

King of Kings Lutheran School Handbook

*“Make known the love of
Christ by word and deed.”*



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www.kingofkingslutherschool.org

An NLSA Accredited School

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School Calendar

[2020-2021 School Calendar \(PDF\)](#)

Mission and Values

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 the goals, purposes, and the very existence of King of Kings Lutheran School is 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 parents as fellow members of the Body of Christ.

King of Kings Lutheran School is committed to 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.

King of Kings Lutheran School is a Christ-Centered Community of Learners. In a Christian community, the will and love of God gives direction for the daily activities of all members of the community as we strive for excellence in all we do. It is essential for students, faculty, and staff members to agree that certain basic relationships must exist within this community in order to achieve the mission of King of Kings Lutheran Church and School.

Standards for Excellence

Accordingly, the following serves as expectations for relationships among all involved in the King of Kings community:

- Honors God in prayer, chapel, daily conversations and actions.
- Honors self by being faithful, loving, cooperative, and demonstrates this by:
 - a. Completing tasks on time.
 - b. Being responsible for their own work.
 - c. Being faithful in the tasks of teaching and learning.
 - d. Requesting help and assistance as needed.
 - e. Choosing language and actions that are appropriate.
- Honors others by caring, helping, and supporting them. This is

demonstrated by:

- a. Honoring students as unique gifts of God.
- b. Honoring teachers, administrators, and staff as leaders who God has provided.
- c. Arriving in classrooms on time, being courteous and attentive, and not disruptive.
- d. Respecting school and others' property as precious gifts of God, and reporting misuse or theft.
- e. Seeking to love and honor others in choice of words, tone and body language.
- f. Seeking to be fair and objective.
- g. Accepting and cherishing educational, economic, ethnic and cultural diversity.
- h. Seeking help, reconciliation, peace, and forgiveness when a problem occurs.

General Information

Administration

The voting members of King of Kings Lutheran Church elect the Board of Christian Education at King of Kings Lutheran School. The basic objectives of the Board lies 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, athletics and other school-administered 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 ensure quality education at King of Kings, enrollment in each classroom will be processed to maintain teachable student-teacher ratios according to the Board of Christian 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.

Admissions Process

The application steps are as follows:

- Completion of [online application form](#)
- Family interview with the Principal
- Schedule a shadow day (strongly recommended)
- Submission of current school transcripts or records (Gr. 1-8)
- Submission of teacher evaluation forms (Gr. 2-8)
- Completion of admission testing (Gr. 2-8)
- Completion of Student (Gr. 2-8) and Parent Questionnaire (Gr. K-8)
- Submission of IEP or severe medical conditions
- Receive acceptance email from TADS
- Completion of Application for Financial Aid (if applicable)

Requirements for Kindergarten Admission

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

Interview with the Principal

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.

Shadow Day

The purpose of the shadow day is for the child to come and experience a day in the classroom. This will also provide the staff an opportunity to get to know the child and access academic progress and social interactions with others. During the shadow day, parents are welcome to meet with administration to learn more about the school and community. Shadow days can be scheduled anytime during the regular school day. The different grade level shadow days are as follows:

- Preschool - up to an hour in the classroom with parents
- Kindergarten - up to an hour in the classroom without parents
- Grades 1 and 2 - half day in the classroom without parents
- Grades 3 through 8 - full day in the classroom without parents

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 the student. 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 student. 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 student has not made an adequate adjustment to this program, the parents/guardians will be asked to withdraw their child from enrollment. We reserve the right to release any newly enrolled student during the first year of enrollment if satisfactory academic and social levels of adjustment are not maintained.

Supporting School Policies

Parents/Guardians who do not consistently support or are unable to agree with the 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 church members share 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

These waivers and releases are a part of the TADS Enrollment Forms

- 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 and 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

Students who through negligence or carelessness cause damage to school property or lost library or textbooks will be billed through TADS for the amount of the damage or replacement cost.

School Communication

School (651) 484-9206

Church (651) 484-5142

Students may use the phone only in cases of necessity and with permission from a staff member. Families 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

The “Royal Update” is the school’s weekly newsletter and is sent to all families via email on Fridays. This is the 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](#) for updated information. Families are also encouraged to follow King of Kings on Twitter (@kokroseville) and Facebook (koklutherscholaroseville).

TADS Educate

[TADS Educate](#) is another communication tool available to families and is available on the school website. Bulletin boards on TADS Educate are used by teachers to share classroom assignments along with lunch orders. Families are encouraged to become familiar with this site.

Email

Each teacher and staff member has a King of Kings email address. The address is their first initial last name@kingofkingsroseville.org
(Example: jschutte@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, radio stations, email and social media accounts. Families will be notified via email regarding any following schedule changes.

Attendance Policy

Minnesota compulsory attendance law (§120.10) requires that all children, ages 7-15 (inclusive), must attend a 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

- All students and parents/guardians are responsible for making sure the student attends class and is punctual every day school is in session.
- When a student is absent from school, it is the responsibility of the parent/guardian to call or email the office and homeroom teacher before 8:15 in the morning informing the school of the reason for the absence.
- If a student is absent, the student is responsible for making up missed assignments.
- A doctor's note will be required for absences extending beyond three consecutive days.
- Appointments for doctors and dentists should be made outside of school hours. In the event that this becomes impossible, the parent/guardian should inform the school as far in advance as possible.

- 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.

Absences

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.

The practice of taking students 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 student out of school:

- The parents/guardians should notify the office in person, written note or email, at least one week in advance.
- Students will receive an Advance Make-up Form that they will give to each of their teachers. Assignments will be given, if available.
- A copy of the completed form will be kept with the homeroom teacher and the original will be given to the student.
- All assigned work is due on the day the student returns to class. If it is not finished upon return, the student may have to stay in during recess to complete their work. Missed tests/quizzes and other assignments are to be completed during school time at the teacher's earliest convenience.
- When a student's yearly absence exceeds 12 days, the parents/guardians must submit a written explanation to the Principal regarding the circumstances for additional absences.

Tardies

Arriving at school after the start of the day, without a valid excuse as determined by the Principal, is considered an unexcused tardy and will affect the student's attendance record.

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.

When five unexcused tardies are accumulated, the student will receive a detention. Each five unexcused tardies accumulated thereafter will result in another detention.

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.

Attendance and After School Activities and Athletics

For participation in after school activities and athletics, students need to be in attendance by 10:00 a.m. on the day of any event.

Leaving School

It is important for the school to know where students are at all times during the day. Students are not to leave the grounds except when going home at the end of the day or to participate in team activities at Concordia Academy.

Drop-Off and Pick-Up Procedures

Morning Drop-Off Procedures

- The gym entrance (door #3) is open from 7:00 a.m. until 7:50 a.m. All students coming to school during that time should enter through those doors and proceed directly to Extended School Care.
- The drive on the west side of the building is a one-way drive going from south to north.
- At 7:50 a.m. the main entrance (door #1) is unlocked and students should enter through that door and proceed directly to their classroom. *Special entrance for 2020-2021 only*
 - Students in Grades 1-4 will enter through the gym entrance.
 - Students in Grades PK-K will enter through Door #2.
 - Students in Grades 5-8 will enter through the main entrance.
- 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 at the west entrance.

Afternoon Pick-up Procedures

- All students will be escorted to the designated pick-up destination.
- Students who go to Extended School Care will be taken to the classroom where extended care is being held.
- Students involved in sports will be taken to Extended School Care or a designated teacher for supervision until the coach arrives.
- Students who are being picked up immediately after school will be taken to the main entrance of the building.
- All drivers should park in a parking space.
- In the interest of safety for your student, please be waiting outside the vehicle so that the teacher can identify who is picking up your student..
- Students who are not picked up by 3:15 will be taken to Extended School Care.
- Students riding the bus will wait inside at the Door #2.

Alternate Pick-up

When another individual will transport your student after school, it is necessary that the school be informed of this change in transportation. In the interest of safety, if no message is received, the teacher will not be able to allow your student to go home with that individual.

Extended School Care

Extended School Care will be offered daily from 7:00 a.m. – 7:50 a.m. and 3:00 p.m. – 5:00 p.m. Any changes to the school schedule may alter this service.

All families using this service must read the [Extended School Care Handbook](#)

Bus Service and Conduct

Roseville Area Public Schools ISD 623 provides transportation for students at King of Kings who live within the district boundary lines. ISD 623 coordinates and schedules locations and times at the beginning of each year and will provide services according to the ISD 623 school calendar. During the first few weeks of school, it can be expected to have late buses, route changes, schedule changes, and drivers unfamiliar with their routes.

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

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. Grade 7-8 students living less than two miles from school have the following options:

- walking to school
- receiving a ride from a parent or guardian
- car-pooling
- paying a fee to ride the school bus (information regarding the option to pay can be obtained through the ISD 623)

Bus Service Reimbursement

Families who transport students by car from outside ISD 623 boundary lines may receive a school transportation reimbursement from the home resident school district. More information about this reimbursement can be obtained from the school office.

Health Related Information

School Nurse

Roseville Area Public School ISD 623 provides our school nurse. The nurse will spend scheduled time in our building and will be on call during other school hours. This service will include administering vision, hearing, and scoliosis screenings, along with maintaining student health records.

Health of Children

In order for students to perform their best in school, it is essential that they receive the recommended amount of sleep (9-12 hours) and eat a good hearty breakfast. Parents/guardians are asked to keep their child home when carrying an infectious disease or has a temperature of 100 or above. In case of strep throat or other contagious infections, students are to be kept home from school at least 24 hours after antibiotic treatment has started or longer based on physician recommendation.

Physical Limitations

Students with allergies or other physical limitations or needs should be made known to the school and school nurse.

Accidents

Emergency information needs to be updated to facilitate communication regarding illness or accident. "911" will be called for all immediate emergencies.

Parents/guardians will be contacted for all accidents.

Physicals

Students are required to have a physical exam upon entering Kindergarten and prior to 7th grade. The school urges a yearly exam. All students participating in athletics are required to have a sports physical on file. 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 students be immunized in order to enroll in a Minnesota School. To comply with the law and remain in school, families must submit appropriate immunization documents to the school office or school nurse.

The following documents will be accepted as evidence of student immunizations:

- Updated health records from previous school within 30 days of enrollment.
- A statement from a doctor or public clinic stating immunizations have been completed.
- A statement from a doctor or public clinic stating at least one dose of vaccine for each disease and is in the process of completing the series of vaccines. In this case you will be allowed 18 months to have your child complete the series.

- A written copy of student record submitted by parent/guardian, without a doctor's signature, stating completion of immunization.
- A legal exemption statement for any or all required immunizations.

Classroom Information

Curriculum

The school curriculum has intentionally been built to prepare students academically and spiritually throughout their academic career at King of Kings. Curriculum materials, both Christian and secular, are used from a variety of publishers that offer the best educational opportunities. The curriculum offered in general and core subjects are similar to most elementary and middle schools following the Minnesota state standards. 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		

Biblical Instruction

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

Our school provides opportunities 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 intentional instruction happens in all classes and areas of school.

In all grades, biblical instruction chiefly consists of learning Bible stories and memorization with an application to real life situations. Students in Grades 7 - 8 who are also members of King of Kings Lutheran Church will participate in confirmation class on Sunday morning. It will cover the Six Chief Parts of Luther's Small Catechism, as well as encourage the ongoing fellowship and disciplines of life in the church (worship, service, prayer, devotional life, etc.). Memorization of Scripture and Catechism, Worship Notes, and service will be included in all 7th and 8th grade curriculum.

Music

The music curriculum at King of Kings is a comprehensive program that includes many facets of music. The chief function of the choirs and other music groups are to perform at worship services and concerts. When a music group performs at an

event, it is necessary for members to be in attendance. Parents/Guardians 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 the student's TADS account.

Study Time

Students are given opportunities in school to complete most of their assignments. In cases where students seem to be bringing home large amounts of homework, parents/guardians should arrange to discuss this with the teacher. Parents/Guardians are asked to assist their children in home study by providing proper study conditions, showing interest, and giving encouragement.

Report Cards

Teachers communicate each student's progress to the families through TADS Educate. Teachers will update the grades on a weekly basis. Quarterly progress reports are issued to show student's academic progress. These progress reports are available on TADS Educate about one week after the quarter has ended. Any assistance needed to login or navigate through TADS Educate should contact the school office.

To complement these grading periods, Parent-Teacher Conferences are scheduled after the first grading period and optional conferences requested by teacher or parent/guardian after the third quarter. Specific dates are listed on the school calendar. Additional conferences may be scheduled as needed. Parents/Guardians are urged to make an appointment to discuss their child's progress with the teacher.

Field Trip Policy

Field trips are designed as an extension of the King of King's classroom. It is expected that all students participate in class/school field trips. Students who do not participate in class field trips may be required to complete appropriate homework that will be assigned at the teacher's discretion. When students are out on a field trip, it is expected that they behave in a manner that is reflective of Christ's actions. *Field trips will be limited this year due to COVID-19.*

Field Trip Permission and Transportation

Parents/Guardians sign a "Field Trip Permission" form authorizing the school to take students away from the school premises for field trip experiences. Field trip fees will be added to the student's TADS account when costs are involved.

When busses are used, students will be charged an amount to cover the cost of the trip. Some field trips may require the use of personal vehicles. Before a parent/guardians 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 3-8 are involved in outdoor education programs. Grades 3-4 will visit the Harriet Alexander Nature Center periodically throughout the school year during the regular school day. Grades 5-6 will go to Camp Omega for three days. Grades 7-8 will attend Camp Luther in Three Lakes, WI for five days. The overnight programs provide expanded school days and intensive educational experiences utilizing the outdoors as the prime classroom and major resource. An additional fee is included in student TADS agreements at the beginning of the school year. All students are required to attend and participate.

Parties and Celebrations

Parties are usually planned to celebrate Christmas, major holidays and other special events. Teachers may request help to organize and provide food items. Students may be assessed a small fee to repay costs if donations are lacking. *Shared items will be limited this year due to COVID-19.*

Students may bring a treat in honor of their birthday. Parents/Guardians are asked to speak with their child’s teacher for convenient times and snacks for such events. It is important to discuss all classroom allergy concerns if food is being provided.

Extra-Curricular

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

In athletics, a variety of sports options are offered to students. These activities include:

Boys’ & Girls’ Cross Country (Gr. 5-8)	Boys’ & Girls’ Volleyball (Gr. 5-8)
Boys’ & Girls’ Co-ed Soccer (Gr. 4-8)	Boys’ Football (Gr. 7-8)
Boys’ & Girls’ Co-ed Softball (Gr. 5-8)	Boys’ & Girls’ Basketball (Gr. 5-8)
Boys’ & Girls’ Swimming (Gr. 5-8)	Boys’ & Girls’ Track & Field (Gr. 3-8)

Athletic competitions are scheduled with area Christian schools. King of Kings is a member of the [Catholic Athletic Association](#).

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

Classroom Discipline

An important part of the educational experience is learning the skills necessary to live in a community of people. Among those skills are learning self-discipline, positive interaction with others, cooperation and sacrifice for the good of the community. We realize that we live in an imperfect world and the community of King of Kings is no different. We also recognize that we live under the forgiveness and love of Jesus Christ, and it is through that relationship our instruction, discipline and honor for one another is established and strengthened.

Discipline is a part of the discipling process whereby the staff uses God's tools of instruction and correction to help us grow and mature as disciples of Christ. The staff will strive to enable that to happen by seeking to communicate effectively so students have a clear understanding of acceptable practices and behavior, their underlying purposes, resulting consequences (positive and negative) and God's process of change for our lives. The staff will also strive to shepherd our students by seeking to provide a consistent environment and constant reinforcement and reminders.

Discipline becomes necessary when a member of the King of Kings community responds in a way that is contrary to God's will and/or is disruptive to the learning environment of the school. The purpose of discipline is to help students recognize the error, accept the forgiveness needed, learn and grow from appropriate consequences and be renewed through the experience.

Consequences

Appropriate consequences for may include but is not limited to:

- **Loss of recess** - The student will lose recess for a given period of time.
- **Loss of privileges** - The student 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** - The student will be separated from the group activity for a period of time.
- **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** - 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 the duration of the suspension. This may be in the form of an in-school or out-of-school 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 help stay current with the rest of the class. Prior to returning to school, parent/guardian and student must schedule a re-entry meeting with the principal.

- **Expulsion** - When a student shows 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 Christian Education for approval.

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.), consequences may move immediately to a higher level.

Policies

Grievance Policy

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

In conflict situations or where there is a grievance, the persons involved should take 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/guardian should speak to the teacher with whom they have a conflict or grievance.

2. If there is no resolution, the parent/guardian should meet with the teacher again with the Principal also in attendance.
3. If there is still no resolution, the parent/guardian should bring the matter to the attention of the Board of Christian Education. This may be done by a formal written request addressed to the Board of Christian Education chairperson.
4. The Board of Christian Education will conduct whatever investigation is deemed necessary in response to the parent concerns. The decision of the Board of Christian Education is final. A detailed summary report of the concerns, any investigation, and the Board of Christian Education'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 a 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 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:

- 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.
- Visual conduct such as publicly displaying or making obscene gestures with the intent to harass; derogatory cartoons, drawings, pictures, gestures, posters or written words.
- Physical conduct such as leering, assault, blocking normal movement, touching an individual's body or clothes in a sexual way, etc.

- Sexual conduct such as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature.
- Bullying, which is the repeated intimidation of others by any written or verbal expression, or physical act or gesture, or pattern thereof.
- Threats and demands to submit to inappropriate requests.
- 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. Students who believe they have been subjected to harassment in violation of this policy may complain to any staff member of King of Kings Lutheran Church and School. Parents/Guardians should communicate complaints on behalf of children to their child's teacher, the principal, the Board of Christian 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 Christian Education chairperson.
3. A committee of two or more established by the Board of Christian Education shall investigate all allegations brought to the Board's attention promptly. The person against whom the allegation is made, or parent/guardian if the alleged harasser is a minor, shall be notified in writing of the allegations 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 Christian 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 Christian 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-of-school)
 - exclusion
 - expulsion
 - dismissal and/or removal from position

- others as determined
5. The complainant and accused, or parents/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 Christian 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 Christian 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 parents/guardians responsibility to take the leadership and guidance for what their child wears to school. 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 a certain pride in the way we present ourselves to the public. Therefore, the following guidelines are given to reflect our beliefs and values.

- Students are encouraged to “dress up” for chapel services to show respect.
- Clothing should be neat, clean, in good taste and functional. There should be no holes in clothing.
- 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 are prohibited.
- 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.
- 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.
- 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.

- 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 prohibited.
- Ears may be pierced but other parts of the body may not be pierced.
- Make-up may not be worn prior to seventh grade. Students wearing excessive make-up will be asked to remove it.
- No hats or hoods are to be worn in the building during the school day.
- Coats are not to be worn in the classroom. Students should wear warmer clothing if the building seems cool.
- Students should come prepared for outdoor activities by having the appropriate outerwear (i.e. snowgear, rain gear).
- It is our recommendation that all items be labeled with the student's name.
- Face coverings are considered a clothing item and must follow the same guidelines.

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

Students may be asked to wear their King of Kings logo wear to show school pride on certain days throughout the school year (i.e. field trips, National Lutheran Schools Week, special school/grade level events). Order forms for logo wear are available on the [school website](#) or in the school office.

Lost and Found

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

Recess

All students participate in daily outdoor recess, weather permitting. Students may bring equipment, such as balls, bats, etc. with the teacher's permission. Please label all equipment. Parents/Guardians need to make sure their child has appropriate clothing 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. Parents/Guardians will be called for a second offense.

Lunch and Snacks

We encourage families 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 have a cell phone and belong to one or more social media websites. It is our hope that our King of Kings families are using these avenues of communication in positive ways.

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

(this includes text messages and social media posts)

In this ever changing world of technology, this bible verse is a reminder that what we say or do should always make God 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.

Cyber bullying is defined as the use of the internet, cell phones, or other technology to bully, harass, embarrass, or threaten another person. We pray that this and other inappropriate texts/posts do not 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 School Care without prior permission from the Extended School Care staff. If a phone is seen or heard at school, it will be confiscated. The school phone is available for students to use when it is necessary. Parents should also use the school number to leave a message for their child to help prevent distractions in the classroom.

Social Media

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?

All three questions must be answered “yes” before the message is sent. Inappropriate texts/posts referring to a staff member, parent or student in our King of Kings family need to be shared with the Principal. The Principal will only address instances where there is documented proof of the text/post. If you happen to view any of these inappropriate messages, 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/Guardians are encouraged to monitor or 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. King of Kings realizes the responsibility for the soul of the child rests upon the parents/guardians, with the school as an assisting agency. As a church, we have a 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 concerns 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 a lifetime.

Church and Sunday School Attendance

In keeping with the religious training of the school, all students are expected to attend worship services with their families. This positive example parents/guardians can provide will either support the teachings learned in school or contradict them. It also encourages Sunday School and Bible Study participation. To assist the parents/guardians, 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.	Traditional Worship
9:45 a.m.	Sunday School and Bible Study
11:00 a.m.	Contemporary 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/guardian 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.

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:

- serving as a liaison between the church, school and home;
- helping families understand and appreciate their children;
- helping teachers become better acquainted with the parents/guardians;
- developing a closer relationship between home and school through cooperation between families and teachers;
- serving through various volunteer programs.

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

The Boosters fund these events and provide financial support for various special needs of the school through its major fundraiser, Royals Night. The Boosters also administer several ongoing minor fundraising programs, including General Mills Box Tops for Education, Amazon Smile and Scrip.

Student Information

Student Responsibility

Each year, students are asked to accept their God-given responsibility *“to grow in wisdom and in stature and in favor with God and man”*(Luke 2:52).

Student Code

Students are asked to abide by the following Student Code:

1. I want to attend King of Kings to receive a Christ-centered education.
2. I will work hard each day to develop my God-given talents to the best of my ability.
3. With the help of God,
 - I will show that Jesus is a part of my life by being responsible for my actions, which shows love towards others.
 - I will treat others with love, kindness, patience, and in a spirit of forgiveness.

- I will show honor to staff, pastor, coach or any adult by listening carefully and following their instructions.
- I will keep my hands, arms, feet, and legs to myself.
- I will treat others with honor by calling them by their given name. I will not make fun of or put down fellow students or adults.
- I will use words and actions that glorify Christ.
- 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. Jay Schutte	Principal
Mrs. Katie Miller	Office Administrator
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
Mrs. Amanda Adkins	Preschool Director/Teacher
Miss Sarah Culbert	Preschool Teacher
Mrs. Mary Ann Nagengast	Preschool Teacher
Mrs. Barb Engh	Preschool Teacher Aide
Open Position	Preschool Extended Care Supervisor
Mrs. Mackenzie Doraska	Kindergarten
Ms. Jazmine Duwenhoegger	Grade 1, PE Grades K-4
Miss Jennifer Schultze	Grades 2
Mr. Nathaniel Schmidtko	Grades 3-4, PE Grades 5-8, Athletic Director
Mr. Michael Boll	Grades 5-8, Grades 5-6 Homeroom
Miss Cara Schmidtko	Grades 5-8, Grade 7 Homeroom
Mrs. Hannah Incitti	Grades 5-8, Grade 8 Homeroom
Mrs. Libby Wegner	Music Director (Band & Choir)
Mr. Dave Cook	Facilities, Extended School Care Director
Mr. Troy Cook	Extended Care Supervisor
Mrs. Christina Bensus	Hot Lunch Coordinator
Open Position	Librarian
Roseville Area School ISD 623	School Nurse

King of Kings Lutheran Church and School

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(651) 484-9206

email: kingofkingschool@kingofkingsroseville.org

website: <http://www.kingofkingsluthेरanschool.org/>