

*King of Kings
Lutheran School
Handbook*

“It’s Still All About Jesus”



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An NLSA Accredited School

Table of Contents

Mission Statement	4
General Information	4-6
Administration	
Enrollment Policy	
Required Documentation	
Kindergarten Admission	
Interview with the Principal	
Special Education	
Child Custody	
Probation of New Students	
Supporting School Policies	
Cost of Educating a Child	6-7
Waivers and releases	
Fines	
School Communication	7-8
Telephone	
Royal Update	
Website/Social Media	
TADS Educate	
Email	
School Closing	
Attendance Policy	8-9
Student and Parent Responsibilities	
Absences	
Tardies	
Truancy	
Student Absences and Parent Responsibility	
Attendance and After School Activities and Athletics	
Leaving School	
Drop-Off and Pick-Up Procedures	10-11
Morning Drop-Off Procedures	
Afternoon Pick-Up Procedures	
Alternate Pick-up	
Extended School Care	
Bus Service and Conduct	
Bus Service Reimbursement	

Health Related Information	12-13
<ul style="list-style-type: none"> School Nurse Health of Children Physical Limitations Accidents Physicals Immunizations 	
Classroom Information	13-18
<ul style="list-style-type: none"> Curriculum Religious Instruction Music Band Study Time Report Cards Field Trip Policy Field Trip Permission Outdoor Education Parties and Celebrations Extra-Curricular Classroom Discipline 	
Policies	18-24
<ul style="list-style-type: none"> Grievance Policy Harassment/Bullying Policy Clothing and Appearance Royals' Logo Wear Days Lost and Found Recess Gum Chewing Lunch and Snacks Use of Cell Phones and Social Media 	
What We Ask Of Our Parents/Guardians	24-25
<ul style="list-style-type: none"> Church and Sunday School Attendance Volunteering 	
Student Information	25-26
<ul style="list-style-type: none"> Students Responsibility Student Code 	
Faculty/Staff	26

Mission Statement:

“In grateful response to God’s grace and empowered by the Holy Spirit through Word and Sacrament, the mission of King of Kings Lutheran Church and School is to make known the love of Christ by word and deed within our church, community, and world.”

Why King of Kings Lutheran School?

We believe that the goals, purposes, and very existence of King of Kings Lutheran School are based upon the Word of God. Accordingly, we believe Lutheran education to be unique. Each student at King of Kings is viewed as a child of God; created by Him, redeemed by Him, and sanctified by Him. We also feel Lutheran educators are unique as each teacher views the student and his/her parents as fellow members of the Body of Christ.

King of Kings Lutheran School is committed to the sustaining and nurturing of saving faith in the Lord Jesus as presented daily in God’s Word for the purpose of equipping His children to glorify God and serve mankind.

We believe the Lutheran Day School to be the most effective agency of religious education in the Lutheran Church...offering a thorough and comprehensive program of religious instruction in coordination with a high quality, natural educational environment.

GENERAL INFORMATION

Administration

The voting members of King of Kings Lutheran Church elect the Board of Education at King of Kings Lutheran School. The basic objectives of the board lie in the planning of the educational programs of both the school and the congregation. The Principal is the Executive Officer and is responsible for the administration and supervision of the school program.

King of Kings Lutheran School Enrollment Policy

The purpose, personnel, and program of King of Kings Lutheran School are centered on the task of assisting Christian families of King of Kings Lutheran Church in educating their children. Other families are invited to enroll their children in our program recognizing that the religious teachings of King of Kings Lutheran School will proceed from the confessional standards of the Lutheran Church-Missouri Synod (found in Article 11, Constitution of King of Kings Lutheran Church.) King of Kings Lutheran School admits students of any race, color,

national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, athletic, and other school-administrated programs.

Based upon its philosophy that every child is viewed as a unique creation of God, it is the purposeful intent of King of Kings Lutheran School to provide a thorough and comprehensive program of religious and academic education.

To insure quality education at King of Kings, enrollment in each classroom will be processed to maintain teachable student-teacher ratios according to the Board of Education policies.

All students currently enrolled and in good standing will be offered re-enrollment for the following year during a registration period starting in January. Registrations will be processed in the following manner.

1. King of Kings Member
 - Re-enrollments
 - Brother/sister of re-enrolled students
 - New enrollments
2. Community Member
 - Re-enrollments
 - Brother/sister of re-enrolled student
 - Other LCMS members
 - Mission prospects
 - Other new enrollments

Priority will be given on the basis of the date paid application is received. Every attempt will be made to accommodate all persons applying for enrollment.

Required documentation

All students entering first through eighth must submit copies of a current report card and the most recent standardized test scores.

Kindergarten Admission

- 1) Children entering Kindergarten must be 5 years old before September 1.
- 2) Immunization Records
- 3) Early Childhood screening

Interview with the Principal – Prior to admission all families are required to meet with the principal. The purpose of this interview is twofold: to communicate the philosophy, purpose, and mission of the school and to learn about the family's expectations. An interview with the pastor can be requested concerning church membership.

Special Education – The screening test and required documentation are used to determine if King of Kings offers a program that will meet the educational needs of your child. Some students with mild to moderate special needs have been admitted. When a student is not admitted for educational reasons, it is because King of Kings is unable to provide services to meet the child’s needs. While we strive to offer the best possible education, there are times when we are unable to provide the kind of program that will meet the needs of a particular child. Students with learning disabilities, limited achievement, or behavior and/or emotional problems may be referred to Roseville District #623 Special Education Services for evaluation, diagnosis, and service upon parent/teacher request.

Child Custody: Court Documentation – The school must have a photocopy of any official court documents that outline the terms and conditions of any child custody. Please submit any updated information to the school office.

Probation of New Students – Each new student is automatically on probation for the first quarter at King of Kings. This gives the school an opportunity to evaluate the student’s academic and social adjustment to our program. If it is determined, during the course of the first quarter, that the child has not made an adequate adjustment to this program, the parents will be asked to withdraw their child from enrollment. We reserve the right to release any new enrolled student during the first year of enrollment if satisfactory academic and social levels of adjustment are not maintained.

Supporting School Policies – Parents who do not consistently support or are unable to agree with policies of the school, will be asked to withdraw their child from enrollment.

Cost of Educating A Child

King of Kings Lutheran School operates as part of the total Mission of King of Kings Lutheran Church. All members of King of Kings share in the cost of operating and maintaining our Christian Day School. Tuition and fees are just a fraction of what it costs to educate a child in our school. Tuition and fees are reviewed annually. King of Kings uses a tuition management, financial aid and admissions organization called TADS.

Waivers and Releases

Medical Release - permission for authorization of treatment

Media Release - permission for pictures or video for publishing

Technology & Internet Usage Agreement - guideline and consequences

School Directory Release - permission to publish phone numbers & address information.

Yearbook Release - publishing student's pictures
Field Trip Authorization - walking field trip permission
Terms & Conditions Pledge - parents pledge involvement, cooperation, encouragement, and to fulfill financial obligations

Fines

Library books are to be returned on time. Students who through negligence or carelessness cause damage to school property or lose library or textbooks will be asked to pay the amount of the damage and this will be billed through TADS.

School Communication

Telephone

School (651) 484-9206

Church (651) 484-5142

Children may use the phone only in cases of necessity and with permission from the teacher, principal, or secretary. Parents are requested not to call their children at school unless absolutely necessary. The school office is open from 8:00 a.m. – 4:00 p.m.

Royal Update

Each Friday, the school newsletter, "**Royal Update**", will be sent to all families via email. **Look for it, Access it, Read it!** This is our regular means of communicating with the home concerning daily, weekly, and monthly activities occurring in the school and congregation.

School Website and Social Media

All families are encouraged to visit the school website often (www.kingofkingslutherschool.org). Calendars, schedules, news and information will be updated frequently on the website. Families are also encouraged to follow King of Kings on Twitter (@kokroseville) and Facebook (koklutherschoolroseville).

TADS Educate

TADS Educate is another communication tool available to families. Bulletin boards on TADS Educate will also be used by teachers for sharing classroom assignments. Lunch orders are on TADS Educate as well. Parents are encouraged to become familiar with this site. The TADS Educate link is available on the school website.

Email

Each teacher and staff member has an email address for King of Kings. The address is their first initial, last name @kingofkingsroseville.org (Example: dmaser@kingofkingsroseville.org)

School Closings

In the event of extreme weather conditions, King of Kings will announce closings, early dismissals, or cancellation of events on local TV and radio stations. The school will be announced as "King of Kings Lutheran School." Families will also be notified via email regarding any schedule changes.

Attendance Policy

Minnesota compulsory attendance law (§120.10) requires that all children, ages 7-15 (inclusive), must attend public school or private school, "during the entire time that the school is in session any school year."

King of Kings Lutheran School Board of Education recognizes the direct relationship between attendance and achievement. Regular attendance in class is necessary if students are to receive adequate guidance through their class work and benefit from the discussions. All students are expected to attend class every school day. The progress of a student at school depends greatly on punctual and regular attendance.

Student and Parent Responsibilities

- 1) All students and parents are responsible for making sure the student attends class and is punctual every day school is in session.
- 2) Parents are responsible for contacting the school if the child is absent.
- 3) If a student is absent, the student is responsible for making up missed assignments.
- 4) Appointments for doctors and dentists should be made outside of school hours. In the event that this becomes impossible and an appointment is scheduled during the day, the parent should inform the school as far in advance as possible.
- 5) We urge you to carefully consider circumstances that keep your child out of school. Regular school attendance is related to the degree of success in school. Thank you for your cooperation in insisting that your child attend every day.

Absences

- 1) It is understandable that students may need to miss school for some of the following reasons: illness, medical appointments, death in the family, and other valid reasons.
- 2) The practice of taking children out of school for family vacations/travel and for other personal reasons during the school year is highly discouraged. If deemed necessary to take a child out of school, (1) the parents should notify the office in person, written note or email, at least one week in advance. (2)

Students will receive an Advance Make-up Form that he/she will give to each of their teachers. Assignments will be given, if available. (3) A copy of the completed form will be kept with the homeroom teacher and the original will be given to the student. (4) All assigned work is due on the day the child returns to class. If it is not finished upon return, the student may have to stay in at recess to complete their work. Missed tests/quizzes and other assignments are to be completed during school time at the teacher(s) earliest convenience.

- 3) When a student's total yearly absences exceeds 12 days, the parent must submit a written explanation to the Principal regarding the circumstances for additional absences.

Tardies

- 1) Arriving at school after the start of the day, without valid excuse as determined by the principal, is considered an unexcused tardy and will affect the student's attendance record.
- 2) When a student accumulates five unexcused tardies, the student will receive a detention (loss of recess). Each five unexcused tardies accumulated thereafter will result in another detention.
- 3) Students must be in their first period class prior to the 8:15 a.m. bell or they will be marked tardy. When students are tardy they must report to the office for a tardy slip to be admitted to class.

Truancy

When a student accumulates seven full consecutive days of unexcused absences, it is considered educational neglect and the school will file an educational neglect petition with county social services.

Student Absences and Parent Responsibility

- 1) When a student is absent from school, it is the responsibility of the parent/guardian to call or email the school office and homeroom teacher before 8:15 in the morning informing the school of the reason for the absence.
- 2) A doctor's note will be required for absences that extend beyond three consecutive days of school.

Attendance and After School Activities and Athletics

For participation in after school activities and athletics, students need to be in attendance for half of the day on the day of the event.

Leaving School

We want to know where our children are at all times during the day. They are not to leave the grounds except when going home at the end of the day, or if they have written permission allowing them to do otherwise.

Drop-Off and Pick-Up Procedures

Morning Drop-Off Procedures

- Prior to 8:00 a.m., all students should be dropped off on the West side (Dale Street) of the building.
- The gymnasium door is open from 7:00 a.m. until 8:00 a.m. All students coming to school during that time should enter through those doors and proceed directly to Extended Care.
- The drive on the west side of the building is a one-way drive going from south to north. This has been established to protect anyone from a potential accident.
- At 8:00 a.m. the main door (North door) is unlocked and children should enter through that door and proceed directly to their classroom.
- The drive in front of the building (North) is not designed as parking spaces. If you plan on entering the building please park in a designated parking space and enter the building. Please keep the no parking areas open for drop off only.
- Students riding the bus will be dropped off on the West (Dale Street) side of the building.

Afternoon Pick-up Procedures

- All children will be escorted to the designated pick-up destination.
- Children who go to extended care will be taken to the classroom where extended care is being held.
- Students involved in sports will be taken to extended care or a designated teacher for supervision until the coach arrives.
- Students who are being picked up by a parent immediately after school will be taken to the north (CA) side of the building.
- On the north side of the building the person picking up your child should park in a parking space that is closest to the building.
- Please do not park across the parking lot or along the front of the building. This creates some very dangerous situations where students have almost been hit by a car.
- In the interest of safety for your child please be waiting outside the vehicle so that the teacher can identify who is picking up your child.
- Students who are not picked up by 3:15 will be taken to Extended Care.
- Students riding the bus will wait inside on the west (Dale Street) side of the building.

Alternate Pick-up

In some instances plans are made or situations arise when another individual will transport your child after school. It is necessary that the school be informed of this change in transportation. This can either be a note that is delivered directly to the teacher in the morning or a message can be left in the office and the office will see to it that the teacher gets the message. In the interest of safety, if no message is delivered to the teacher we **will not** be able to allow your child to go home with that individual.

Extended School Care

Extended school care will be offered from 7:00 a.m. – 8:00 a.m. and 3:00 p.m. – 5:30 p.m. daily at King of Kings. We have trained staff to supervise the children.

Bus Service and Conduct

Bus Service – Roseville Public Schools (District 623) provides King of Kings students living in the Roseville School District transportation to and from school each day that District 623 is in session. District 623 coordinates and schedules locations and times at the beginning of each year. During the first few weeks of school late buses, route changes, schedule changes, and drivers unfamiliar with their routes can be expected.

If you make any changes in your child's transportation procedure, or your child brings a friend to or from school, (who is not part of the bus roster), please notify your child's teacher and the bus driver in writing.

Walking Areas for Students in grades 7 & 8 – State Law (MN Statute 123B.88) requires school districts to provide free transportation to all students living two miles or more from the school they attend. Because state funding is not provided to transport students living two miles or less from school, Roseville Area Schools will implement a transportation fee for students in grades 7 & 8 who live less than two miles from the school they attend. 7th & 8th grade students living less than two miles from school have the following options: **1)** walking to school, **2)** receiving a ride from a parent or guardian, **3)** car-pooling, or **4)** paying a fee to ride the school bus. Information regarding the option to pay can be obtained through the Roseville Area Schools.

Bus Service Reimbursement – If you are transporting your child by car from outside District 623 boundary lines, your home district will, in most cases, reimburse you for mileage traveled from your home to your district boundary. More information about this reimbursement can be obtained from the school office.

HEALTH RELATED INFORMATION

School Nurse

The Roseville Area Public School District provides our school nurse. She will spend scheduled time in our building and will be on call during other school hours. She will administer vision, hearing, and scoliosis screenings and maintain the student health records.

Health of Children

For each child to perform at his/her maximum, it is essential that he/she come to school with at least 10 hours of sleep and a good breakfast. Parents are asked to protect their own child as well as others by keeping a child home that is carrying an infectious disease or has a temperature of 100 or above. In case of strep throat, the child is to be kept home from school at least 24 hours after antibiotic treatment is started and until clinically well.

Physical Limitations

If any child has allergies or any physical limitations and needs special consideration on the playground or otherwise, this should be made known to the teacher and school nurse.

Accidents

Parents are asked to supply emergency information to facilitate contacting them regarding illness or accident. In case a child meets with an accident at school, the emergency medical service we will use is "911". Parents will be contacted immediately.

Physicals

Children are required to have a physical exam upon entering Kindergarten and prior to 7th grade. All students participating in athletics are required to have a physical on file. The school urges a yearly exam. Any student who is transferring to King of Kings is required to have a physical exam on file.

Immunizations

Students at King of Kings are subject to the requirements of the Minnesota State Immunization Law. State law requires that your child be immunized against seven diseases in order to enroll in a Minnesota School. To comply with the law and remain in school, you must submit appropriate documentation of your child's immunizations to the school principal or school nurse of the child's new school within 30 days of transfer. Schools will accept one of the following documents as evidence that your child has been immunized:

1. The health record from your child's previous school, which documents that your child has been completely immunized against measles, mumps, rubella, diphtheria, tetanus, pertussis, and polio. (If you have not already done so, please arrange to have these records sent to the school your child is now

attending, immediately.) If we have not received the health records within 30 days, you will be contacted and asked to supply the school with one of the following statements below.

2. A statement from a doctor or public clinic that your child has been completely immunized.
3. A statement from a doctor or public clinic that your child has had a least one dose of vaccine for each disease and is in the process of completing the series of vaccines for diphtheria, tetanus, pertussis, and/or polio. In this case you will be allowed 18 months to have your child complete the series.
4. A written copy of your record of your child's immunizations submitted by you without a doctor's signature. This letter or record must indicate that your child is completely immunized. For children 6 years and younger, completely immunized means 5 doses of DPT, 4 doses of polio, and a measles, mumps, and rubella shot given after 12 months of age (day, month and year). For children 7 years or older, completely immunized means at least 3 doses of DPT, 3 doses of polio, and measles, mumps, and rubella shots given after 12 months of age (day, month and year). A second MMR vaccine is required of some secondary students, 7th grade and above.
5. A legal exemption statement for any or all required immunization.

The 1998 Minnesota Legislature amended the School Immunization Law to include a Hepatitis B requirement. The revised law requires Hepatitis B immunization for Kindergartners and 7th graders. Hepatitis B immunization consists of a 3-dose series given over approximately 8 months.

CLASSROOM INFORMATION

Curriculum

The King of Kings Lutheran School curriculum has intentionally been built to prepare students academically and spiritually over the course of their years in attendance. Our children will be prepared for their next grade level due to the education they receive within our academic system. We use curriculum materials, both Christian and secular, from a variety of publishers that offer the best educational opportunities. The curriculum offered at King of Kings in general school subjects is similar to that of most elementary and middle schools following the Minnesota state standards. The areas of learning include:

Religion	Social Studies	Art
Reading	Mathematics	Music
Handwriting	Science	Physical Education
Spelling	Health	Spanish
Language Arts/English	Technology	German
Environmental Education		

Religious Instruction:

In keeping with the purpose of King of Kings Lutheran Church and School, the curriculum is based on the Word of God. The pupil has the opportunity of hearing and learning God's Word daily in all truth and purity.

Our school provides opportunity all day long to come to know Jesus who is "the Way, the Truth, and the Life" in a closer and more personal way. This is the daily aim and objective of the teachers and pastors in all classes.

In the lower grades the religious instruction chiefly consists of learning Bible stories and memorization with an application to real life situations. Instruction in the seventh and eighth grade includes preparatory material for confirmation. At the conclusion of instruction in the eighth grade students have the option to be confirmed at King of Kings Lutheran Church. Those students that do not wish to be confirmed at King of Kings are still required to complete all given course work and assignments for the seventh and eighth grade Religion classes. The Religious instruction during those two years constitutes the Religion requirement needed to graduate after eighth grade. Memorization of Bible selections, Bible history and truths with an application to real life, the six chief parts of Luther's Small Catechism, songs and prayers is carried on in all grades.

Music

The regular music curriculum at King of Kings is a comprehensive program that includes many facets of music, from music appreciation to reading music. There are multiple school choirs and music groups including handbells and recorders. The chief function of these choirs and groups is to perform at worship services and concerts. When a music group performs at an event, whether a church service or a concert it is necessary that members be in attendance. Parents are expected to communicate attendance issues to directors in advance.

Band

Students in **Grades 4-8** are invited to participate in the band program. Instrumental instruction and band rehearsals are during the school day. The band program consists of a beginner band and a concert band for more advanced musicians. A fee is charged for those wishing to participate in concert band. This fee covers the cost of a weekly instrument lesson in addition to materials. Payment for the band program will be charged to each family's TADS account.

Study Time

The students are given opportunities in school to complete most of their assignments. In cases where a child seems to be bringing home large amounts of homework, parents should arrange to discuss this with the child's teacher. Parents are asked to assist their children in home

study by providing proper study conditions, showing interest, and giving encouragement.

Report Cards

TADS Educate is the mode in which our teachers communicate the child's progress to the parents. Teachers will update the grades on a weekly basis.

Quarterly progress reports are issued for each pupil to show the child's progress in school. These progress reports are available on Fast Direct about one week after the quarter has ended. Specific dates will be published in the Royal Update.

To complement these grading periods, we schedule Parent-Teacher conferences after the first grading period and optional ones after the third quarter. Specific dates are listed on the school calendar. Additional conferences will be scheduled as needed. Parents are urged to make an appointment to discuss their child's progress with the teacher any convenient time after 3:15 p.m.

Any parent needing assistance logging on to their TADS Educate account, should contact the office.

Field Trip Policy

Field trips are designed as an extension of the King of King's classroom. When a field trip is planned it is expected that **all** students participate. Students who do not participate in field trips may find that he or she has missed a worthwhile experience that would have contributed to his or her classroom experience. Students who **do not** participate in class field trips will be required to complete appropriate homework that will be assigned at the teacher's discretion. Exceptions to this rule would include: a pre-arranged absence cleared with the teacher, an illness, or a doctor's note. When students are out on a field trip it is expected that they will behave in a manner that is reflective of Christ's actions.

Field Trip Permission

Parents sign a "Field Trip Permission" form authorizing the school to take children away from the school premises for the field trip experiences. Parents must watch the weekly Royal Update or notes from the teachers for details regarding each trip. Where there is cost involved, field trip fees will be added to student's TADS account.

School busses are often used, with each child required to pay an amount to cover the cost of the trip. However, some field trips organized by a teacher may require the use of vehicles. Before a parent can transport any students, the "Parental Volunteer Driver Statement" must be on file in the office. All overnight chaperones will be subject to a background check, and then receive a chaperone guidelines document to review and follow.

Outdoor Education

Students in **Grades 4-8** are involved in residential outdoor education programs. Grades 4 & 5 will visit the Harriet Alexander Nature Center periodically throughout the school year; grades 5 & 6 go to Camp Omega and Camp Luther on alternating years for three days; grades 7 & 8 go to Camp Widjiwagan in Ely, MN for four days alternating between fall and winter experiences. These programs provide expanded school days and intensive educational experiences utilizing the outdoors as the prime classroom and major resource. An additional fee is assessed for each participant for room/board and transportation. Like any other classroom day, **all** students are required to attend and participate.

Parties and Celebrations

Parties are usually planned to celebrate Christmas, other major holidays, or other special events. Teachers may use parents to help organize and bring food items. Each child may be assessed a small fee to repay costs if donations are lacking.

When it is a child's birthday, students may bring a treat in honor of his or her birthday. Parents are asked to speak with their child's teacher as to convenient times and snacks for such events. It is also important to discuss with the teacher any allergies that students may have. We do encourage children to realize that it isn't necessary to bring treats.

Extra-Curricular

To supplement and to enrich the curriculum at King of Kings, students are offered a variety of activities in athletics and after school enrichment programs

In **athletics** students in **Grades 5-8** have the opportunity to participate in a wide variety of both individual and team inter-scholastic sports. These activities include:

Boys' & Girls' Cross Country (Gr. 4-8)	Boys' & Girls' Volleyball
Boys' & Girls' Co-Ed Soccer	Boys' & Girls' Co Ed Softball
Girls' Basketball	Boys' Football (Gr. 7-8)
Boys' Basketball	Boys' & Girls Track & Field

Inter-scholastic competition is scheduled with area Christian Schools. King of Kings is a member of the Twin Cities Lutheran Athletic Association.

After school enrichment programs may include art, robotics, chess, science, and Legos.

Classroom Discipline

Just as Jesus Himself had to exercise discipline, teachers can expect to be confronted with situations that demand disciplinary action. Teachers will follow the guidance of God's Word as found in Matthew 18 in administering discipline, and will follow the example of God's Son as he showed love through His actions.

The teacher will tolerate actions acceptable for specific levels of growth and maturity, but will stop behavior that is contrary to God's will, or infringes on the right of others to receive the best education possible.

A student's spiritual maturity, self-respect, and respect for others will serve to control some inappropriate actions. Therefore, the first line of disciplinary action usually will take place between student and teacher.

Teachers will establish discipline procedures for their classrooms. Flagrant or repetitive disruptions may result in referral to the principal for disciplinary action. If a teacher needs to refer a student to the principal a referral form will be completed, with a copy mailed to the parents/guardians. After meeting with the principal, appropriate redirections or discipline will be discussed with the teacher and parents will be contacted.

The following disciplinary actions will be taken for accumulated referrals during the school year. Bold levels may be jumped to when a child brings any type of physical harm to another student (i.e. making physical contact, hitting, kicking, fighting etc.) or immoral activity unbecoming a Christian is exhibited (i.e. cheating, stealing, telling lies, swearing, using foul language, harassment/bullying, public disrespect for authority figures, etc.):

Appropriate redirections and discipline may include but is not limited to:

Loss of recess – Students will lose their recess privilege for a given period of time.

Loss of privileges – Students, due to their misbehavior, will not be allowed to attend or participate in future activities for a period of time. The nature of the action or behavior will determine the length of the loss of privileges.

Writing assignment – The student will complete an assignment on a specific topic related to the action or behavior and must be completed in a given length of time.

Separation from the class – This is a period of time the student spends away from the group activity.

Detention – The student will be assigned to complete a detention on a determined date. During this detention the student may engage in acts of service for the school, such as cleaning and tidying up classrooms. Students who receive a detention will call parents to notify them of the detention and when it needs to be served.

Suspension – In school or out – This is a period of time the student is restricted from attending school for serious or continued misbehavior. A

form, signed by the teacher and principal, will be sent home stating the reason for the suspension and duration of the suspension.

A suspended student may not participate in any school activity from the time the suspension begins until the time the student is allowed to return to school. Assignments will be provided for the student to complete so that he/she may stay current with their studies. Prior to returning to school, parents and student must meet with the principal.

Expulsion – When a student is a constant behavioral problem, continues to be a negative influence on peers, or commits a serious moral, ethical, or legal offense, this student may be removed from the school. The principal recommends all expulsions to the Board of Education for approval.

Policies

Grievance Policy

Christian education functions best when harmony exists. It is our hope that this harmony can be maintained throughout the year.

An Open Door Policy is in effect at King of Kings Lutheran School. This enables parents with concerns to schedule a time with the teacher to discuss the matter. If further discussion is needed, it should come before the school principal. If the concern is not resolved here it is presented to the Board of Education rather than individual board members.

In conflict situations or where there is a grievance, the persons involved should take the steps to resolve the problem by following our Lord's direction as found in Matthew 18:15-17:

“If your brother sins against you go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.”

1. The parent(s) should speak to the teacher with whom they have a conflict or grievance.
2. If there is no resolution, the parent(s) should meet with the teacher again, but the principal will also attend this meeting.
3. If there is still no resolution, the parent(s) should bring the matter to the attention of the Board of Education. This may be done by a formal written request addressed to the Board of Education chairperson.
4. The Board of Education will conduct whatever investigation is deemed necessary in response to the parent concerns. The decision of the Board of Education is final. A detailed summary

report of the concern(s), any investigation, and the Board of Educator's decision will be written and placed under file.

The goal of these steps is always to restore relationships and, in so doing, promote the sharing of the Gospel of Jesus Christ.

It is strongly recommended that all parties involved will document their communication. Documentation should include an action plan, parties involved, dates and signatures of all parties.

Harassment/Bullying Policy

It is the policy of King of Kings Lutheran Church and School to maintain learning and working environment, free from sexual and/or any other type of harassment. It is a violation of this policy for any member of the King of Kings community to harass any other person or persons through conduct or communications.

Harassment of or by any student shall not be tolerated. The school administration will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including dismissal. Individuals found to have made false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

Harassment has the purpose or effect of creating a negative impact on an individual's performance or of creating an intimidating, hostile or offensive environment and includes but is not limited to:

1. Verbal conduct such as derogatory comments and or jokes with intent to harass; threatening or obscene words spoken to another person; written communication that is intimidating and/or inappropriate for a student or adult Christian learning environment.
2. Visual conduct such as publicly displaying or making obscene gestures with the intent to harass; derogatory cartoons, drawings, pictures, gestures, posters or written words.
3. Physical conduct such as leering, assault, blocking normal movement, touching an individual's body or clothes in a sexual way, etc.
4. Sexual conduct such as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature.
5. Bullying – the repeated intimidation of others by any written or verbal expression, or physical act or gesture, or pattern thereof.
6. Threats and demands to submit to inappropriate requests.
7. Retaliation for reporting a violation or participating in an investigation.

Teachers will discuss this policy with their students at the beginning of the school year in age-appropriate ways and will assure students that they need not endure any form of harassment.

Anyone at King of Kings Lutheran School, who is subject to or witnesses harassment, should immediately report such conduct to the teacher, principal, or pastor.

Reporting Procedures

1. Any student who believes that he/she has been subjected to harassment in violation of this policy may complain to any staff member of King of Kings Lutheran Church and School with whom he/she feels comfortable. Parents should communicate complaints on behalf of children to their child's teacher, the principal, the Board of Education chairperson, or the pastor.
2. The adult receiving the complaint shall along with the complainant, promptly complete and forward a written statement of the facts to the principal or Board of Education chairperson.
3. A committee of two or more established by the Board of Education shall investigate all allegations brought to the Board of Education's attention promptly. The person against whom the allegation is made (or his/her parent or guardian if the alleged harasser is a minor) shall be notified in writing of the allegation(s) and may be provided an opportunity to respond during the course of the investigation. The investigation committee shall document its investigation and shall present a written report to the Board of Education at the conclusion of its investigation.
4. Following the investigation and after consultation with the pastor, appropriate action shall be taken as deemed necessary by the Board of Education. Such actions may include, but is not limited to:
 - admonishment
 - temporary removal from the classroom
 - deprivation of privileges
 - classroom or administrative detention
 - suspension – in school or out
 - exclusion
 - expulsion
 - dismissal and/or removal from position
 - others as determined
5. The complainant and accused (or his/her legal guardian) shall be informed in writing at the conclusion of the investigation that all allegations have been investigated and what action will be taken. Confidentiality, both of the complainant and the accused, will be respected consistent with the congregation's legal

obligations and with the necessity to investigate allegations of misconduct and to take appropriate remedial action.

6. Reports of harassment made in good faith shall not reflect adversely upon the complainant. The Board of Education will discipline or take appropriate action against anyone who retaliates against someone who has made a good faith report of alleged harassment.
7. Individuals found to have made false or frivolous charges may be subject to sanctions deemed necessary by the Board of Education.
8. Appropriate civil or criminal authorities shall be notified of any substantiated complaints when required by law.

Clothing Policy and Appearance

It is the parent's responsibility to take the leadership and guidance for what their child/children wears to school. Please make yourself familiar with these Board-approved guidelines. These guidelines are applicable to **ALL** King of Kings events, such as concerts, field trips, etc.

King of Kings requires all students to wear clothing that is a reflection of their Christian training and does not disrupt or distract from the educational process. As Christians, we should want to take certain pride in the way we present ourselves to the public. Therefore, the following guidelines are given to reflect our beliefs and values.

1. Students are encouraged to "dress up" for chapel services to show respect.
2. Clothing should be neat, clean, in good taste, and functional. There should be NO holes in clothing worn by both boys and girls.
3. Clothing should be of the appropriate size for the wearer. Pants must NOT drag on the ground or fall in folds around the feet. They must fit at the waist. They may NOT look baggy. Pants with any type of writing on the backside may NOT be worn.
4. Shorts and skirts should be of modest length. Modest length for shorts and skirts is when the hem exceeds finger length when placed at your side. Must be appropriate when initially observed.
5. Clothes may NOT have any offensive words or pictures on them, such as skulls, innuendos, or alcoholic beverages. NO halter or midriff tops may be worn. A t-shirt must be worn under any tank or spaghetti strap top. Shirts and dresses must have sleeves.
6. Tight fitting clothing is not acceptable. Undergarments must be worn and not exposed. Leggings, yoga style pants, athletic leggings, or any similar item may only be worn with skirts, shorts, long shirts that meet the length requirement, tunics, or dresses.

7. Shoes should not present a danger to the wearer. Flip flops are NOT to be worn at any time during the school day. For student safety, tennis shoes that tie or are secured in some way must be worn during P.E. class. Shoes with wheels are NOT allowed.
8. Ears may be pierced but other parts of the body may not be pierced.
9. Make-up may NOT be worn prior to seventh grade. The use of excessive make-up projects an unfavorable image. Students will be asked to remove excessive make-up.
10. NO hats or hoods are to be worn in the building during the school day.
11. Coats are not to be worn in the classroom. Students should wear warmer clothing if the building seems cool.
12. Students should come prepared for outdoor activities by having the appropriate outer wear: i.e. boots, mittens, scarves, rain gear, snow pants or snowsuits.
13. It is our recommendation that all items be labeled with the student's name.

If there is a violation of the above rules, the student will be asked to change into their P.E. uniform or cover up the offending clothing. If this can't be done the student will call home to get appropriate clothing. Recurring problems will result in a meeting with parents and principal to determine appropriate action.

Royals Logo Wear Days

Occasionally days will be set to show pride in our school. On the designated days, students are asked to wear their King of Kings logo wear. Also, when students are going on a field trip, they are asked to wear their King of Kings logo wear for the day. Order forms for logo wear are available in the school office or on the school website

Lost and Found

King of Kings will provide accessible housing for "lost" materials during the school year. All unclaimed materials will, following each quarter, be given away.

Recess

All students participate in outdoor recess daily, weather permitting. Students may bring equipment such as balls, bats, etc. to play with, with the teacher's permission. Please label all equipment. **Parents need to make sure their children have clothing appropriate for the weather.**

Gum Chewing

Gum chewing is **not** allowed at King of Kings. Students chewing gum will have the gum confiscated and be given a warning. The second time they are chewing gum the parents will be called.

Lunch and Snacks

We encourage parents to send nutritious foods for snacks and lunch. No pop is allowed except for special occasions announced by the teachers. To encourage healthy eating, fruits, vegetables, cheese and crackers will be allowed for morning snacks.

Use of Cell Phones and Social Media

We are a society that is reliant on our cell phones, internet, and the need to be in constant contact with our family and friends. Our students are no different. The vast majority of our upper grade students has a cell phone and belongs to one or more social media websites. It is our hope that our King of Kings Family is using these avenues of communication in positive ways.

“Let the words of my mouth (my text messages and Facebook posts) and the meditation of my heart be acceptable in your sight, O Lord, my Rock and my Redeemer.” Psalm 19:14

Portions of that verse are not in the original translation! However, it is a reminder that what we say or do should always make the Good Lord smile. We are responsible for our words and actions no matter where we are even if we type those words instead of saying them aloud for people to hear.

A major issue across our country that our society is dealing with is cyber bullying. It is defined as the ‘use of the internet, cell phone, or other technology to harass, embarrass, or threaten another person’. We pray that this and other inappropriate texts/posts don’t happen at King of Kings.

Cell Phones

Cell phones of any kind are **NOT** allowed at King of Kings during the hours of 8:15 a.m. – 3:00 p.m. Cell phones also are not to be used in Extended Care without prior permission of the Extended Care Supervisor. If a phone is seen or heard at school it will be confiscated. The school’s phone is available for students to use when it is necessary. Parents should also use the school’s number to leave a message for their child.

Social Media

Facebook and other social media sites are not to be accessed by students at any time using computers owned by King of Kings unless specific permission is granted. Always keep in mind that you are representing yourself, your family, your school, and most importantly your Lord when you are posting messages online. No inappropriate comments should be made about teachers, parents, or other students of

the King of Kings community. You will be held accountable for your words in texts/posts.

Inappropriate texts/posts are determined the same way we treat the words that come out of our mouths. At King of Kings, we use three simple questions – Is it true? Is it necessary? Is it kind? If you cannot say yes to all three, you've done something wrong. Texts/posts referring to a teacher, parent or student in our King of Kings family that are deemed inappropriate need to be shared with the principal. The principal will only address instances where there is documented proof of the text/post. It is simple; save it, and show the principal. The principal cannot handle situations where there is no evidence of such a text/post. When notified with documented proof, the principal will handle the situation in a Christ-like manner, encouraging forgiveness and restoring the relationship that has been hurt. Consequences will result according to the discipline policy in the handbook. Parents are encouraged to be aware of their child's use of social media on a regular basis.

What We Ask Of Our Parent(s)/Guardian(s)

Cooperation: The word means working together. We, as a school, realize that the responsibility for the soul of the child rests upon the parents. The school is an assisting agency. As a church we have the responsibility to bring the life of Jesus to all people, and to teach them to observe all things God has commanded. In such an important matter of responsibility, we need to work together in love. Our prayers for you and your prayers for us are always important.

If you have any concern regarding your child's education, please consult your child's teacher. Only by being aware of any problems can we begin to solve them.

Encouragement: Encouragement, not flattery, will do much to help. Encouraging a child to overcome difficulties, rather than bypassing them, may be more difficult to do, but such action will produce traits in the child that will last through his/her life.

Church and Sunday School Attendance

In keeping with the program of religious training in the school, all pupils are expected to attend Worship Services with their family. The example of the parents in this regard will either support the teachings learned in school or contradict them. Also, it is encouraged that the students participate in Sunday School or Bible Class programs offered by their church. To assist the parents, church attendance is recorded on the Progress Report.

King of Kings Worship Services and Sunday School classes are as follows: **Sundays:** 8:30 a.m. Classic Worship
9:45 a.m. Sunday School & Bible Classes
11:00 a.m. Alternate Worship

Volunteering

Each family is asked to complete volunteer work during the course of the school year. There is an expectation of ten volunteer hours per parent per school year. A variety of volunteer opportunities are available such as work in the classrooms, school events, King of Kings Community Boosters events, and other school related activities. The opportunity to sign up for many of these activities is at Back to School Night held in August.

King of Kings Community Boosters

The King of Kings Community Boosters is an organization that seeks to help King of Kings carry out its goals in Christian education by; 1) serving as a liaison between the church, school and home; 2) helping parents understand and appreciate their children; 3) helping teachers become better acquainted with the parents; 4) developing a closer relationship between the home and school through cooperation between parents and teachers; and 5) serving through various volunteer programs.

Membership in the Boosters is open to a wide range of individuals, including all parents who have children enrolled in the school. One's membership is established by attending the regular Booster meetings which are held at least three times a year.

The Boosters fund its programs and events and provides financial support for various special needs of the school through two major fundraisers each year – the Non-Public School Marathon and the Silent Auction/Dinner. The Boosters also administer several ongoing, minor fundraising programs, including General Mills Box Tops for Education, and Funding Factory's printer cartridges.

Student Information

Student Responsibility

Each year at King of Kings students are asked to accept his or her God-given responsibility ***“to grow in wisdom and in stature and in favor with God and man” (Luke 2:52).***

Students are asked to abide by the following Student Code

I want to attend King of Kings to receive a Christ-centered education. I will work hard each day to develop my God-given talents to the best of my ability. With the help of God:

1. I will show that Jesus is a part of my life by being responsible for my actions, which shows love towards others.
2. I will treat others with love, kindness, patience, and in a spirit of forgiveness.
3. I will show respect to a teacher, pastor, coach, or any adult by listening carefully and following their instructions.
4. I will keep my hands, arms, feet, and legs to myself.

5. I will treat others with respect by calling them by their given name. I will not make fun of or put down fellow students or adults.
6. I will use words and actions that glorify Christ.
7. I will dress according to the school clothing and appearance policy.

I understand that if I do not follow these expectations I will accept the appropriate consequences for my behavior.

Faculty/Staff

Mr. Dan Maser	Principal / Athletic Director
Mrs. Diane Kohler	School Secretary
Miss Emily Meyer	Kindergarten
Mrs. Jan Schrader	Grade 1
Miss Jennifer Schultze	Grades 2 & 3
Mr. Nathaneil Schmidtke	Grades 4 & 5
Mrs. Hannah Incitti	Grades 6-8
Mr. Andrew Hulke	Grades 6-8
Mr. Keith Esala	Band / 8 th English / 6 th Religion
Mrs. Amanda Adkins	Preschool Director/Teacher
Mrs. Mary Ann Nagengast	Preschool Teacher
Miss Sarah Culbert	Preschool Teacher
Mrs. Barb Eng	Preschool Teacher Aide
Mrs. Tarrie Cublert	Preschool Extended Care
Mrs. Rebekah Jorgensen	Music Director / German / Pre-Algebra
Mr. Doug Johnson	K-8 Physical Education
Pastor Steven Bielenberg	Senior Pastor, 8 th Grade Confirmation
Pastor Vue Lee	Associate Pastor
Mrs. Sally Schuster	Director of Christian Education
Ms. Linda Wood	Business Manager
Mr. Troy Cook	Extended Care
Mr. Dave Cook	Facilities Manager
Mrs. Mary Jo Marsh	Librarian
Mrs. Kim Scholten	Hot Lunch Coordinator
Mrs. Mary Ann Mathews	School Nurse



(revised October 2017)

