school care is \$4.00/hour, charged at \$1.00 for any part of each 15 minute period. In addition, parents who do not pick up their children by 6:00 will be charged \$0.50 per minute after 6:00. Parents who are consistently late may have their child suspended from the program.

### **Billing**

After School Care charges will be due on the 1<sup>st</sup> day of each month for 9 months beginning in September of each school year. A late fee of \$5 will be added to the bill if not paid by the 10<sup>th</sup> day of any month. Consistent failure to make timely payments on care given after school could result in suspension or termination of the program.

### **Conduct**

The same rules and regulations of the school apply in after school care. Students are to respect 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 principal. 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  
Easter Break  
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 costs reflect these closings. Any additional non-weather related closings will be indicated on the school year calendar and given at least two week notices.

#### **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 and third quarters. 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. There will also be midterm reports for the K-8<sup>th</sup> grade students sent home near the halfway point of the quarter.

#### **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 the field trips a signature of approval and payment of cost 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 video tape their child.

#### **4.30 Saying Goodbye on the First Day of School**

The first day of School is exciting for your child, but it can also be filled with anxieties of separation and new experiences. Let your child know that you are enthusiastic about the coming events, and they will be, too. Dealing with change and new experiences is a life-long

skill that takes practice. Life is filled with hellos and good-byes! Be kind to yourself, too. Remember, you are also experiencing a separation. Here are some ideas that will help to make a smooth transition from home to school.

- \* Create a routine at home as you prepare for school.
- \* Talk to your child and let them know what is going to happen -- "You're going to stay at school while I go to work..."
- \* Your child may bring in a photo of their family to share with us.
- \* Follow the same routine each morning when you arrive, (sign in, put belongings away, wave goodbye from the window). Create a routine for going home when you pick your child up from school, too.
- \* Allow a few extra minutes to spend with your child on the first few days.
- \* Talk together with your child's Teacher. Let your child see that you are all friends.
- \* Getting your child involved in an activity usually lessens the anxiety.
- \* Assure your child that you will come back to pick them up. One of their greatest fears is that you won't come back. Tell them when that will be. Use an activity for a reference point, such as "I'll be back when you finish your afternoon snack."
- \* Don't sneak away, even if it seems easier for you. Leaving unnoticed will violate your child's trust.
- \* Create a ritual for saying goodbye. Ask your child what they want to do. Do they want to have two hugs, three kisses, or rub noses?
- \* Once you start to leave, don't stop. It's important that you follow through even if your child cries. We will comfort your child.
- \* Feel free to call later in the day to see how your child is doing.
- \* Many children adapt quickly to the routine. However, it is perfectly normal for some children to take several days, or even weeks, to adapt. Some children adjust well at first and then later experience anxiety.

#### **4.31 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 child 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, principal, 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 Principal 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 principal or his designee. 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-lead, student-lead, 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 Principal 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 milk (gallon of whole milk) 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 Principal in consultation with the pastor determines emergency closings specific to Peace Lutheran School. School staff will notify every parent by phone 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.

### 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 principal 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 principal 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 for 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 physicians 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 a 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. 1-800-2221222), 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](http://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 Sherriff 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](http://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](http://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.

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

I know that the 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 such 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.

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Legal Guardian's Printed Name

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Date

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Legal Guardian's Signature

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Date