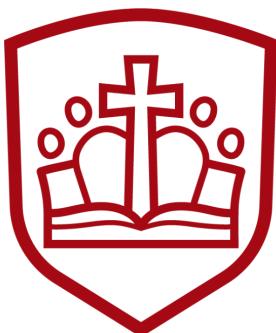


Family Handbook
2025-2026



KING OF KINGS LUTHERAN SCHOOL

Mission Statement:

Our mission is to assist the families of our congregation and community in training their children, both spiritually and academically, through excellence in Christ-centered education. Proverbs 22:6 “Train a child in the way he should go, and when he is old he will not turn from it.”

1101 North Wymore Road, Maitland, FL 32751
www.VisitKoK.com
secretary@VisitKoK.com

Approved on August 14, 2025

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**KING OF KINGS
LUTHERAN SCHOOL**

A Note from the Principal

Welcome to King of Kings Lutheran School!

I am delighted to introduce you to a school that is unlike any other. God has given parents an awesome responsibility. Not only has God entrusted you with a human life that is totally dependent on you for physical needs, but He has given you the task of teaching your child to know about Him and His holy and precious Word! King of Kings exists to help you achieve that spiritual responsibility. Our mission is to nurture the growth and development of the whole child from three years old through eighth grade within the framework of a Christ-centered environment. It is our responsibility to provide children opportunities for spiritual growth and enhancement of Christian values so that each may pursue a life centered in Jesus Christ. King of Kings is not only an education, it's an **experience**; one that will last a lifetime. Our priorities are to instill a biblical foundation and offer academic excellence.

King of Kings recognizes the importance of a strong working relationship between the home and school. It is this bond that allows parents and staff to work in close harmony together in all aspects of school life with children as the center of their efforts. By partnering together, we will provide a safe and loving environment for your child to experience spiritual, academic, social, and physical growth.

Being a parent means making some very difficult decisions. Not the least of which is choosing a school for your child. God has commanded parents to, "***train up a child in the way they should go***". It can be challenging in this sinful world to find a safe place where your child can learn good morals and be surrounded by friends who share their beliefs and have positive attitudes.

Our school is not a perfect school. The devil lurks to devour all King of Kings stakeholders: staff, scholars, and parents. We know that at times sin and the devil win. But, we are confident that the Gospel message of unconditional love will prevail. Our team is committed to overcome those shortcomings by striving to meet our mission statements foundation facets.

Our team is committed to offering each child the opportunity to grow to his or her highest potential. The curriculum offers children ample opportunities for heightened success and self-esteem. King of Kings is a place where you will find teachers and staff dedicated to providing your child with the safety and training needed to experience academic and social success.

We look forward to growing with your child. We are thankful to God, who has allowed us to have a school that puts Him first. We are excited about what He is going to do through the lives of these children.

Your Servant in Christ,



Mr. Harmon Krause
Principal of King of Kings

Location of Ministry

MINISTRY	3-year-olds to Grade 8
Address	1101 North Wymore Road, Maitland, FL 32751
Office Hours	8:00am-3:00pm
Hours of Extended Care	3:15pm-6:00pm
Hours of Supervision	7:30am-6:00pm

Staff Directory

ADMINISTRATION	PHONE NUMBER	E-MAIL
Campus Pastor: Wayne Schoch	507-421-7924	wayne.schoch@visitkok.com
Principal: Harmon Krause	321-987-7784	harmon.krause@visitkok.com
Dean: Josiah Nommensen	321-987-7784	harmon.krause@visitkok.com
E.C. Director: Natasha Cabeza	414-839-9461	natasha.cabeza@visitkok.com
Business Manager: Samantha Abreu	920-860-1145	samantha.abreu@visitkok.com
Office Manager: Jackie Skee	407-628-5696	secretary@visitkok.com
Board Chairman: Tom Faber	407-595-1566	tfaber1234@gmail.com
Chief Financial Officer: Sam Faber	407-595-8081	sam@faberandfaberpa.com
INSTRUCTORS & SUPPORT STAFF		
Delyn Wagenknecht (7-8 ELA)	714-269-2054	delyn.wagenknecht@visitkok.com
Emma Del Rio (K-8 PE, K-8 Spanish, T.A.)	407-910-5508	emma.delrio@visitkok.com
Harmon Krause (Grades 7-8)	321-987-7784	harmon.krause@visitkok.com
Katie Walther (Grades 5-6)	920-390-0214	katrina.walther@visitkok.com
Josiah Nommensen (3-4, Dean)	715-513-0160	josiah.nommensen@visitkok.com
Jessica Krause (1-2)	321-987-7847	jessica.krause@visitkok.com
Emma Nommensen (5K)	734-358-5859	emma.nommensen@visitkok.com
Pastor Schoch (7-8 Doctrine)	507-421-7924	wayne.schoch@visitkok.com
Nichole Carrau (K-8 T.A.)	407-408-8458	nichole.carrau@visitkok.com
Natasha Cabeza (Preschool)	414-839-9461	natasha.cabeza@visitkok.com

Tradition of Excellence

Our Commitment

“Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these” (Mark 10:14).

Our God tells us that, *“The fear of the Lord is the beginning of wisdom.”* Our primary purpose is to provide a Christ-centered education that is built on the premise that all learning and wisdom is to be founded on the infallible Word of God.

Accordingly, all subject matter taught at KOK conforms to the Word of God. This pertains to the origin of life, the sciences, the history of the world, and God’s plan of salvation for a world that is sinful and, therefore, would be lost forever without the knowledge of and faith in Jesus as Savior from sin and eternal death. The preparation for life here on earth is achieved through the study of “secular” subjects, which are offered in all educational institutions, both public and parochial.

Preparation for eternal life, however, is achieved only through the study of God’s Word, and the Holy Spirit working through that Word as it deals with sinful human nature and the promise of the Gospel of salvation through faith in Jesus. Through the nurturing of faith in the Gospel, the scholars of KOK are motivated to express their love for Jesus in their worship life, through their daily conduct and in response to the Savior’s commission to *“preach the Gospel to every creature,”* and lead others to a saving faith in Christ.

Core Values

Grace- Grace is the ability to forgive someone especially in circumstances when someone may not deserve it. We recognize the tremendous love our Savior, Jesus Christ, has for us. We strive to reflect this grace and love to those around us. Our teachers and students are compassionate, loving, and patient.

“For it is by grace you have been saved, through faith—and this is not from yourselves, it is the gift of God—not by works, so that no one can boast.” (Ephesians 2:8-9).

Integrity- Integrity has evolved from the Latin word for complete or whole. At King of Kings, our teachers and students establish values and principles to guide their lives. Not only their physical beings, but mind, body and soul. Our students are taught to be truthful and honest in words and actions.

“Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.” (Philippians 4:8)

Character- Christian UCLA basketball coach John Wooden was quoted saying, “be more concerned with your character than your reputation, because your character is what you really are, while your reputation is merely what others think you are.” At King of Kings, we not only teach academics but we teach the whole scholar.

“Therefore, since we have been justified through faith, we have peace with God through our Lord Jesus Christ, through whom we have gained access by faith into this grace in which we now stand. And we boast in the hope of the glory of God. Not only so, but we also glory in our sufferings, because we know that suffering produces perseverance; perseverance, character; and character, hope.” (Romans 5:1-4)

Perseverance- Perseverance and faithfulness are very similar. Perseverance is the ability to push yourself through difficult and trying situations. In our sinful world, it is important to develop the spiritual and physical resilience to

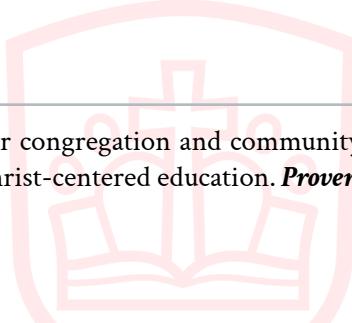
push forward. In life's challenges we care and love for one another, holding steadfast to the promises of our Father in heaven.

"Consider it pure joy, my brothers and sisters, whenever you face trials of many kinds, because you know that the testing of your faith produces perseverance. Let perseverance finish its work so that you may be mature and complete, not lacking anything." (James 1:2-4)

Responsibility- Responsibility means that we are accountable for our actions. We do not make excuses or blame others. We recognize we are sinful and make mistakes. We learn from those mistakes and grow from them. We have a responsibility to share the message of the Gospel to others through our words and actions. We try our best to control our thoughts, words, and actions.

"If anyone thinks they are something when they are not, they deceive themselves. Each one should test their own actions. Then they can take pride in themselves alone, without comparing themselves to someone else, for each one should carry their own load." (Galatians 6:3-5)

Mission



Our mission is to assist the families of our congregation and community in training their children, both spiritually and academically, through excellence in Christ-centered education. *Proverbs 22:6 "Train a child in the way he should go, and when he is old, he will not turn from it."*

Vision

King of Kings Lutheran School will serve our current and future families with a compassionate community where faith is rooted in Christ, where knowledge is pursued with excellence, and where character is exemplified through service. We are dedicated to creating a caring and nurturing environment, producing life-long learners, creating disciples of Christ, and enriching scholars' lives. KOK will provide an excellent education in a safe environment that has been shaped by the love of God as shown in his son Jesus Christ.

Vision Statements

King of Kings Lutheran School will:

- strengthen the faith of our scholars and their families through instruction in the truths of God's Word.
- bring families to supporting congregations through continued evangelism outreach.
- assist parents in carrying out the important work of preparing our children to serve their Savior in this life and in the life to come; recognize that children are a gift from God and need to be brought to faith in Jesus, in whom they are assured of the forgiveness of sins and eternal life in heaven.
- have an active presence in our community.
- maintain a strong relationship with the WELS.
- encourage parents to enroll their children in the school.
- foster a caring relationship among the school family that reflects Jesus' love for them.
- be governed by a school board to ensure and execute the spiritual and educational mission of the School.
- proudly provide and develop dedicated and faithful workers and staff members to serve the Lord.
- incorporate the love of Christ into all subjects and venues of education and encourage scholars to achieve their highest academic excellence through the development of their God-given talents.
- implement the approved curriculum through instruction, using effective and research-based instructional strategies, materials, and resources.

- offer additional services and activities to enhance the totality of the learning experience and guide scholars using the truths of God's Word.
- provide a safe environment for the scholars.
- maintain the physical facilities that are consistent with our mission and objectives.
- maintain current information on scholars, families, and school personnel; maintain current information on all financial matters pertaining to the school; maintain and back up accreditation records.

Objectives

Spiritual

It is our desire that through a Christ-centered education:

- scholars will understand that, because of their sinful nature, they are in need of a Savior. *"All have sinned and fall short of the glory of God"* (*Romans 3:23*).
- scholars will be comforted knowing that they have forgiveness through Christ. *"He is the atoning sacrifice for our sins, and not only for ours but also for the sins of the whole world"* (*1 John 2:2*).
- scholars will have a desire to share their faith with others. *"We cannot help speaking about what we have seen and heard"* (*Acts 4:20*).
- scholars will live a life of love for God and his Word. *"Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us a fragrant offering and sacrifice to God"* (*Ephesians 5:1-2*).
- scholars will see the blessings of participating in the mission of their church. *"And let us consider how we may spur one another on toward love and good deeds"* (*Hebrews 10:24*).

Academic

It is our desire that through a Christ-centered education:

- scholars will recognize that God has uniquely blessed them, and they will use their gifts to the best of their ability. *"We have different gifts, according to the grace given us"* (*Romans 12:6*).
- scholars will see the wonder of God not only in religion, but also in all areas of the curriculum. *"All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness"* (*2 Timothy 3:16*).
- scholars will be able to differentiate between the absolutes of God's Word and the uncertain nature of human knowledge. *"Your Word is truth"* (*John 17:17*).
- scholars will obtain the necessary skills to make them valuable members of society.
- scholars will have learning experiences that foster good study habits, critical thinking skills, and problem solving techniques.

Social

It is our desire that through a Christ-centered education:

- scholars will have respect for their fellow scholars, teachers, school staff, and parents in all settings.
- scholars will understand their role and responsibility as Christian citizens.
- scholars will recognize God as the source of all governments and consider it a joy and privilege to obey the laws of our land and serve in the community. *"Everyone must submit himself to the governing authorities, for there is no authority except that which God has established"* (*Romans 13:1*).

Physical

It is our desire that through a Christ-centered education:

- scholars will have proper respect for their body. *“Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God?” (1 Corinthians 6:19).*
- scholars will gain an understanding of physical development, health, and safety.
- scholars will make every effort to reach their God-given physical potential.

Religious Foundation

KOK is founded on these eternal truths as revealed in God’s inerrant Word.

King of Kings Lutheran School is a member of the Wisconsin Evangelical Lutheran Synod. KOK is one of more than 280 elementary schools within the (WELS). WELS has the 4th largest parochial school system in the United States. The teachers in these schools, as well as in our School, have received their education degrees from Lutheran colleges, are Lutheran members, have been certified or are being certified to teach in the WELS.

As a member of WELS, (Wisconsin Evangelical Lutheran Synod), KOK believes that the Bible is the final authority in all matters of doctrine, and that it is fully inspired by God and without error. The three ecumenical creeds (Apostles, Nicene, Athanasian), the primary creedal statements of historic Christianity, summarize well our faith. In addition, we wholeheartedly subscribe to the Lutheran Confessions (contained in the Book of Concord of 1580) because they are correct expositions of biblical truth. In essence, the Bible, the creeds, and the Lutheran Confessions all speak the same truth: we are declared to be right with God by his grace alone through faith in Jesus (taken from www.wels.net). For more information about WELS, please visit the www.wels.net website.

The mission of KOK is very spiritual in nature. In addition to offering the KOK education, every scholar will learn more about God’s Word and Jesus Christ. At KOK, God’s Word is an integral part of everything.

To that end, some might not be familiar with Lutheranism or the spiritual nature of what children will be taught. The following is a basic outline of what KOK and the Wisconsin Evangelical Lutheran Synod believe and teach. It is important to have a clear understanding of how scholars will be served with the truths of God’s Word.

The Holy Scriptures are God’s Word and are inspired, inerrant, infallible, and supreme in all matters of doctrine and life. The Holy Spirit uses the Word of God to give and strengthen Christian faith; therefore, we want to hear, learn, and believe its messages.

“For prophecy never had its origin in the human will, but prophets, though human, spoke from God as they were carried along by the Holy Spirit” (2 Peter 1:21).

“All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness” (2 Timothy 3:16).

There is only one true God: Father, Son, and Holy Spirit. He reveals Himself in the Holy Scriptures. These three persons in one God are all God. They are equal in power, glory, and in every quality. To deny or ignore one person is to deny all of them. It is God who created, redeemed, and sanctified us.

“For there is one God and one mediator between God and mankind, the man Christ Jesus” (1 Timothy 2:5).

“As soon as Jesus was baptized, he went up out of the water. At that moment heaven was opened, and he saw the Spirit of God descending like a dove and alighting on him. And a voice from heaven said, “This is my Son, whom I love; with him I am well pleased” (Matthew 3:16, 17).

“Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit” (Matthew 28:19).

God created all things in six normal days, and created man as the crown of creation.

“In the beginning God created the heavens and the earth” (Genesis 1:1).

“What is mankind that you are mindful of them, human beings that you care for them? You have made them a little lower than the angels and crowned them with glory and honor. You made them rulers over the works of your hands; you put everything under their feet: all flocks and herds, and the animals of the wild, the birds in the sky, and the fish in the sea, all that swim the paths of the seas” (Psalm 8:4-8).

Mankind's fall into sin has corrupted the nature of every human being, making all people guilty of sin and therefore subject to God's judgment of eternal damnation.

“All of us have become like one who is unclean, and all our righteous acts are like filthy rags; we all shrivel up like a leaf, and like the wind our sins sweep us away” (Isaiah 64:6).

“Therefore, just as sin entered the world through one man, and death through sin, and in this way death came to all people, because all sinned” (Romans 5:12).

“Nor can the gift of God be compared with the result of one man's sin: The judgment followed one sin and brought condemnation, but the gift followed many trespasses and brought justification” (Romans 5:16).

“For the wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord” (Romans 6:23).

God, through his grace, love, and mercy, sent His only Son, Jesus Christ, to suffer and die to pay for the sins of the whole world.

“For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life” (John 3:16).

“You see, at just the right time, when we were still powerless, Christ died for the ungodly. Very rarely will anyone die for a righteous person, though for a good person someone might possibly dare to die. But God demonstrates his own love for us in this: While we were still sinners, Christ died for us” (Romans 5:6-8).

“He is the atoning sacrifice for our sins, and not only for ours but also for the sins of the whole world” (1 John 2:2).

The message of the gospel is the good news that a loving God sent Jesus Christ to take away the sins of all people. The gospel freely offers to all sinners the righteousness that is found in Jesus. God offers and gives eternal life and salvation to all those who believe in the gospel promises.

“For the law was given through Moses; grace and truth came through Jesus Christ” (John 1:17).

“For I am not ashamed of the gospel, because it is the power of God that brings salvation to everyone who believes: first to the Jew, then to the Gentile” (Romans 1:16).

“Say to them, 'As surely as I live, declares the Sovereign Lord, I take no pleasure in the death of the wicked, but rather that they turn from their ways and live. Turn! Turn from your evil ways! Why will you die, people of Israel?’” (Ezekiel 33:11).

All who, through the work of the Holy Spirit, believe that Jesus Christ is their Savior receive forgiveness of sins, life, and salvation.

"Therefore, since we have been justified through faith, we have peace with God through our Lord Jesus Christ" (Romans 5:1).

"But when the kindness and love of God our Savior appeared, he saved us, not because of righteous things we had done, but because of his mercy. He saved us through the washing of rebirth and renewal by the Holy Spirit, whom he poured out on us generously through Jesus Christ our Savior, so that, having been justified by his grace, we might become heirs having the hope of eternal life" (Titus 3:4-7).

As a believer in Jesus, a Christian will strive to show love to God by using personal gifts and talents to help spread the Word of God. The Christian will also help fellow Christians and all people in every way that is consistent with God's Word.

"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit" (Matthew 28:19).

"Create in me a pure heart, O God, and renew a steadfast spirit within me. Do not cast me from your presence or take your Holy Spirit from me. Restore to me the joy of your salvation and grant me a willing spirit, to sustain me. Then I will teach transgressors your ways, so that sinners will turn back to you; Open my lips, Lord, and my mouth will declare your praise" (Psalm 51:10-13, 15).

"For Christ's love compels us, because we are convinced that one died for all, and therefore all died. And he died for all, that those who live should no longer live for themselves but for him who died for them and was raised again" (2 Corinthians 5:14, 15).

Baptism is a holy act instituted by God. Using water and God's Word, it offers and gives the forgiveness of sins, spiritual life, and eternal salvation. It is meant for young and old, including children. Infants are also sinful and therefore need the spiritual rebirth brought through baptism.

"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit" (Matthew 28:19).

"Jesus answered, "Very truly I tell you, no one can enter the kingdom of God unless they are born of water and the Spirit. Flesh gives birth to flesh, but the Spirit gives birth to spirit" (John 3:5-6).

"He saved us, not because of righteous things we had done, but because of his mercy. He saved us through the washing of rebirth and renewal by the Holy Spirit" (Titus 3:5).

Holy Communion is a holy act instituted by Christ. Together with bread and wine we receive Jesus' true body and blood. In this special meal Jesus gives the forgiveness of sins, strengthens our faith, and gives eternal salvation to all who believe.

"While they were eating, Jesus took bread, and when he had given thanks, he broke it and gave it to his disciples, saying, "Take and eat; this is my body." Then he took a cup, and when he had given thanks, he gave it to them, saying, "Drink from it, all of you. This is my blood of the covenant, which is poured out for many for the forgiveness of sins (Matthew 26: 26-28).

"Is not the cup of thanksgiving for which we give thanks a participation in the blood of Christ? And is not the bread that we break a participation in the body of Christ?" (I Corinthians 10:16).

Human life is the gift of a gracious God. Our life is a time of grace during which we have the opportunity to learn the way of salvation through faith in Jesus Christ. Only God has the right to take the life he has given. Life begins at conception and ends when the soul leaves the body.

"And he is not served by human hands, as if he needed anything. Rather, he himself gives everyone life and breath and everything else. From one man he made all the nations, that they should inhabit the whole earth; and he marked out their appointed times in history and the boundaries of their lands" (Acts 17:25-26).

"Seek the Lord while he may be found; call on him while he is near" (Isaiah 55:6).

"In the time of my favor I heard you, and in the day of salvation I helped you" (2 Corinthians 6:1-2).

Marriage is the union of one man and one woman. It is a partnership in which the man is the loving head. Marriage is established by God. It is a holy relationship not to be broken. A married person sins if he or she divorces without a biblical reason. Before God, no divorce is valid except in cases of fornication or desertion. The tendency to consider marriage as unimportant results in great harm to the family, the church, and the nation.

"The Lord God said, "It is not good for the man to be alone. I will make a helper suitable for him" (Genesis 2:18).

"Now as the church submits to Christ, so also wives should submit to their husbands in everything. Husbands, love your wives, just as Christ loved the church and gave himself up for her" (Ephesians 5:24-2).

"Marriage should be honored by all, and the marriage bed kept pure, for God will judge the adulterer and all the sexually immoral" (Hebrews 13:4).

God created human sexuality and gender at creation when he tells us that "male and female he created them" (Gen 1:27). These two distinct, complementary genders are God's design for people as they relate to one another in matters dealing with human sexuality, marriage, and gender (Gen 1:26-27). Rejection of one's biological sex is a rejection of God's creative action and design for the individual.

"For you created my inmost being; you knit me together in my mother's womb. I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well" (Psalm 139:13-14).

"Before I formed you in the womb I knew you, before you were born I set you apart; I appointed you as a prophet to the nations" (Jeremiah 1:5).

The Lord has given to parents the primary responsibility for the Christian training of their children.

"Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates" (Deuteronomy 6:7-9).

"Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord" (Ephesians 6:4).

The Lord has also given to His church and every Christian congregation the responsibility to assist parents in the training of their children according to the Scriptures.

"Teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age" (Matthew 28:20).

"So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ." Then we will no longer be infants, tossed back and forth by the waves, and blown here and there by every wind of teaching and by the cunning and craftiness of people in their deceitful scheming. Instead, speaking the truth in love, we will grow to become in every respect the mature body of him who is the head, that is, Christ. From him the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work" (Ephesians 4:11-16).

KOK calls pastors and teachers to function in its midst as ministers of the Word of God.

"And God has placed in the church first of all apostles, second prophets, third teachers, then miracles, then gifts of healing, of helping, of guidance, and of different kinds of tongues" (1 Corinthians 12:28).

"So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up" (Ephesians 4:11, 12).

Governance and Principal

The school board has the constitutional responsibility to govern and oversee King of Kings Lutheran School (KOK). The board consists of its members, campus pastor, early childhood director, and principal.

The school board, in cooperation with the principal, works for the advancement of God's Kingdom and welfare of KOK. The school board sets up policies with the direction of the principal. The board will request reports on all phases of the educational programs and operations.

The principal has the primary function of implementing all policies and programs, and of maintaining a high level of communication with the school board. The principal shall make the board aware of the operations, activities, and problems involved in fulfilling the policies of the board. The dean implements the discipline policy described within this handbook under the direction of the principal and school board.

Parents having questions with regard to the established policies or the implementation of the same may bring such questions to the board through the principal. In addition, parents are invited and encouraged to attend board meetings as they occur. Meetings dates and times are shared via our school calendar.

Admission Policies

Non-Discrimination

King of Kings Lutheran School practices a nondiscrimination enrollment policy reflecting the words of our Lord in I Timothy 2:3-4, *"This is good, and pleases God our Savior, who wants all men to be saved and to come to a knowledge of the truth."* KOK does not discriminate based on gender, race, color, disability, national or ethnic origin in the principal of its educational policies, admissions policies, athletics, or other institution-administered programs and guarantees all the rights, privileges, programs, policies, and activities generally accorded or made available to scholars at the School. We further abide by the laws of the Americans with Disabilities Act (ADA).

Enrollment Guidelines

1. King of Kings Lutheran School will apply the following standards in determining application acceptance and continued enrollment:

- a. Continued enrollment and re-enrollment of each scholar is based on the policies outlined in the Family Handbook and quarterly reports of each scholar's progress.
- b. Scholars enrolling in grades K-8 will be admitted upon receipt of their permanent records from previous school(s) attended, and must show proof of immunizations as required by Florida state laws.
- c. KOK reserves the right to determine a different grade placement if personal observation and/or testing warrant it. This would be done in full consultation with the scholar's parents.
- d. KOK participates in the Florida Parental Choice Program and Unique Abilities Scholarship Program (FES-UA). KOK determines the number of FES-UA seats based on the annual seat allotment and identifies learning and cognitive disabilities. Children with special needs will be enrolled on a case-by-case basis. KOK has the right to evaluate each situation to ensure that we have the resources and capability to meet the needs of the scholar.

Admissions Process

1. Take a Tour: Schedule a tour with our principal to start the admissions process. The principal will meet with the parents or legal guardians to discuss any general questions and review the student's previous academic and behavior records. The principal will also provide information on our educational programs and expectations.
2. Meeting with the classroom teacher as deemed appropriate and necessary by the principal.
3. Two referrals from previous school or preschool programs. Form sent by the principal.
4. Interview with principal for students and/or parents. This may be done informally on the tour as deemed appropriate and necessary by the principal.
5. Baseline testing will be administered by the principal. (Two prior years of report cards and test scores can be submitted in lieu of testing).
6. Enrollment: Upon acceptance, new families will begin online enrollment. Once all forms have been completed and enrollment fees are paid, the applicant will be officially enrolled at KOK.

Enrollment Documentation

1. The following items must be received in the office before an application for admission will be finalized:
 - a. Birth Certificate
 - b. Scholarship Awards Letter (Acceptance or Denial)
 - c. Step-Up (FTC, FES-EO, FES-UA, or The Hope Scholarship)
 - d. IEP (If Applicable)
 - e. Florida Physical Form (DH 3040)
 - f. Immunization Record Form (DH 680 or DH 681)
 - g. Previous two years of report cards
 - h. Previous two years of test scores
 - i. A completed Family Handbook Agreement Form
 - j. A social media/photography waiver

Entrance Ages

1. Scholars enrolling in the 3-year-old program must be three years of age on or before August 1 and toilet trained.
2. Scholars enrolling in the 4-year-old program must be four years of age on or before September 1 and toilet trained.

3. Kindergarten children must be age five on or before September 1 of the year they propose to enter kindergarten. Any exceptions must be first approved by the Principal. First grade children entering must be age six on or before September 1 of the year they wish to enter first grade, or who have successfully completed the kindergarten year.
4. Continual updates of immunizations will be required while attending KOK. Your scholar's immunization record will be evaluated on a regular basis by the local health department or KOK health resources. *Children who do not have updated immunization records (or exemption documentation) are not allowed.* The certificate shall be returned to the parent upon request when the scholar leaves.

Kindergarten Enrollment Procedures

1. A scholar may be admitted to kindergarten at KOK if he/she is five (5) years old on or before September 1st in the year he/she enrolls. A readiness screening will be administered. The following documents are to be submitted at the time of registration:
 - a. an updated immunization record, and
 - b. at the time of registration, parents/guardians must present a certified birth certificate. The birth certificate will be returned to the parent after it has been verified by office personnel.

Grade Placement

Prospective scholars are generally placed in the grade to which they have been assigned or promoted by the transferring school. KOK further reserves the right to determine and adjust any grade placement of any scholar before or after final acceptance of the scholar. Please understand that new scholars and those who transfer in mid-year may have a difficult transition, and it is imperative that KOK and the parents/guardians work together to help the scholar.

Re-Enrollment

Re-enrollment takes place in March of each academic year for the following academic year. Families must submit a re-enrollment application with the re-enrollment fee to secure placement for the following academic year.

Because KOK maintains high standards and expectations, re-enrollment in succeeding years is based on scholar achievement, Christian attitude, and parental support. KOK reserves the right to refuse re-enrollment to scholars due to poor attitude, poor Christian conduct, poor achievement, lack of parental support, or the inability to pay tuition.

All re-enrollment fees are non-refundable.

Enrollment Appeal

If an enrollment appeal regarding an application is necessary, families can contact the Principal within five (5) business days. A response will be sent within five (5) business days after the appeal is received.

Due Process

1. The Word of God directs us to live in harmony with one another (**1 Peter 3:8**). KOK recognizes that, on occasion, a decision (including but not limited to suspensions or expulsions) by the principal or school board

may be disputed by a parent. In order to maintain a spirit of harmony and good order in dealing with such matters of dispute, the following procedures will be observed:

- a. If a parent, faculty, or staff member disagrees with an administrative decision, they will have two days to appeal the decision. He/she must provide a written letter (hard copy or email) outlining the grievance to the principal.
- b. The school board will handle all appeals.
- c. The school board decisions on appeals are final.
- d. The principal will communicate the decision to the parent(s) or legal guardian(s), faculty, or staff member.
- e. The principal will implement the decision of the board.

Scholar Records

Satisfactory academic, health, and immunization records required by law in the state of Florida are required from all prospective scholars. Upon enrollment, the principal shall send a request to the previous school for the scholar's records, which are then placed in the scholar's file (see Enrollment Documents).

Parental Rights

KOK respects and honors the legal rights of all parents and scholars in the educational process according to the Federal Educational Rights and Privacy Act.

Permanent Cumulative Records

Permanent cumulative records for each scholar are maintained, stored, and shared as appropriate and according to the *Federal and Privacy Act*. The following policy is adopted per section 99.6 of the regulations implementing the Family Educational Rights and Privacy Act of 1974 (FERPA).

Definitions

For the purpose of this document, KOK has used the following definition of terms:

Scholar *Any person who attends or has attended KOK*

Eligible scholar *A scholar or former scholar who has reached age 18 or is attending a postsecondary school*

Parent *Either natural parent of a scholar, a guardian, or an individual acting as a parent or guardian in the absence of the scholar's parent/guardian*

Educational Records *Any record (in handwriting, print, tapes, film, or other medium) maintained by KOK which is directly related to a scholar, except:*

1. A personal record kept by a staff member if it is kept in the sole possession of the executor of the record and is not accessible or revealed to other persons except a temporary substitute for the executor of the record;
2. Records created and maintained in relation to local law enforcement agencies for law enforcement purposes;
3. An employment record that is used only in relation to a scholar's employment by KOK;
4. Alumni records which contain information about a scholar after he or she is no longer in attendance at KOK and which do not relate to the person as a scholar.

Annual Notification

Parents will be notified of their FERPA rights annually via the [KOK Family Handbook](#) distributed prior to the beginning of each academic year.

Procedure to Inspect Educational Records

Parents of scholars or eligible scholars may inspect and review the scholar's education records upon request. Parents or eligible scholars must contact the Principal of KOK with a written request, which identifies as precisely as possible the records he or she wishes to inspect.

The Principal will arrange for access and notify the parent or eligible scholar of the time and place where the records may be inspected. This will be done within one week of the request.

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

Providing Copies

KOK will not provide a parent or eligible scholar a copy of the scholar's education record unless failure to do so would effectively prevent the parent or eligible scholar from having the right to inspect and review the records.

KOK will disclose information from a scholar's education record only with the written consent of the parent or eligible scholar, providing all monies owed have been paid in full, except:

1. To School officials who have a legitimate educational interest in the records. School officials include the Principal, teachers, support staff members, pastors, current members of the school board of KOK, local School District special services personnel, School attorney, and health department officials. A School official has a legitimate educational interest if the official is:
 - a. Performing a task that is specified in his or her position description or by contract agreement.
 - b. Performing a task related to a scholar's education.
 - c. Performing a task that is related to the discipline of the scholar.
 - d. Performing a service or benefit relating to the scholar or scholar's family, such as health care, counseling, job placement, or financial aid.
2. To the official of another school, upon request, in which a scholar seeks or intends to enroll.
3. To certain officials of the United States Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with the scholar's request for or receipt of financial aid as necessary to determine eligibility, amount, or conditions of financial aid, or to enforce the terms and conditions of aid.
5. To organizations conducting certain studies for or on behalf of KOK.
6. To accrediting organizations to carry out their functions.
7. To parents/guardians of an eligible scholar who claim the scholar as a dependent for income tax purposes.
8. To comply with a judicial order or a lawfully issued subpoena.
9. To appropriate parties in a health or safety emergency.
10. Directory information so designated by KOK.

Record of Requests for Disclosure

KOK will maintain a record of all requests for and/or disclosure of information from a scholar's educational record. This record will indicate the name of the party making the requests, any additional party to whom the scholar's educational record may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. This record may be reviewed by the parents or eligible scholars.

Directory Information

KOK designates the following items as KOK Directory information: scholar's name, parents/guardians names, addresses, email addresses, telephone number(s), date and place of birth, participation in extracurricular activities, weight and height of members of athletic teams, dates of attendance, awards received, most recent previous school attended, and photograph. KOK may disclose any of these items without prior written consent, unless notified in writing to the contrary by the first day of classes of each academic year.

Family/School Partnership

King of Kings Lutheran School exists to assist parents in the Christian training of their children. As parents/guardians and KOK staff work together in this labor of love, it is important that both recognize their God-given roles and responsibilities. Our Lord stresses his will in *Deuteronomy 6:6,7 – “These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.”* Christian parents will want to follow God's blueprint for spiritual success by praying with and for their children, having family devotions, and worshiping regularly as a family. KOK staff will also want to follow the Lord's directive to *“feed my lambs” (John 21:15)*. By faithfully carrying out their callings as the Lord's “under-shepherds,” the KOK staff will support the work of the parents.

May God bless their efforts as staff and parents work together in this partnership. May He give parents both the will and the desire to be the primary Christian training leaders, and may he bless the teachers as they assist the parents by providing Christian instruction at KOK. Because the Family/School partnership is such a vital part of the educational process, KOK devotes time and effort to strengthen that partnership.

Expectations

What your family can expect from KOK:

KOK will...

1. strive to serve as a model of Christian love in keeping with our school's vision.
2. dedicate itself to pray for the well-being of its scholars and the KOK family at large.
3. offer a complete educational program which includes Word of God, reading, language arts, mathematics, science, social studies, music, art, and physical education.
4. seek to continually improve instruction through ongoing evaluation and development of its curriculum and the continuing education of our teachers and staff.
5. commit to maintaining a school environment that is safe and respectful, and fosters learning.
6. communicate deliberately and specifically with parents about their scholar's individual progress.
7. be accessible to assist your family in meeting the specific spiritual, emotional, intellectual, and social needs of your scholar.
8. support the policies and procedures developed by the school board as outlined in this handbook.

What KOK expects from families:

Parents will...

1. strive to serve as models of Christian love in keeping with our school's vision and core values.
2. discuss a misunderstanding with the classroom teacher and other parties before discussing the matter with anyone else. *"If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over" (Matthew 18:15).*
3. dedicate themselves to pray for the well-being of the KOK family at large and especially for our teachers and staff of KOK. *"Therefore confess your sins to each other and pray for each other so that you may be healed. The prayer of a righteous person is powerful and effective" (James 5:16).*
4. dedicate themselves to developing every God-given gift of their scholar.
5. make certain their scholar completes his/her assignments.
6. make sure their scholar meets attendance requirements.
7. promote and assist in maintaining a safe and respectful school that fosters learning.
8. feel free to initiate communication with the classroom teacher about a scholar's progress.
9. support KOK through the giving of time, talents, and treasures.
10. support the policies developed by the school board as outlined in this handbook.

Curriculum & Instruction

"The fear of the Lord is the beginning of knowledge, but fools despise wisdom and discipline" (Proverbs 1:7).

At KOK, our goal is to do everything possible to meet the needs of the whole scholar: spiritual, intellectual, emotional, physical, and social. Every aspect of a scholar's daily experience is Christ-centered. Following are some of the areas that touch the lives of our scholars each day:

- Religious instruction
- School and church experience (e.g. singing at worship services, involvement in special celebrations and projects)
- Content curriculum: mathematics, social studies, science, language arts, fine arts (including music, art, and drama), and physical education
- Co-curricular activities (e.g. field trips, performances)
- Extra-curricular activities (e.g. athletic programs, choir)
- Positive school climate
- School and community (e.g. public performances)

Strategic Goals

➤ Strategic Framework Goal #1:

Every scholar is on-track to graduate as measured by scholar growth and achievement at key milestones.

- Measured through informal and formal assessments and norm-referenced assessments (NWEA MAPS Testing, IXL Data, other diagnostic data deemed appropriate by the principal and teachers).
- Data-informed instruction to better accommodate ever-changing scholar needs.

➤ Strategic Framework Goal #2:

Every scholar has access to a challenging and well-rounded education as measured by programmatic access and participation data.

- Measured through informal and formal assessments and norm referenced assessments.
- Further development of educational programs (STEM, fine arts, clubs).
- Monitored through survey and tracking scholar progress as they move through KOK.

➤ **Strategic Framework Goal #3:**

Every scholar, family and employee experiences a positive school climate as measured by school climate survey data.

- Monitored through survey and tracking of data collected.

➤ **Strategic Framework Goal #4:**

The operations and future of KOK will be directed by a prudent, responsible, and manageable framework as measured by internal operational documentation and historical data.

- Enact enrollment forecasting by reviewing historical data.
- Long-term facility planning
- Financial planning and procedures
- Review and update internal policies (fiscal, personnel, etc).
- Accreditation

Religious Instruction

As part of our curriculum, we at KOK teach the message of Salvation through Christ Jesus at all grade levels. In preschool through grade 8, these classes are primarily Bible history lessons centering on the promise and fulfillment of a Savior from sin that have been passed down from Adam and Eve. Beginning in grade 7, our scholars are instructed in the specific doctrines that we hold to be the truth. These teachings are based solely on Scripture and are summarized in Luther's Small Catechism. It is not our intention to draw our scholars from other churches into our own, but to instruct the children in sound Christian teachings, "***You must teach what is in accord with sound doctrine***" (***Titus 2:1***).

Although we will seek to answer the questions of the scholar about their beliefs, the purpose of religious instruction is to instruct the scholar not to debate the differences in doctrine. If a scholar still has questions after a discussion of such a difference, he will be encouraged to talk with the teacher or pastor and also to discuss the matter with his/her parents.

Exit Outcomes

Graduating KOK scholars will be:

- **GROWING & PROCLAIMING CHRISTIANS** who continue to study the changeless truths of Scripture and apply these truths to the ever-changing situations in their own lives, schools, communities, and the world.
- **PRODUCTIVE & ACCOUNTABLE** who set and meet goals, even in the face of obstacles and competing pressures; prioritize, plan and manage work to achieve the intended result; demonstrate additional attributes associated with producing high quality products including the ability to work positively and ethically, be reliable and punctual and present oneself professionally and with proper etiquette; and be accountable for results.
- **CREATIVE & INNOVATIVE** who use a wide range of idea creation techniques (such as brainstorming, divergent & convergent thinking); elaborate, refine, analyze and evaluate their own ideas in order to improve and maximize creative efforts; demonstrate originality and inventiveness in work and understand the real world limits to adopting new ideas; view failure as an opportunity to learn; understand that creativity and innovation is a long-term, cyclical process of small successes and frequent mistakes; and act on creative ideas to make a tangible and useful contribution to the field in which the innovation will occur.

- **CRITICAL THINKERS & PROBLEM SOLVERS** who collect, assess and analyze relevant information; reason effectively; use systems thinking; make sound judgements and decisions; identify, define and solve authentic problems and essential questions; and reflect critically on learning experiences, processes and solutions.
- **SERVANT LEADERS** who give glory to God by powerfully, yet humbly, influencing others with their words, actions, and example.
- **ACADEMIC MINDSET** who develop positive attitudes and beliefs about themselves as learners that increase their academic perseverance and prompt them to engage in productive academic behaviors.

To accomplish these goals, we ask our Lord to be with us in all we do, and we encourage both teacher and scholar to regularly keep in mind the words of 1 Corinthians 10:31 (NIV): “**Whatever you do, do it all for the glory of God.**”

Overview of the KOK Curriculum

Teachers at King of Kings teach religion and Bible History to all students daily. This could be done in the form of devotion, chapel services, or our Christian curriculum. Teachers also teach students the core subjects of Math, English Language Arts, Science, and Social Studies. King of Kings also offers the activity courses of Physical Education, Spanish, Music, and Art. Teachers abide by the Florida State Standards for instruction, modifying them to meet our Christian morals.

A summary of the KOK curriculum:

- Centered around Christ and God's Word
- Research-based and proven to be successful
- Challenges the scholar to achieve excellence
- Can be adapted to the needs of every scholar
- Advanced technologies

Religion: One of the key components of KOK curriculum is the Christ-Light religion series which is used in preschool-grade 8. This curriculum covers Old and New Testament Bible stories in an exciting, colorful, and memorable way. Each lesson has a key truth that is discussed and applied to our lives in a powerful and meaningful way. Lessons for the 5-8 include age-appropriate topics relating to guidance the Lord has given us in His Word. This curriculum will give scholars a strong base rooted in God's Word, allowing them to make wise, Christian choices throughout life.

Mathematics: A solid mathematics curriculum is critical for success in our ever-changing world. The math curriculum at KOK provides scholars a firm foundation in arithmetic, algebra, geometry, and data interpretation. This foundation is constructed through daily instruction and review, allowing concepts to be mastered. Scholars will also be engaged in hands-on activities and learning experiences applicable to real-life situations.

Science: The science curriculum at KOK empowers scholars to see the wisdom and skill of our Creator. Lessons are taught at all grade levels covering physical, earth, life science, and biology. Through the use of STEMscopes and hands-on-learning, the scholars are actively engaged in experiments, projects and presentations. These opportunities allow them to develop skills such as observing, comparing, hypothesizing, predicting, measuring, testing and interpreting for a better understanding of the world our Lord created.

Language Arts: A clear understanding of the English language is important to success in all areas of the curriculum and in everyday life. Our Language Arts program carries out that need by providing scholars opportunities and experiences in reading, writing, spelling, phonetic skills, grammar, penmanship, and public speaking. Scholars

develop a desire for reading through instruction that uses high quality literature, poetry, short stories, and narratives. KOK strives to have their scholars increase their vocabulary and comprehension skills, while developing the ability to read critically.

Health: Health will be incorporated into several classes including, but not limited to, science, physical education, or as a free-standing class. The five aspects of health: physical, mental, emotional, social, and spiritual will be taught in various grade levels starting in preschool. Examples of classes include physical education, health and exercise, the importance of sleep, common bodily illnesses and their prevention, keeping a balanced diet, the importance of mental health, emotional health, and well-being, positive social interaction and skills, and the importance of a healthy spiritual life.

Social Studies: At KOK, the study of history is the study of “His Story,” the Lord’s creation. Scholars gain a broad perspective of our world through the study of world, United States, and Florida state history. Other components include instruction in government, civics, economics, world history, and geography.

Art Program: The KOK art program is based on the belief that God has given every scholar the need to express themselves visually in an environment that encourages active participation and exploration of ideas, images, and perceptions through a variety of art materials and processes. The program engages scholars in experiences designed to develop artistic skills and visual awareness and give them opportunities to use their God given abilities to praise their Lord.

Music Program: The music program at KOK develops in scholars an appreciation and understanding of music, allowing them to glorify God through their voices and musical instruments. The music curriculum will cultivate a scholar’s ability to create, perform, respond, and connect to music. Just like every other core subject, music, as an enrichment course, will have academic standards relating to content, performance, and proficiency.

Spanish Program: Spanish is taught at every level from K through grade 8. Knowing and understanding the benefits of learning a second language at an early age benefits the students and the staff.

Physical Education: Physical education classes at KOK help scholars gain an understanding of physical development, well-being, and safety. Classes and activities develop basic locomotion and coordination skills. An emphasis is placed on Christian sportsmanship and helping scholars reach their God-given physical potential.

Academic Integrity

King of Kings Lutheran School’s mission includes ‘the pursuit of academic excellence’ which we believe includes honesty in all our actions, whether they are in the academic, co-curricular, or service fields of our school. Furthermore, KOK promotes an active responsibility amongst our scholars through the development of character qualities including honesty, integrity, and justice. *Philippians 4:8 states, “Whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.”* KOK is committed to fostering an environment of academic excellence and moral integrity, grounded in Christian values. Academic integrity is essential to our mission, and it is our goal to ensure that all students understand and uphold the principles of character, grace, integrity, responsibility, and perseverance.

1. Expectations

- a. Scholars, faculty, and staff are expected to:
- b. Submit original work and properly cite all sources.
- c. Refrain from cheating, plagiarism, and other forms of academic dishonesty.
- d. Report any incidents of academic dishonesty to the appropriate authorities.
- e. Support and promote a culture of academic integrity within the KOK community.

2. Definitions of Academic Dishonesty

- a. **Cheating:** Using unauthorized materials, information, or study aids in any academic exercise.
- b. **Plagiarism:** Representing the words or ideas of another as one's own without proper acknowledgment.
- c. **Fabrication:** Falsifying or inventing information or citations in an academic work.
- d. **Facilitation:** Helping or attempting to help another student commit an act of academic dishonesty.
- e. **Misrepresentation:** Providing false information in an academic context.

3. **Procedures for Addressing Academic Dishonesty**

- a. **Reporting:** Any suspected incident of academic dishonesty should be reported to the teacher or principal.
- b. **Investigation:** The incident will be investigated by the staff member involved.
- c. **Decision:** The staff member will determine if a violation occurred and decide on the appropriate consequences.

4. **Consequences for Academic Dishonesty**

- a. **First Offense**
 - i. The scholar will receive a "0" for the assessment on which the cheating occurred.
 - ii. The scholar will have the opportunity to resubmit the assessment to receive a 50%.
 - iii. The involved staff member will notify the scholar's parent/guardian in writing of the consequences of this infraction provided establishing the facts and evidence of academic dishonesty.
- b. **Second Offense**
 - i. The scholar will receive a "0" for the assessment.
 - ii. Documentation will be provided establishing the facts and evidence of academic dishonesty.
 - iii. The scholar's name will be forwarded to the principal for a Major Referral Form.
- c. **Prevention and Education**
 - i. **Workshops and Training:** Workshops and training sessions on academic integrity for scholars and staff.
 - ii. **Curriculum Integration:** Incorporating lessons on academic integrity and Christian ethics into the curriculum.
 - iii. **Resources:** Providing resources and support for scholars to develop good study habits and research skills.

5. **Conclusion**

- a. Upholding academic integrity is a shared responsibility that aligns with our Christian values. By committing to these principles, we create a trustworthy, fair, and respectful academic environment where all scholars can thrive.

Progress Reports & Report Cards

Scholar progress is graded and officially recorded on a quarterly report card. Report cards are sent home on the first Monday that follows the end of each grading period. The final report card is sent home immediately after the graduation service concludes.

Grading & Scale System

All grades are reported as letter grades except for ECE and Kindergarten and certain content areas in grades 1-8. It is not enough to compare performance among scholars. Consideration is given to achievement in relationship to ability. Scholars should be rewarded if they are performing at a level that is commensurate with or above their expected range of achievement. Daily preparation of homework and class participation is also taken into account. Demonstrated understanding of the assignment and careful thought should be part of written work. Test results are also weighed into the scholar grade. KOK utilizes the 4.0 grading scale.

Preschool and Kindergarten

Awareness ----- Beginning ----- Developing ----- Demonstrating ----- Proficient

Specials (Art, Music, Physical Education , and Spanish)

Awareness ----- Beginning ----- Developing ----- Demonstrating ----- Proficient

Percentage	Letter Grade	Percentage	Letter Grade	Percentage	Letter Grade
100-99%	A+	79-77%	C+	Less than 60%	F
98-94%	A	76-74%	C	100-90%	Proficient
94-90%	A-	73-70%	C-	89-80%	Demonstrating
89-87%	B+	69-67%	D+	79-70%	Developing
86-84%	B	66-64%	D	69-60%	Beginning
83-80%	B-	63-60%	D-	59-0%	Awareness

Standardized Assessments

In addition to regular classroom assessment/evaluations, KOK administers several standardized objective tests for purposes of scholar and school evaluation. MAP Growth tests are given to all scholars in kindergarten through eighth grade. We use these tests to evaluate our instruction practices as well as the scholar's proficiency. Scholars in grades kindergarten-8 will be assessed using NWEA MAPS. A report will be given to each parent/guardian when the results are made available. This assessment is a resourceful tool in situations where a scholar's promotion to the next grade is in jeopardy.

Honor Roll

As a way of recognizing superior academic effort, achievement, and excellence, KOK maintains an Honor Roll system for scholars in grades 3-8. Honor Roll is based on the grades obtained throughout each quarter. Honor Roll commendation also serves as an excellent means of extrinsically motivating scholars to perform to the very best of their God-given abilities at all times. The following criteria are used for Honor Roll distinction:

HIGHEST HONORS:	4.0 GPA
HIGH HONORS:	3.5 - 3.99 GPA
HONORS:	3.0 - 3.49 GPA
HONORABLE MENTION:	2.75 - 2.99 GPA

Graduation Guidelines

Only scholars who are currently enrolled and have completed the pre-approved academic standards established by the principal of KOK will be eligible for graduation. The principal will approve all graduates. The principal will consider holistic criteria (academic, performance, behaviors, etc) when determining the class achievements.

Promotion/Retention Policy

Promotion and Retention Standards:

1. KOK has standards for promotion and retention. We want to ensure all scholars are ready to move to the next grade level. Promotion and retention decisions are based on several factors:
 - i. Readiness as noted on the report cards
 - ii. A scholar has successfully completed the core course work for his/her grade level. Successful completion of core coursework is defined as the following:
 1. Standardized and other academic test scores
 2. Attendance
 3. Parent input
 4. Developmental readiness
 5. Other measures as determined by the KOK principal and classroom teacher(s)

Retention Standards:

1. The parents/guardians of a scholar who is being considered for retention in the same grade will be counseled as early as possible as to the reasoning behind the retention. Scholars who are immature for their grade and are struggling academically and social-emotionally are candidates for retention. In such cases, the teacher and principal shall recommend retention as a course of action, but the parents must make the final decision. If the parents choose to go against the recommendations of the staff, they must sign a statement to that effect. This statement will become a part of the scholar's permanent file.
2. If the parents choose not to have the scholar retained and the scholar continues to experience difficulties, the staff will insist upon retention the following year. If the parents do not agree with the staff's recommendations for the second time, they may appeal to the school board.
3. A scholar absent for more than 19 days within 90 days of the academic calendar year will be a candidate for retention. In some cases, a lower percentage of absences could require a scholar to repeat the grade.

Special Education: Special Needs Referral Process

At the heart of meeting the mission of KOK is the need to provide an inclusive educational environment and adhering to the belief that all scholars should have an opportunity to learn the plan of salvation through the Word. KOK supports its inclusive educational philosophy. KOK provides individualized services for a range of instructional needs including the areas of academics, educational disabilities, executive functioning, and speech. The following are the steps that are followed in order to assure maximum intervention efforts have been made:

Special Intervention

If adequate progress has not been apparent, adjustments for more intensive interventions will be made. If a scholar continues to demonstrate significant delays in skill and knowledge developed over a reasonable period of time, a referral for multidisciplinary team evaluation through the public school district will be considered.

Referral for Special Education Evaluation

Scholars who continue to demonstrate a lack of improvement and are suspected of needing Special Education will be referred to Orange County School District (OCPS) for an evaluation. Parent contact will be made to advise the next step in the process. The parent will complete paperwork as requested by KOK and OCPS.

Learning Environment

Overview

Respect and educational purpose characterize the classroom environment at KOK. The environment promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. This learning environment is orderly - a place where instruction can take place and the joy of academic accomplishment can be experienced. In maintaining structured, disciplined classrooms, the teachers and staff provide an educational setting where scholars can focus more readily, apply themselves more effectively, and realize greater success in the quest to learn. Below is a summary of the KOK learning environment:

- A Christian environment that is loving and caring.
- Classrooms that are fun and conducive to learning.
- A campus with an open-door policy with parents/guardians.
- Accountability measures that ensure great success.

Memory Work

Memorization of Bible passages, the chief parts of the Catechism, and hymns are an important part of the religion curriculum. For the most part, the younger scholars work on their memory work during class hours and then may need a little more time at home to complete the assignment. The older scholars are expected to do this work on their own as homework.

Homework

Learning is not restricted to the classroom. Homework may be assigned to achieve the instructor's educational goals or to supplement what is being covered in the classroom. Scholars are expected to keep current on their daily assignments and homework. Non-completion will be dealt with on an individual basis according to the late homework policy and the needs of the scholar or the situation.

Homework Responsibilities

Responsibilities of Staff	Responsibilities of Parents	Responsibilities of Scholars
<ul style="list-style-type: none">• Assign challenging and meaningful homework that reinforces classroom lessons• Give clear instructions and make sure scholars understand the purpose• Give feedback and/or correct homework• Communicate with other teachers• Correct the work of the scholars in a timely manner• Know whether submitted work is acceptable• Contact parents if a pattern of late or incomplete homework develops	<ul style="list-style-type: none">• Set a regular, uninterrupted study time each day:• Keep in contact with the teacher when a scholar's work habits change. This can be done with notes being sent home, phone calls, emails, or parent-teacher meetings.• Review scholar's work regularly. Parents should inform the teacher of any concerns about homework.• Establish a quiet, well-lit study area• Monitor scholar's organization and daily list of assignments in their assignment guide	<ul style="list-style-type: none">• Write down assignments in a designated area, notebook, or planner• Be sure all assignments are clear; don't be afraid to ask questions if necessary before the end of each class period• Set aside a regular time for studying• Find a quiet, well-lit study area• Work on homework independently whenever possible, so that it reflects scholar ability• Produce quality work• Make sure assignments are done according to the given

	<ul style="list-style-type: none"> Help scholars work to find the answer, not just it for them Be supportive when the scholar gets frustrated with difficult assignments Contact teacher to stay well informed about the scholar's learning process 	<ul style="list-style-type: none"> instructions and completed and turned in on time Request missed assignments when absent from each teacher Request assignments ahead of time when absent for School activities
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Guidelines for Homework per Grades

Grade Level	Homework Guidelines
Kindergarten	Review Bible Stories at home, practice letter/sight word/math flashcards, and spend time reading together
1-2	Review Bible Stories at home, practice spelling words, spend time reading together and review math facts
3-4	Review Bible Stories at home, practice spelling words, review memory work, spend time reading together and review math facts
5-8	Learn memory work, confirmation study, memorize hymns, practice spelling words, review for tests and quizzes, complete assignments, and special projects

Late Homework Policy

1. Late Work:

- Scholars will receive a written referral (email home) for the following circumstances, all of which would be considered incomplete work:
 - Any assignment not completed upon arrival to KOK on the day in which the assignment is due.
 - Any assignment that is not completely finished by teacher standards or to the scholar's ability.

2. Parental Correspondence:

- After 6 homework referrals within a teacher's class: At this point there will also be a meeting with the scholar, the teacher, and the parents to discuss the situation and will develop a plan to prevent any further missing assignments.
- After 10 homework referrals within a teacher's class: At this point there will be a meeting with the scholar, the teacher, and the principal.
- After 16 homework referrals within a teacher's class: If a scholar continues to accumulate missing assignments and shows no improvement or intent to improve, the principal may recommend suspension or expulsion from KOK.

3. Consequences for late assignments:

- Unless specified otherwise by the teacher, all homework is due the next class day at 8:05 AM. **Homework, even if late, will be due in order to receive credit.** Teachers will track any missing assignments for each quarter.
- Grades K-2: Consequences for late assignments are up to the teacher's discretion
- Grades 3-8: All late assignments will receive an incomplete in the gradebook, and the consequences listed late assignments:
 - Continued incomplete assignments will result in a meeting with the Dean or written referral.
 - Work never turned in will result as a F (0%).
- Records (total number of late assignments) will be cleared at the end of each quarter and scholars will start with a clean slate.
- Incomplete assignment sheets will be provided on Mondays.

- f. Recess/staying after class hours will be an option for scholars to get incomplete work done.
- g. Logically, late work will negatively affect a scholar's overall performance. An excessive amount of late work throughout the year could be a factor to cause a scholar to be retained in their current grade.
- h. Exceptions: Teachers will take into consideration extenuating circumstances and student accommodations when determining late work.

Make-Up Work

Teachers and staff will allow scholars to make up and receive a grade for tests and assignments missed during excused absences. Scholars are to have one week to make up work for every day of excused absence. Scholars are required to make-up work for unexcused absences, truancies, or suspensions. Parents can request make-up classwork for their scholar by email to the teacher on the second day of an absence. We appreciate the support of our parents and guardians in helping our scholars achieve this goal.

Assignment Notebook

KOK will supply assignment notebooks for all scholars in grades 3-8. Scholars will use these books daily to assist them in developing organizational skills. It will be our policy to regard assignment notebooks as misplaced or lost if the scholar fails to have it present in the classroom three consecutive academic days.

Singing in Worship Services

The children learn and rehearse songs of praise in school. We encourage our scholars to participate because *spreading God's Word in song is a most gratifying and rewarding privilege.*

Friday Chapel

Services are conducted every Friday morning at 8:15A.M. in the sanctuary. Scholars are encouraged to use their musical talents to enrich chapel services through singing or playing musical instruments. All are invited to attend.

Field Trips

Teachers may plan several field trips during the year as part of the educational program. They will notify parents in advance of any trip. Signed permission slips and payment (if applicable) must be received by the due date for the student to be allowed to participate. Due to deadlines enforced by different venues, field trip payments are non-refundable even if a student misses the trip due to illness. Teachers will request parent chaperones as needed. Chaperones must have a valid background screening 72 hours prior to the trip. Any student who has multiple disciplinary referrals or suspensions will not be permitted to attend field trips. Students are required to wear a King of Kings field trip shirt on field trips unless otherwise stated. Students not in the appropriate uniform the day of the field trip will remain at the school and all monies paid will be non-refundable. Teachers will provide a driver list and safety plan no less than 24 hours prior to a field trip.

Absence and Tardy Policy

1. Children not in their classrooms by 8:05 am are considered tardy. A scholar will only be excused for a tardy with a doctor's note or through the principal. At 8:05 am the front gate will lock. Parents and guardians must park in the side lot. Students will need to enter through the locked side gate and ring for the secretary to unlock the gate.

- a. Students who arrive after 9:00 am will be marked 1/2 absent.
- b. Students that arrive after 11:31am will be marked full absent.
- c. Students that leave after 12:01pm will be marked 1/2 absent.

2. Arriving on time helps your scholar to begin the day in a positive way and is important because:
 - a. The first part of each day begins with devotion. We consider time with our Lord in meditation and prayer the most important part of the day. It sets the tone for the day.
 - b. Punctuality demonstrates professionalism and sets the tone for the students in a structured environment.
 - c. We will verify why your scholar is late. Our attendance check is immediately after 8:05 am. If you are late, please expect a phone call as to why you are late. You can expedite this process for us by emailing or texting your classroom teacher.
 - d. Failure to comply with King of Kings' Tardy or Absence Policy could initiate a truancy case per Florida Statute 1003.27.
 - e. According to Florida Statute 1003.21, each parent/guardian of a scholar within the compulsory attendance age shall be responsible for their scholar's attendance. The following reasons for absence are valid: illness, serious injury or death in the immediate family, prearranged absences approved by the principal or religious holidays. The following are not excusable in accordance with State Statute: truancy, out of school suspension, missing the bus or trips to special occasions not approved in advance.
3. Prior to the start of the school day (8:05am), parents or legal guardians should notify the school office, by phone or email, if their scholar will be absent for the day.

Per grading period:

1. The homeroom teacher will make contact with the parent/guardian encouraging the necessity for punctuality after three unexcused absences. After the third unexcused absence, the homeroom teacher will incorporate tier support to assist the family.
2. If the scholar accumulates...
 - a. 5 unexcused absences, a detention and additional tiered support will be given.
 - b. 10 unexcused absences, a 2nd detention will be given; followed by a meeting with the principal.
 - c. 19 unexcused absences will warrant a meeting with the principal to review continued enrollment.

Acceptable and Unacceptable Forms of Excusing

1. The following are acceptable forms of excusing a tardy or absent scholar:
 - a. Excused by the principal
 - b. Excused by a doctor's note
2. The following are not acceptable forms of excusing a tardy or absent scholar:
 - a. verbal excuse through a sibling or other scholar
 - b. a telephone call or text to the office manager, teacher, or principal
 - c. an email to the office manager, teacher, or principal
 - d. a written and signed note from the parent to the teacher
 - e. talking personally with a scholar's teacher

Definitions

1. **Excused Absence:** Absences that are excused include the following:
 - a. Illness
 - b. Disabling injury
 - c. Funeral in the family
 - d. Medical or dental services that cannot be arranged outside of KOK hours

- e. Family vacations that must be taken during the course of the academic year. Teachers must be notified in advance and arrangements to complete work must be made by the teacher and parents or guardians of the scholar
2. **Unexcused Absences:** These are absences for which the qualifications under the previous description are not met. A scholar will also be marked unexcused if the teacher is not notified in an acceptable way (see below). These absences will be recorded by the teacher in the permanent attendance record as unexcused.
3. **Excused Tardiness:** A scholar will not be listed as tardy when absent if:
 - a. Unusual traffic conditions caused a delay (accidents, road closures, etc. –especially applies to those traveling long distances)
 - b. Unusual weather conditions caused a delay
 - c. A unique extenuating circumstances as determined by the principal
 - d. Unique traffic conditions caused a delay
 - i.
4. **Unexcused Tardiness:** If the scholar is not in his/her seat at 8:05 AM or within a reasonable time (determined by homeroom teacher) following; he/she will be marked tardy. If there is no excuse provided by the parents or guardians, or an unacceptable excuse is provided, an unexcused tardy will be recorded.
5. **Truancy:** Failure to comply with King of Kings' Tardy or Absence Policy could initiate a truancy case per Florida Statute 1003.27. **All scholars who are classified as being habitually truant are in violation of Florida law, and as such the scholar, and his/her parent(s)/guardian(s), may be required to appear in court.**
 - a. Guidelines:
 - b. A statement of the parent's or guardian's responsibility, to cause the scholar to attend school regularly.
 - c. A statement that the parent, guardian, or scholar may request program or curriculum modifications for the scholar.
 - d. A request that the parent or guardian meet with the Principal to discuss the scholar's truancy. The notice shall include a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five academic days after the date that the notice is sent, except with the consent of the scholar's parent or guardian the date for the meeting may be extended for an additional five academic days.

Vacations

Vacations during the academic year are discouraged. Please try to schedule vacations during breaks. Parents/Guardians who are planning vacations during the academic year are requested to notify the teacher well before the date of the trip. The staff will make every effort to prepare the assignments that the scholar will miss. The due date for the make-up work will be determined by the classroom teacher. Some activities may have to be made up at a later time depending on their nature and the teacher's schedule. Excused absences mean that class work assignments missed will be made up by the scholar.

Mental Health & Counseling Services

As needed, Christian Family Solutions services offer direct help to families whose scholar(ren) are experiencing educational or behavioral problems either at home or in school. Consultation with teachers on such problems is also available as needed. Psycho-Educational Evaluation can also be completed when a scholar is suspected of having a learning disability, emotional problems, or being gifted or intellectually impaired. The purpose of the evaluation is to assist in understanding the scholar and planning a remedy of existing problems.

Other services include counseling unwed parents, adoption, and family service. The area of service referred to as family service includes marriage counseling, individual counseling, family counseling, and dealing with such issues as parent/scholar relationships, marital discord, delinquency, drug abuse, alcoholism, and depression.

Financial Information

Affording a Crusader Education

"All parents should diligently strive to give as the Lord has blessed them, mindful of their Lord's promise to supply all their needs" (Malachi 3:10). KOK understands and appreciates the financial commitment that families take on in deciding to send their scholar to KOK. KOK is committed to maintaining a Christ-centered education with excellence in every subject we teach, making the family's educational experience affordable, regardless of their resources. In keeping with our mission and guiding principles, KOK supports a tuition scholarship program to assist families whose financial resources cannot fully cover the cost of a Christ-centered education.

Tuition

In order to view the tuition levels at King of Kings Lutheran School you can visit our website to see our tuition and fee documents.:

Scholarship Aid & Determination

The scholarship program is available to all families in grades kindergarten-8th grade who cannot afford the tuition. The need-based tuition scholarship can help defer the cost and all families are eligible to apply. There are built-in reductions for multiple children.

Families applying for a scholarship for the following academic year may apply after March 1 and no later than March 31.

The school board allocates funds after careful consideration of a family's financial need and to the extent that scholarship funds are available. To be considered for financial aid, families are required to submit a copy of their most recent tax return as part of the admissions process. This ensures that our process for establishing financial need adheres to nationally established standards of best practice. All financial information and scholarship totals are kept strictly confidential. Families are required to reapply each year for scholarship aid.

Tuition Schedule

The initial tuition payment will be due at the beginning of the academic year (by August 31). Enrollment may be terminated if tuition payments are not received on time. Tuition invoicing and payments are managed through an online payment portal. Parents can log in to review invoices, while having access to their payment history. Payments can be made electronically in the system to KOK. Contact the principal with questions.

Tuition Contract Pledge

1. Families agree to pay all tuition and fees required in accordance with the financial policy of KOK, including the following:
 2. By the first day of the new school year, ALL delinquent balances MUST be paid.
 - a. Unless a payment plan has been set up, enrollment will not take place until prior balances are paid in full, including BSC/ASC balances.

- b. No records will be transferred to another school until all balances are paid.
- c. Overdue balances of non-returning families (over 60 days) will be turned over to a collection agency.

3. Payments Plans:

- a. Payments can be made annually, semesterly, or monthly.
- b. Invoices will be sent home on the 15th of each month and payments are due by the last day of the month.
- c. Overdue balances will be charged a \$50 late fee if payment occurs on the 15th of the next month.

4. For any tuition delinquencies, there will be a reminder sent immediately upon the delinquency.

- a. At 30 days, the principal will contact the families explaining next steps.
- b. At 60 days, the principal and BYD will contact the family explaining the next steps.
- c. Forgiveness can only be provided by the BYD and principal for tuition costs or deadlines.

5. Withdrawal Fee and Dues

- a. Once enrolled for the upcoming school year (up until December 31 of the current enrolled year), a withdrawal fee of \$500 per scholar is due per our withdrawal policy. This helps offset our budgetary and planned expenditures for your children.
- b. If withdrawal occurs after June 1 and before December 31, the parent or guardian must pay the full tuition for the first semester.
- c. If withdrawal occurs for any reason after February 1 to the last day of second semester, tuition will be owed through the end of the academic year.

Co-Curricular Activities

Athletics and Co-Curricular Activities

All scholars participating in athletics and co-curricular activities are required to conduct themselves as role models, to demonstrate good citizenship, and to comply with all rules and regulations of KOK or be subject to suspension or dismissal (expulsion) from school and/or the activity involved. Coaches or advisors may apply further reasonable and necessary rules unique to the activity for which they have responsibility. Practices may be led by either a faculty member, former scholars, layperson from the congregation, or school parent volunteer.

Athletic Eligibility Policy

Scholars who wish to participate in co-curricular activities must demonstrate that these additional activities will not become a burden to them and not detract from their academic work. If a teacher and the parents/guardians determine that co-curricular activities are beginning to have an obviously detrimental effect on a scholar's work, then the parents and School together may decide to limit participation. If a scholar has repeated late work or incomplete work and the participation in a sports activity is not allowing the scholar sufficient time to do schoolwork or hindering academic growth, the scholar will be ineligible for participation by decision of the teacher, coach, or principal. More information on athletics and co-curriculars can be found in the appendices.

Activities and Clubs

King of Kings offers various clubs for students in grade 3 to grade 8. The same eligibility requirements pertain to clubs as athletics. Church members, parents, and other volunteers assist in leading these clubs.

Cancellation policy

All co-curricular activities will also be canceled for that day if the academic day is canceled.

Communications

Means of Communication

To operate a culture of transparency and openness, King of Kings has established several means of communicating with parents. Each Sunday or Monday, teachers will email what their learning goals are for the week and any homework. Additional communication may include but are not limited to:

- School/Class Newsletter
- Classroom Messages
- Phone Calls to Parents
- Conferences with Teachers
- Conferences with Principal
- School Emails



The Crusader Communicator: KOK Newsletter

The *Crusader Communicators*, KOK's newsletter, will be distributed on Sundays. This newsletter will have information about the KOK happenings, upcoming activities, and special classroom news. A copy will be e-mailed to each home.

Orientation

In August, prior to the start of the new academic year, parents/guardians are expected to meet for an orientation. This event is meant to provide parents the opportunity for fellowship with the greater KOK community, hear of new policies and reinforce various policies, and classroom orientation sessions. Our principal will be available for tuition management and other pertinent school questions.

KOK Website

KOK operates a website where a wealth of information is presented on all the various educational programs and ministries of KOK. The website is updated regularly and will include the most current information possible. The Family Handbook, academic year/athletic calendars, surveys and questionnaires, and many more items are posted on our website at King of Kings Lutheran School.

KOK Family Google Calendar

KOK utilizes Google calendars to provide dates for scheduled events. This calendar can be accessed on the KOK website or by sending an email to the office manager asking for the calendar to be shared in order to properly sync it to your preferred electronic device.

Conferences

To assist in cooperation in our work with your scholar, specific times for consultations will be scheduled two times each year with a mandatory fall conference and a conference in the spring by request. Additional consultations may be scheduled on an individual basis as the need may arise.

Online Gradebook

KOK uses a web-based software program called Gradelink, which allows parents and scholars to access assignments and grades by typing in their parent or scholar password. The website is: gradelink.com and our school code is 2548. The necessary access information will be provided to families at the annual Orientation Night.

Communication Policy

Communication with your classroom teacher and other staff at King of Kings helps us create a positive culture of safety and success. To set your scholar up for success, teachers and principal will reach out to you frequently to check in and receive feedback on improving our management and instructional practices. If appropriate and frequent communication does not occur, the principal may perform an unscheduled home visit.

Parents are welcome to reach out to faculty and staff during school hours. Faculty and staff may not respond immediately as they may be teaching or performing other school operations. Parents are welcome to reach out to teachers at the teachers' discretion (cell phone, office phone, email, Gradelink, or texting).

Your communication with teachers or principal may be documented during the year for the safety and accountability of the scholars, teachers, and parents.

We ask that scholars do not call their parents during the school day using their cell phones or school phones unless it is an emergency (something that endangers their safety or health). If a scholar needs to communicate home, it will be done through a faculty or staff member.

Email

Please feel free to contact KOK directly via the intended recipient's email address with any questions or concerns. However, be aware that email sent or received using KOK communication equipment may be monitored or read by people other than your intended recipient. In short, email may not be confidential.

Teacher Availability

Home-KOK communication concerning each scholar's academic life is vital. Therefore, KOK's teachers encourage parents to discuss any and all issues that may arise. A preferred time to sit down and give adequate time to discuss an issue is typically after class hours or at a time that is mutually agreeable. Since teachers are greeting each scholar and are doing final preparations for the academic day, before class hours consultations are not recommended. Our teachers will provide other contact information at orientation.

Parent Involvement

To develop a familial culture, stronger investment, and improved communication, King of Kings encourages families to fulfill at least ten family hours during the year. Parents can submit hours by coaching, chaperoning field trips,

assisting with Ambiance, assisting at school, assisting with sports, organizing Family Fun Nights, or any other items approved by the staff.

Conflict Resolution

KOK is committed to a God-pleasing partnership between home and KOK. If a disagreement arises, a resolution will be found in a God-pleasing way. Consider these encouragements from God's Word:

- **Ephesians 4:3-4;** *"Make every effort to keep the unity of the Spirit through the bond of peace. There is one body and one Spirit – just as you were called to one hope when you were called."*
- **1 Peter 3:8;** *"Finally, all of you, live in harmony with one another, be sympathetic, love as brothers, be compassionate and humble."*

In **Matthew 18:15-17**, our Savior **requires**, on the basis of Christian love, that parents and teachers speak with each other privately, and not to make their disagreements public. Christian love and courtesy should dictate how each party will deal with each other. Additionally, parents must be especially careful about speaking about a disagreement with a teacher in front of their child(ren). Remember, the Eighth Commandment (**You shall not give false testimony against your neighbor...We should fear and love God that we do not tell lies about our neighbor, betray him, or give him a bad name, but defend him, speak well of him, and take his words and actions in the kindest possible way**) protects one's good name whether an accusation is true or not.

By His Spirit, God empowers His people to approach each other humbly, peacefully, and harmoniously. In that spirit, God's people at KOK have established a series of steps leading towards a God-pleasing conflict resolution.

In matters dealing with an individual:

1. Discuss the matter with the teacher or whoever was directly involved in the matter. More than one meeting may be needed for the issue to be understood and action to be taken.
2. If the conflict has not been resolved, then discuss the matter with the Principal along with whoever was previously involved in the matter. Again, more than one meeting may be needed. If the disagreement concerns the Principal, then the school board chairman can be contacted.
3. If the conflict has not been resolved, then discuss the matter with the pastor along with whoever was previously involved with the matter. Again, more than one meeting may be necessary.
4. If the issue has not been resolved, the matter can then be brought before the school board for final resolution. Again, more than one meeting may be needed to draw a conclusion to the matter.
5. The school board is the governing body of KOK Lutheran School, and their decision is the final word.

In matters dealing with KOK policy and/or procedures:

1. Discuss the issue with the Principal.
2. If the issue has not been resolved, then bring the issue to the school board for resolution.
3. The school board is the governing body of KOK Lutheran School, and their decision is the final word.

Consider this final exhortation from 2 Corinthians 5:17, 18: *"Therefore if anyone is in Christ, he is a new creation; the old has gone, the new has come! All this is from God, who reconciled us to himself in Christ and has given us the ministry of reconciliation."*

Therefore, in all matters of conflict between fellow Christians, ultimately, we have the reassurance that Jesus can heal the conflict and bring resolution through the forgiveness of sins He won for us.

Parents/Guardians

Our Response to His Love

Grace, God's Undeserved love, is the message of the Bible, "For God so loved the world that He gave His one and only Son that whoever believes in Him shall not perish but have eternal life" (John 3:16). What have we done to deserve a gift like that? Nothing. In response to His love for us, we strive to love others as Christ loves us. Love is an *action* verb. 1 Corinthians defines love as being patient, kind, and persevering. As we interact with one another, we must strive to follow this model of God's grace.

Home & School Cooperation

The Lord bound the home and School together as a unit with identical aims when he said in *Deuteronomy 6:6-7*, "*These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.*" Parents/Guardians must remain faithful in their responsibilities. Parents/Guardians and staff must join hands so that this work can be done efficiently and effectively preparing children to meet their Lord.

The Lord has bound the home and school together as a unit with identical aims when He said to parents/legal guardians, "These words which I have commanded you this day shall be in your heart; and you shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise up." (Deuteronomy 6:7) Please bring any comments, questions, or complaints to the attention of the teacher involved and the principal after school hours. The faculty will listen and deal with the situation accordingly.

Responsibilities of Parents/Guardians & School Board

Recognizing teachers as special gifts of God to his Kingdom, the school board and parents will:

- Receive them as servants of Jesus Christ for our children.
- Accord them the honor and love which we owe them as servants of Christ.
- Support their work among us with our prayers and personal assistance.
- See to the punctual and regular attendance of scholars.
- Aid them in maintaining Christian discipline.

Worship & Bible Study

Gathering around the Word of God on a regular basis is important for the spiritual growth of the whole family. Parents/Guardians are encouraged to set aside time each day for family devotion and prayer. Coming together as Christians in a church setting allows us to spur one another on in love and feed our souls with the Word. All families are encouraged to attend church on a regular basis. *It is of utmost importance for parents to be active in God's Word at home and in church. Nothing supports Christian academic instruction more than seeing it used and modeled in the family circle.*

Religious Resources

www.wels.net – The official website of the Florida Evangelical Lutheran Synod. Devotions and spiritual resources are readily available.

www.nph.net – The WELS publishing house that provides spiritual printed materials.

www.kremerpublications.com - Another source for printed devotional and spiritual materials.

www.biblegateway.com - online Bible (English Heritage Version [EHV] translation).

Custody Policy

KOK must give full rights to both parents/guardians of a scholar, unless there is a court order or other legally binding document on file relating to divorce, separation, or custody that specifically revokes these rights. Special circumstances and court orders must be in the scholar's file in the office.

KOK will willingly uphold and enforce any mandated court custody decisions.

Custodial parents/guardians are required to update the scholar information sheets and should be reviewed at orientation each year. Custodial parents are responsible for updating custody information as it changes and informing the school who is permitted to pick up a scholar from KOK during the day. This information will be shared with the principal and the homeroom teacher.

KOK will not allow itself to be directly involved in any custody disputes among families unless required to do so by law. Parents/Guardians that have specific custody concerns are asked to generate a schedule indicating scholar placement. A copy will also be kept on file in the main office.

If parental custody kidnapping is suspected, contact 911.

Volunteer Policy and Guidelines & Opportunities

Volunteers are a vital asset to the success of KOK. Our teachers and staff appreciate the many volunteers throughout the years who have graciously given their time and talents to give scholars the best possible learning experience. ***“Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms”*** (1 Peter 4:10). The principal, faculty, staff and the school board thank you in advance for your continued commitment and support.

Definition of Volunteer

A volunteer is defined as an individual performing services for KOK who does not receive compensation for his/her services. The volunteer is any adult 18 or older.

Purpose of a Volunteer

1. KOK volunteers serve under the direction of the staff to meet the needs of the scholars.
2. Supplement the work of classroom teachers, upon their request, under their supervision, and with the approval of the school principal.
3. Provide assistance for staff in non-academic areas where scholar contact may or may not exist.

How to Volunteer

Simply contact the teacher or staff member in charge. If you are unsure who to speak with, notify the office about your interest and our team will direct you to the correct person.

Volunteer Positions

Opportunities to volunteer will be noted at Orientation and arise throughout the school year.

Volunteer Code of Ethics & Confidentiality

1. *"If anyone speaks, he should do it as one speaking the very words of God. If anyone serves, he should do it with the strength God provides, so that in all things God may be praised through Jesus Christ"* (1 Peter 4:11). Keeping 1 Peter in mind, there are certain rules all of us must follow when working in the School.
 - a. Do not discuss individual scholars
 - b. Do not compare scholars
 - c. Never publicly discuss parents, scholars, teachers or other volunteers
 - d. If you see confidential records of children in the classroom, staff room or office; under no circumstances should you repeat any of this information
 - e. Be respectful of KOK expectations when volunteering

Volunteer Expectations

1. Follow the directions of the staff member at all times.
2. Should you have a concern about a scholar, as a result of working with that scholar individually or in a group do not hesitate to bring your concern to the attention of the teacher.
3. Do not hesitate to ask questions of the person in charge of an activity.
4. The teachers and staff will depend on you to be present at your scheduled time. Their days are planned with your help in mind. If you find you will not be able to volunteer on a particular day, please notify the office as soon as possible.
5. Should you be driving for a field trip using your personal vehicle, it is necessary that the children use their seatbelts. There must be one seatbelt for each scholar and adult in the vehicle. Before you begin operating your vehicle, remind the children of your rules concerning their behavior. Check with the office that your driving paperwork (vehicle insurance and driver's license) is on file and up to date.
6. Please understand that in academic settings, it is important to be able to give your full attention to the task at hand. There are some settings where it may not be appropriate to bring children with you when volunteering. The classroom is one of these settings. Please check with the teacher or staff member to discuss their expectations.

What Volunteers Are Not Expected To Do

1. Administer Discipline - If you have concerns about anything you see in the classroom or on school grounds, speak to the coordinating staff member or principal.
2. Interrogate scholars or Investigate Problems - Please report any problems to coordinating staff member
3. Administer Medications or Attempt CPR - Please refer any matter to the coordinating staff member.
4. Clean up Bodily Fluids- Volunteers should not be involved in the clean-up of bodily fluids. In the case of a life-threatening situation, volunteers should first attempt to alert KOK personnel. If it is necessary for them to take immediate action, they should exercise all reasonable precautionary measures. KOK personnel should be notified as soon as possible.

Volunteer Sign-In

All visitors in the School, including volunteers, are required to report to the office each time they visit during normal academic hours. May God bless the work that you do for us and for Him.

"Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things" (Philippians 4:8).

Background Check Policy

1. The following policy will be followed for all called workers, hired staff, and volunteers that interact with scholars at KOK in accordance of FL Statute 435.12:
 - a. All faculty, staff, and volunteers are federally background checked. All volunteers, parents, and adults over the age of 18 allowed in the classroom buildings, or other buildings on campus when scholars are on campus, must be background checked through Clearinghouse.
 - b. Each volunteer or parent is required to pay for their own background check.
 - c. All background check results will be stored in a secure location and viewed only by the principal or others as deemed necessary by the principal (insurance, legal, etc.).
 - d. The FBI monitors and coordinates all background checks through Clearinghouse.
 - e. All volunteers and staff that are background checked are required to wear their badge.

Social Media Guidelines

1. In today's connected world, KOK recognizes the necessity for scholars to learn and build skills using technology. For that reason, KOK provides scholars access to a variety of devices, use of network resources, and internet connectivity. Responsible use of these technological tools will be taught and fostered among scholars. We encourage parents to be responsible with social media. It is every parent's responsibility to use social media in a positive and God-pleasing way. Parents/Guardians will be held accountable for content they post online. Remember that if you share information, you are responsible for it. Even if you did not take the picture, make a comment or write an article, you are held responsible for sharing the information.
2. Guidelines:
 - a. Use caution. Do not post or share the following:
 - i. Confidential or personal information about yourself or anyone else
 - ii. Passwords or login information
 - iii. Copyrighted items
 - iv. Photos or videos without permission
 - b. Consider the Future. What you post online now will follow you forever.
 - c. Be honest, thoughtful, and respectful.
 - d. Avoid obscene or crude language, sexual comments, bullying (also known as cyberbullying), material related to alcohol, drugs or illegal behavior, discussions that are harmful to the reputation of others or the reputation of KOK.
 - e. Have no expectation of privacy. KOK has the right to review and inspect all forms of online communication.
 - f. Use privacy settings, but remember that even with the strictest privacy settings, your information can become public. Information that you delete is stored online indefinitely. Whatever you post online is public and permanent.

Visitation by Parents/Guardians

Parents/Guardians are invited to visit KOK within appropriateness. We do ask that you call the staff member and the KOK office at least one day in advance to notify the teacher of their intentions. If you choose to visit while school is in session, please check in with the KOK office prior to entering. Parents and guardians are expected to wear appropriate clothing when dropping off and picking up their children.

Transportation

It is expected that the parents/guardians will provide transportation for their children. However, names will be shared so that carpools can be formed, when asked.

Scholars

Code of Conduct

1. Discipline Philosophy

- a. *"All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness" (1 Timothy 3:16).* The word discipline in a Christian setting means to forge disciples of Christ. The main objective of the KOK discipline philosophy is to forge disciples. The KOK staff makes every effort to treat all scholars fairly according to God's Word. On the other hand, all must realize that scholars owe implicit obedience to their teachers and staff members under the Fourth Commandment (*Honor your father and mother, that it may go with you and that you may enjoy long life on the earth...We should fear and love God that we do not dishonor or anger our parents and others in authority, but honor, serve, and obey them, and give them love and respect*). Scholars are expected to show respect to their teachers and all members of the staff at all times and in all situations.
- b. All scholars attending KOK must submit to wholesome discipline from the Word of God, "*Children, obey your parents in the Lord, for this is right*" (Ephesians 6:1). Scholars must also submit to reasonable discipline by the teacher or principal.
- c. Our scholars will be taught to be thankful that God has chosen them to be His own and to show their love for their Savior through proper Christian conduct. "*This is love for God: to obey His commands*" (1 John 5:3).

2. Discipline Principles: KOK believes that...

- a. every attempt should be made to maintain the dignity of both the adults and the scholars.
- b. scholars should be given the opportunity to make age-appropriate decisions and live with the results.
- c. there should be a logical connection between the behavior and the resulting consequences.
- d. misbehavior should be viewed by staff as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school or staff.

3. Discipline Objectives: KOK strives to provide an environment where...

- a. scholars exhibit God-pleasing behavior and are taught to live their faith.
- b. teaching can take place.
- c. the scholar has the opportunity to learn.
- d. no scholar feels threatened physically or emotionally.
- e. scholars feel they are loved and important.
- f. positive behavior is encouraged, praised, and rewarded. At other times it becomes our duty to point out, admonish, and correct errors with Christian love and concern for the individual.

4. Expectations of Staff Members

- a. As workers, called by the Savior to proclaim the Gospel of salvation, to teach not only that Gospel but the secular curriculum as well, the teacher is expected to model as well as to enforce Christian discipline both in and out of the classroom. In so doing, a proper balance of Law and Gospel, which accepts each scholar at his or her own level of sanctification, is used to allow the errant scholar to recognize his or her sin through admonitions. But also to be comforted by the blessed assurance that that sin is forgiven through the blood of the Savior. It is anticipated that these will lead to God-pleasing penitence to which the teacher will properly offer his or her personal forgiveness. The goal of this application of Law and Gospel is for each scholar to increase in sanctification.

5. Expectations of Scholars

- a. The KOK staff will assist scholars to...
- b. show Christian love to their peers, teachers, and all whom they come into contact.
- c. develop and demonstrate respectful, Christian attitudes toward all people.
- d. do all that they do to the glory of God.
- e. lead God-pleasing lives in all that they do.

Disciplinary Responses to Scholar Misconduct

1. LEVEL 1

- a. Minor misbehavior on the part of the scholar that impedes orderly classroom procedures or interferes with the orderly operation of KOK. These misbehaviors can usually be handled by the teacher, but sometimes may require the intervention of the dean. The teachers will use their discretion in determining if the misconduct reflects a sinful attitude and requires further action.

2. Examples of Misconduct:

- a. Bullying (see policy), classroom disturbances, inappropriate language, failure to complete assignments or carry out directions, violations involving misuse of technology and/or electronic devices, disrespect to scholar/staff that is mostly verbal/visual, minor rule violations, occasional tardiness.

3. Teacher Response to Misconduct:

- a. There is immediate intervention by the teacher who is supervising the scholar or who observes the misbehavior.
- b. The teacher may communicate with parents in written form and/or personal contact regarding misconduct.
- c. Informal documentation by the teacher. An email sent home is an example of informal documentation.

4. Response Options:

- a. Options include, but are not limited to, verbal corrections, special assignments, KOK community service, withdrawal of privileges, parent conferences and discipline notes as well as options listed at other levels of this policy.

5. LEVEL 2

- a. Misbehavior whose frequency or seriousness tends to disrupt the learning climate of KOK. These infractions, which usually result from the continuation of Level 1 disturbances, require stricter consequences because the execution of Level 1 disciplinary options have failed to correct the situation. Also included in the level are misbehaviors that do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

6. Examples of Misconduct:

- a. Continuation of unmodified level 1 misbehavior, truancy, frequent/habitual tardiness, using forged notes or excuses, cheating, disruptive classroom behavior, disrespect, lying, abusive language, minor acts of physical/normal conflict, uncontrolled behavior.

7. Teacher/Dean Responses to Misconduct:

- a. The scholar is referred to the dean for appropriate disciplinary action.
- b. The dean meets with the scholar and/or teacher and affects the most appropriate response.
- c. A written referral may be completed to prevent future misconduct.
- d. The teacher is informed of the dean's actions.
- e. The dean will communicate with parents in written form and/or personal contact regarding the misconduct.
- f. The incident is formally documented by the dean in the student's file.

8. Response Options:

- a. KOK community service, loss of privileges, discipline note, parent conference, verbal or written contract, detention, in-school/out-of-school suspension as well as options listed at other levels of this policy.

9. LEVEL 3

- a. Acts directed against persons or property, but whose consequences may not seriously endanger the health or safety of others in the school. These infractions, which usually result from the continuation of Level 2 disturbances, require stricter consequences and intervention of the principal because the execution of Level 2 disciplinary options have failed to correct the situation.

10. Examples of Misconduct:

- a. Fighting (minor), vandalism (minor), stealing, threats to others, physical/verbal violence or intimidation, serious defacing or permanent defacing or destruction of property, blatant disrespect, continuation of Level 1 and/or Level 2 behaviors.

11. Teacher/Principal Responses to Misconduct:

- a. The principal initiates disciplinary action by investigating the infraction and conferring with dean and/or staff on the extent of the consequences.
- b. The principal and dean meet with the scholar and confer with the teacher and parent about the scholar's misconduct and the resulting disciplinary action.
- c. The principal will notify the school board of any suspensions.
- d. The incident is formally documented by the principal.

12. Response Options:

- a. Options include temporary removal from class, KOK community service, behavior plan/contract with parent involvement, loss of privileges, detention, in-school/out-of-school suspension as well as options listed at other levels of this policy.

13. LEVEL 4

- a. Acts which result in violence to another person or property or which pose a direct threat to the safety of others in the school.

14. Examples of Misconduct:

- a. Continued Level 1, 2, or 3 misconduct, bomb threat, possession/use/transfer of dangerous weapons, assault/battery, vandalism, illegal substances, and fighting (serious), excessive physical conflict/harassment, excessive physical/verbal violence or intimidation.

15. Teacher/Principal Responses to Misconduct:

- a. The principal verifies the offense, confers with the staff/scholars involved and meets with the scholar.
- b. The scholar completes a "My Actions" form.
- c. A complete and accurate report is submitted to the school board
- d. Parents are notified by the principal.
- e. A meeting is arranged between the school board and parents.
- f. The principal informs the parents of disciplinary action.
- g. Legal notification if needed.

16. Response

- a. Loss of privileges, school community service, behavior plan/contract with parent involvement, legal action, referral to a counselor or support group, in-school / out-of-school suspension, expulsion as well as options listed at other levels of this policy. In order to ensure that we offer every scholar the opportunity to enjoy the privilege of learning, KOK has developed a policy on what is acceptable conduct and what is not. We have established and identified several discipline violations as major offenses. A violation in these areas will be treated as a major offense. A scholar written referral will be given.
- b. Any substantiated Level 3 or 4 offense reported to the principal shall be handled as follows:
 - i. The first offense will result in a **written referral and detention**. A **discipline plan** will be written and signed by all included parties.
 - ii. The second offense will result in a **written referral and a suspension** and a **mandatory meeting with the parents at KOK**.
 - iii. The third offense will result in a **written referral and a suspension** (days to be determined by the principal) and a mandatory meeting of the parents.
 - iv. The fourth offense **will result in permanent expulsion** from the school, without appeal.
 - v. Any lifestyle or behavior that is deemed dangerous, disruptive, or destructive may result in expulsion or other disciplinary action that is determined by the principal.
 - vi. Suspension means no participation in extracurricular activities for that period of time. The principal, in consultation with the classroom teacher, and if necessary, the school board will handle each scholar on an individual basis. Parents and scholars must remember that it is an offense to speak in a derogatory way about any other teachers, administrators, pastors, and board members. All are urged to remember the obligation laid on them by God in the Eighth Commandment (*You shall not give false testimony against your neighbor...We should fear and love God that we do not tell lies about our neighbor, betray him, or give him a bad name, but defend him, speak well of him, and take his words and actions in the kindest possible way*).

Termination of Enrollment

The principal in correlation with the school board reserves the right to terminate the enrollment of a scholar, at any time he deems necessary, for the welfare of KOK. The primary purpose of KOK is clearly reflected in KOK's philosophy that is found in this Handbook. Sometimes it may become apparent that a scholar or parent/guardian refuses to live in harmony with those around him/her and refuses to follow the principles of good Christian citizenship. It may then be in the best interest of the scholar and the school that he/she discontinue his/her studies at KOK.

Definition and Explanation of Terms

1. **Detention:** Behavioral detentions are given by the dean for scholar infractions of KOK or classroom rules. Detentions occur every Thursday. Detentions are 45-minute periods and served after the academic day from 3:15-4:00 PM. Parents/Guardians will be notified of the reason for the detention along with the date and time when the detention will be served. Parents will be charged a \$20 detention fee.
2. **Suspensions:** A suspension is the removal of the scholar from the classroom for a period of one to five days for disciplinary purposes. The principal implements suspensions or expulsions. The principal will decide whether the suspension will be an in-school or out-of- school suspension.
3. **Expulsion:** Expulsion is defined as the removal of the scholar from KOK's enrollment. If the principal feels that an expulsion is necessary, he will issue an indefinite out-of-school suspension until the school board can meet and discuss the issue. The scholar's parents will be invited to attend the first portion of the meeting to discuss the issue with the school board. At the end of the meeting, after the school board has had a chance to discuss the matter privately, the parent will be informed of the consequences.

4. **Probation:** A probation period is the time during the academic year dedicated to special positive attention for scholars who need help achieving the academic or behavioral standards expected at KOK. The probation process is a team effort, led by a teacher and supported by scholars and parents. Other than "New Scholar Probation", other forms of probation may include academic probation and behavioral probation.
5. **New Scholar Probation:** The 1st Quarter is monitored and evaluated by the faculty to help them understand and achieve the academic and behavioral standards required. Meetings among scholars, parents and teachers may be held as needed to encourage progress. Based on the teacher's recommendation, the KOK school board needs to decide on the scholar's status and continued enrollment.

Appealing Procedures for a Suspension or Expulsion

Appeals from parents/guardians will be dealt with only outside of the regular academic day within one week of the suspension or expulsion. Any questions must be first addressed to the teacher involved. In case a settlement is not brought about, then the matter is to be taken up with the principal. A final step would be a verbal appeal written to the school board. The principal will then notify the parents/guardians of the final decision within the next day of the final decision via phone, personal visit, e-mail, or letter.

Harassment and Bullying

1. **Purpose:** It is the goal of KOK to maintain a safe learning and work environment. Scholars, staff, and the KOK community are expected to conduct themselves in a respectful Christian manner. All forms of harassment, or bullying, are strictly prohibited. This kind of sinful behavior disrupts the Christian ministry at KOK and causes harm to all those who are involved. The State of Florida requires all schools to provide a safe, secure, and respectful learning environment for all scholars and teachers in school buildings and at school-sponsored events. The State of Florida does not tolerate bullying and harassment behavior in schools or at school events. This policy addresses the bullying or harassment issue for KOK.
 - a. KOK strives to prevent this sin from taking place, but also recognizes that this sin will still occur, despite all the efforts of its faculty, staff, principal, and scholar body. When this sinful behavior does take place, KOK will address it with the goal of eliminating it as quickly as possible.
2. **What is Bullying?** It is intentional, harmful, repetitive behavior initiated by one or more persons and directed toward another person(s). KOK is primarily concerned about such acts that occur in or on KOK property or during any KOK event on or off campus. However, bullying behaviors that occur off-campus (e.g. at a private residence, on the internet, etc.) involving members of the KOK community may also be the concern of KOK and its principal if substantiated. Cooperation between parents and KOK is important in these cases.
 - a. A person who demonstrates negative behavior may not always be a bully. It is the goal of KOK to reduce/eliminate bullying by addressing these behaviors as they occur. "Bullying" includes but is not limited to:
 - b. Physical: Pushing, hitting, shoving, biting, scratching, tripping, damaging or stealing property, making faces or rude gestures, initiating or forcing inappropriate touching, etc.
 - c. Verbal: Name calling, put-downs, racist remarks, teasing, threats, spreading rumors, etc...
 - d. Social: Ostracism or exclusion, alienating, etc.
 - e. Indirect: Circulating or sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (paper, electronic, etc.), using other people to threaten, intimidate, or humiliate; encouraging others to violate the anti-bullying policy, etc.
 - f. Psychological: Acts that instill a sense of fear or anxiety, etc.
 - g. Electronic: Sending inappropriate or threatening messages (email, text, or others) (similar to "indirect bullying" above), creating or posting inappropriate, defamatory, or threatening information or pictures on websites.

- h. Summary: Any act that insults or demeans an individual in such a way (even if meant in "good fun") as to cause distress, reluctance to attend KOK functions, or behavioral problems.
- 3. **Prohibition:** KOK will not tolerate or sanction any activity that jeopardizes the physical or emotional safety of its scholars, faculty, or staff. In connection with this, forms or rites of initiation are not sanctioned at KOK. Harassment or bullying of scholars, faculty, or staff by phone, letter, electronic media, or other means will not be tolerated. Violent threats against any member of the KOK family will be dealt with firmly and reasonably. Such a threat may result in suspension and/or expulsion.
- 4. **Reporting:** It is the responsibility of every member of the KOK family to report bullying behaviors to the principal as soon as possible. A report could be verbal, written, or anonymous. Without reporting, the situation will not improve. A helpful report would include the "who, what, where, and when" of the incident, and not just third-party hearsay.
- 5. **Faculty and Staff:** Any member of the faculty or staff that witnesses a suspected bullying incident should address the matter immediately. The goal is to stop any form of bullying that is witnessed, and to determine if the behavior meets the criteria for bullying, or if the behavior is an isolated incident that can be resolved immediately (not every conflict constitutes bullying).
 - a. If the behavior meets the criteria for bullying, one ought to report it to the principal. One should also report any complaints that scholars or others provide, regarding bullying. Parents/Guardians and scholars who have knowledge of bullying should also report this information as soon as possible. If possible, report the bullying behavior to the teacher, coach, or staff, who is overseeing the activity at which the behavior took place.
 - b. Scholars who feel that they have been or are becoming victims of bullying behaviors should notify the staff member or principal as soon as possible.
 - c. Before reporting, a scholar may attempt to stop the behavior without KOK intervention by doing the following:
 - d. Respond assertively (tell the harasser to stop, or walk away)
 - e. Document the situation (writing down the date, time, location, witnesses, and the scholar's response to the situation.) Keep this documentation.
 - f. If the harassment is severe, or if it does not stop after dealing with it assertively, report it to a trustworthy adult.
 - g. If a scholar is afraid to speak to a teacher or adult alone, he/she should take a friend along. Protection from retaliation: If an individual retaliates in any way against a scholar or parent/guardian who reports bullying behavior, that individual will be subject to disciplinary measures as outlined in this policy.
- 6. **Responses to Bullying Behaviors:** KOK recognizes that not all negative behaviors should be considered bullying or willful violation of this policy. Bullying behaviors will be addressed according to the procedures below.
 - a. Each substantiated bullying offense will be referred to principal for a disciplinary response:
 - i. Offense #1: Meet with principal to address the negative, sinful behavior
 - ii. Offense #2: Counseling session with the principal
 - iii. Offense #3: Detention and counseling
 - iv. Offense #4: 1-day in-school suspension and counseling
 - v. Offense #5: 3-day out-of-school suspension
 - vi. Offense #6: Scholars may be recommended for dismissal. The principal has the right to bypass steps in the consequences as warranted by the offense, up to and including dismissal. An offense may necessitate the involvement of law enforcement or social services. Consequences only take effect after an incident has been thoroughly investigated and can be corroborated by multiple sources or eye witnesses.
- 7. **Prevention and Education Procedures:** A copy of this policy will be made available to any interested party if requested.

8. **For scholars:** Religion classes will annually discuss the sin of bullying and the Gospel motivation to stand up against this sin. The clear steps of scholar-reporting will also be discussed. Strong encouragement for scholars to “*let their lights shine*” in these circumstances will be shared.
9. **For faculty/staff:** Because adults must take the initiative in combating bullying, teachers and staff will receive regular education regarding this issue. A strong emphasis on faithful supervision of scholars in and out of the classroom will be a part of this.
10. **Conclusion:** May God bless KOK scholars, staff, and the KOK community with an attitude of Christian love and respect toward each other. May everyone recognize each other as blood-bought souls deeply loved by God, and treat each other in such a manner.

Retaliation Prohibited

We will not tolerate retaliation against a scholar or parent/guardian who brings a good faith report of discrimination or harassment. If you believe retaliation has occurred you should promptly notify the principal. If this is not satisfactory, your concern should be brought to the school board. All scholars and parents are expected to be cooperative and forthright in responding to any report of discrimination or harassment.

Repentance and Forgiveness

When the scholar shows signs of repentance, our Christian discipline must never end with the application of the Law. The Law needs to be followed with the sweet proclamation of the Gospel. The Gospel is the motivator of the scholar’s Christian living. Forgiveness of the wrongdoing will be granted by all parties. Discipline then will become the responsibility of the scholar to his God of mercy, “*How can I repay the Lord for all his goodness to me?*” (Psalm 116:12). Then we can offer positive guidance to the scholar on the basis of Holy Scripture.

Bullying via Social Media

1. Social media should be used for social contacts, but NOT for bullying or harassment! X, Facebook, Texting, Email, Snapchat, YouTube Videos, Twitch, Discord, TikTok, and Reddit are communication tools that should never be used to malign, make fun of, or publicly humiliate another person/scholar. If a scholar is disciplined for its misuse, there is a “No Retaliation Policy” that we will follow:
 - a. Incidents of bullying or misuse of social media should be reported to a faculty or staff member.
 - b. The person receiving the report will record details and share with the principal.
 - c. In serious cases, parents/guardians will be informed and may be asked to meet to discuss this matter concerning their scholar.
 - d. If necessary and appropriate, local police will be consulted.
 - e. If the bullying behavior does not stop immediately, the result may escalate to suspension or expulsion.

Dress Code

“Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body” (I Corinthians 6:19).

1. The following dress code has been developed in accordance with KOK’s commitment to excellence. We, as a school community, are committed to excellence in all areas of academic life. We have worked toward developing standards of dress that are conducive to a positive learning climate and reflect pride in our school. Scholars will wear the dress code expectations at all times, unless directed otherwise. This dress code

policy will apply to all scholars. Notification will be sent home with scholars for days when other clothing options may be worn.

2. As sanctified Christians, our scholars will certainly want to present themselves in their appearance with all decency and modesty. One who views his or her body as the temple of the Holy Spirit will exercise care in his/her clothing and grooming habits.
3. Please remember to have your scholar use appropriate hygiene products as age appropriate. We strongly discourage the overuse of makeup, hair spray, perfume, cologne, etc. We prefer that these products not be brought to or used at school.

4. Tops:

- a. Scholars must wear approved King of Kings polos with the logo. These can be purchased used through King of Kings or through our uniform company www.frenchtoast.com.
- b. Polos must be red, white, or black.
- c. You may purchase your own polos from any store and submit a photo for approval to the principal by emailing a photo at harmon.krause@visitkok.com. You may then take these polos and embroider them with Mrs. Pacheco for \$6. You will pay her directly. Her number is 407-310-2719. All shirts must be approved prior to embroidery.
- d. You can reach out to the school office at secretary@visitkok.com to see if we have any used and discounted uniform tops available.
- e. If warmer attire is needed, purchase a sweatshirt or 1/4 zip fleece with school logo through www.frenchtoast.com or our online spirit store. Another option would be to purchase solid white or black thermal undershirts to wear under our school polos. Long sleeve t-shirts are also permissible.
- f. **Non-logo KOK jackets are never permitted to be worn on campus.**

5. Bottoms:

- a. The following items are allowed: Khaki, black, gray, or navy-blue pants, Bermuda shorts, capris, skirts, skorts, cargo shorts or pants (No Denim)
- b. Bottoms can be purchased anywhere as long as they are khaki, gray, black, or navy blue.
- c. Spandex material can be worn beneath skirts only.
- d. Shorts should come to an appropriate length.
- e. Solid black or white tights or leggings can be worn only under skirts.
- f. Boys in 3-8 must wear a belt with their shirts tucked in.

6. Shoes:

- a. All shoes and boots must be close-toed (Crocs are not allowed Monday to Thursday).
- b. Scholars should keep a pair of athletic shoes at school for use in the gymnasium.

7. Dress Down/Spirit Fridays:

- a. On Spirit Fridays, scholars may wear their normal school uniform or abide by the following two rules below.
- b. Scholars may dress down in a King of Kings top of any sort.
- c. Scholars can wear jeans or athletic bottoms on Fridays.
- d. Crocs may be worn on Friday.

8. Dress Code Reinforcement: Parent/Guardian reinforcement of the dress code is critical in helping maintain the school's image, culture, and an environment free of distractions for our staff and scholars. Should dress code questions arise, we encourage parents/guardians and/or scholars to talk with any teacher for clarification in advance of a scholar wearing questionable clothing. It is each parent's/guardian's responsibility to ensure that your scholar is dressed appropriately for each morning.

- a. In the event a staff member feels the dress code has been violated, the process below will be followed:
 - i. **First:** The scholar will receive a verbal warning.
 - ii. **Second- Fourth Violation:** The student will receive a written warning, noted in Gradelink.

- iii. **Fifth Violation & Beyond:** The scholar will receive a detention form when a parent is called and must come to the office and bring their scholar appropriate attire before the scholar may return to the classroom.
- b. A record of dress code violations will be kept by KOK staff for all violations that occur during the academic year.
- c. It is very difficult to draft a dress code policy that encompasses all current and future fashion trends. As a result, the KOK principal reserves the right to adjust the policy as needed. We understand no dress code policy will provide an answer to every potential choice faced by parents/guardians and scholars. Common sense, combined with a desire to glorify God, will hopefully result in good choices. When there are differences of opinion concerning school clothing, the judgment of the KOK faculty and staff will be respected.

Care of School Property

Desks, books, classrooms, lockers, and other property are to be treated with respect and good stewardship. Unnecessary damage will require proper compensation by parents and scholars. This also applies to the playground. All property should be treated with proper respect.

Communication Devices

Electronic devices such as cell phones, iPods, smartwatches, or any other wireless communication are not allowed to be used on our campus. Personal electronic devices are never allowed to be utilized on campus. If a scholar needs to communicate home, a staff member will assist in outgoing digital communication on our campus.

If the previous criteria are not adhered to, the scholar will be subject to disciplinary action and the device will be confiscated until a parent/guardian comes to the school office to pick up the item. Failure to comply will result in disciplinary action and the device will be confiscated until a parent/guardian comes to the school office to pick up the item. Subsequent offenses will result in longer confiscations at the discretion of the principal (I.e., a week, a quarter, or semester).

Leaving School Grounds

Scholars will **NOT** be allowed to leave KOK grounds while they are under the supervision of a KOK representative. A note from the parent/guardian, signed and dated, giving permission to their scholar is required for that scholar to leave KOK grounds. Whenever such permission has been granted, the full responsibility then rests with the pupil and the parents/guardian.

Network Usage

Scholars are responsible for proper behavior on school computer networks just as they are in a classroom or school hallway. Communications on the networks are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Independent access to the network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility: each individual user of the computer network is responsible for his/her behavior and communications over those networks. School staff will act as a guide but cannot be a full-time guarantee.

Network storage areas may be treated like school lockers. Network and School administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should

not expect that files stored on school servers are private. The school has the right to check the computers in order to ensure students are using the network properly, safely, and correctly. During school or any related activity, teachers of younger students will guide them toward appropriate materials. Outside of school, it is the families' responsibility to guide the children as they are exposed to the internet, movies, television, and other potentially offensive resources.

The following are not permitted: Sending or displaying offensive messages or pictures while on campus or off campus if related to the school campus or students. Offensive is anything which is or could be perceived as violent, pornographic or otherwise offensive to a reasonable person; Using obscene language; Harassing, insulting or attacking others; Damaging computers, computer systems or networks; Violating copyright laws; Using another person's passwords; Trespassing in others' folders, work or files; Intentionally wasting limited resources; Employing the network for commercial purposes; Installing or attempting to install unauthorized software on school computers.

Consequences for Violating Permitted Use: Violations may result in a loss of access; Additional disciplinary action may be determined in line with existing practice regarding any inappropriate language or behavior, in accordance with the policy stated in the student handbook; Students/parents may be responsible for paying for the repair of damaged files, programs and/or equipment caused by misuses; When applicable, law enforcement agencies may be involved.

Inspection of Wireless Device: When there is reasonable suspicion that a student has used a cell phone or wireless communication device in violation of the school's policy or other school rules, or for an unlawful purpose, the school administration may review the phone's call log, voice messages, text messages, photographs, and any other applications in furtherance of its investigation of the suspected violation. Note: School staff is not responsible or required to investigate any electronic item if these items are lost, stolen, or broken.

Technology: Acceptable Use Policy

Use of Google Accounts: KOK uses a variety of devices to aid and assist scholar learning. Each classroom has access to Chromebooks.

Each scholar has an individual Google Apps for Education account from grades 3-8. This includes the use of the internet, Google Mail, Google Drive, and other Apps the account administrators add to aid learning. These accounts are owned, operated, and controlled by KOK and Google Education. Scholar accounts are removed upon exit from KOK.

Technology is a privilege, not a right. The guidelines below are provided to remind all technology users of their responsibilities. Computers and the internet provide access to computers and people all over the world. Much of the information is educationally beneficial, and we believe in the importance of scholars making Christian choices regarding the type of material they access.

Internet use is to be safe and monitored. Safe internet use is practiced using the following guidelines:

- Scholars will use the internet to research specific information, not for browsing.
- A staff member must be present at all times while the internet is in use.
- Scholars are not to access inappropriate sites; if one comes up, the supervising staff member must be notified.
- Common courtesy and Christian values are to be observed.
- Copying commercial software is a violation of copyright laws.
- Use of the internet for commercial activity, financial gain, or illegal activity is not permitted.
- Protection of the scholar is an important concern. The School follows strict guidelines to protect scholars' privacy.

- An initial password is set up by the school. Each scholar's password is known to both the scholar and teacher. Parents should obtain the password and access their scholar's account.
- KOK reserves the right to change a password whenever necessary to preserve the security and protection of the scholar and their account.
- This account may be used at home with parental guidance. Parents must supervise the scholar's use of the account at home so that the scholar uses the account appropriately. The account is for KOK purposes only.
- KOK will monitor each scholar's account periodically.

Email and Electronic Communication is allowed for KOK-related uses. Email accounts are allowed through Google Apps for Education. Electronic mail and Google Chat can be useful for group work and the submission of assignments. Scholars are taught internet and email safety and are encouraged to use.

Note that electronic mail is not private. KOK has access to all electronic mail communication. Parents are encouraged to check in with what the scholar is doing at home.

Any scholar using email or other electronic communication for inappropriate reasons will have it turned off. If electronic communication continues to be a problem, the scholar will lose access to their Google account.

Inappropriate use of the devices and the internet will result in a cancellation of that privilege. The faculty and/or Administrative Committee will determine what qualifies as "inappropriate use." Its decision is final.

Use of the Telephone

Students will NOT be allowed to use the office telephone to phone home regarding forgotten assignments, homework, or projects. Furthermore, it is most difficult for us to accept messages for individual students without interruption of the classroom instructional program. We appreciate your cooperation in not asking us to deliver a message to an individual student, except in an emergency.

Public Display of Affection

No public display of affection is allowed by scholars in or on KOK grounds. This includes kissing, hugging, hand holding, and inappropriate touching.

Consequences:

- First Time: The scholar will be given in-school-suspension for the rest of that day. A note will be sent home or a phone call made to the parents.
- Second Time: The scholar will be given an out-of-school suspension. Further occasions could result in expulsion.

Health & Safety

General Health and Safety

If you believe your scholar is too sick for school, please keep them home. If you need to, please bring them to a doctor. A teacher or staff member may recommend that a scholar is too sick to be in school. If this is the case, the scholar will be removed from the classroom and must be picked up. Staff will send students home if they develop a fever (100.4), cold or flu-like symptoms, pinkeye, rashes, or other symptoms. During any illness, your scholar must

remain fever-free for 24 hours before returning to KOK. This is not to be done as a punishment to the scholar, but to ensure the general health of all scholars, families, and staff.

Emergency Contact Information

It is extremely important that KOK always has the parent/guardian's accurate and up-to-date phone numbers. Before the academic year begins, emergency contact information must be completed, accurate and up-to-date. If your scholar becomes sick, is injured or is not at KOK, we need to be able to contact you or a designated emergency contact person immediately to ensure your scholar's well-being and the health of the other scholar. The information must include at least two local telephone numbers of people who will be responsible and authorized to care for the scholar when the parent/guardian is not available. Your scholar will not be allowed to be taken home by any unauthorized adults.

First Aid & CPR Certification

CPR is a skill that can mean the difference between life and death. All KOK faculty and staff are CPR and First Aid certified or have been trained to meet American Heart Association recommendations. Knowledge obtained through these courses permits KOK faculty and staff to be ready to handle emergencies due to sudden illness or injury to scholars.

Medical Emergencies

In the event of a medical emergency or accidental injury during the academic day, KOK staff are obligated to notify the proper medical and emergency authorities, set aside an area where the injured scholar can be taken, and notify the scholar's parent/guardian or emergency contact identified on record. KOK will abide by the recommendations of medical and emergency authorities and will assist, if requested, in the transportation of the injured scholar to a designated medical facility.

Medical histories and immunization records are to be filled out electronically by the parents/guardian each year during registration. Scholars must have the immunizations required by the state for entrance into KOK. These become a part of the scholar's permanent record. Parents/Guardians are asked to update the information at the beginning of each academic year.

Immunizations

In order to protect the health of our scholars State law states that every scholar being admitted to a Florida school for must provide evidence of complete immunizations or choose one of three alternatives:

- Personal conviction statement to exempt a scholar from immunization
- Medical exemption signed by a physician
- Religious exemption signed by his/her parents/guardians.

Scholars are required by the State of Florida to have the following immunizations:

Public/Non-public Preschool Entry (Age-appropriate doses as indicated)

- DTaP
- IPV
- MMR
- Varicella

- Hib
- Pneumococcal conjugate (PCV15/20)
- Hepatitis B (Hep B)

Public/Non-public Schools Kindergarten Through 12th Grade (Children entering, attending, or transferring to Florida schools)

- Four or five doses of DTaP
- Four or five doses of IPV
- Two doses of MMR
- Three doses of Hep B
- One Tetanus-diphtheria-acellular pertussis (Tdap)
- Two doses of Varicella (kindergarten effective with 2008–2009 school year, then an additional grade is added each year thereafter). Varicella vaccine is not required if there is a history of varicella disease documented by the health care provider.

Additional Immunization Requirements for 7th Grade Entry

- Effective with 2009–2010 school year (then an additional grade is added each year thereafter), in addition to compliance with all other immunization requirements, children entering, attending, or transferring to the seventh grade in Florida schools must complete the following:
- One Tetanus-diphtheria-acellular pertussis (Tdap)

The parent/guardian of a scholar must present written evidence of required immunizations within thirty (30) days of admission.

Dispensing Medication

Prescription medication and over-the-counter medications will be administered only by KOK employees with proper training in accordance with Medical Act 160. Medications are given to scholars in the school setting to continue or maintain a medical therapy which promotes health, prevents disease, relieves symptoms of illness or aids in diagnosis.

Every effort shall be made to schedule the administration of medication outside of school hours. If this is not possible, it must be understood by the parent/guardian that the medication will be administered and documented by the school secretary.

All prescription and non-prescription medication will be given to the school secretary.

Prescription Medication: The Nurse Practice Act requires that prescribed medicine be properly labeled with the scholar's name, name of medication, dosage, and time to be administered. This means that all medication to be given requires:

- Written orders from a licensed prescription detailing the name of the medication, dosage, time to be given, and the expected duration of administration.
- Medication brought to school should remain in its original container and be appropriately labeled as prescribed by licensed physicians or by manufacturer, for non-prescription medicines.
- Medication will be logged in by the school secretary. Notes include time and date of dispensation, initials of person administering the medication, and notation that the medication has been examined and determined to be in the original container, as stated above.

- The requests for administration of medication are valid only as ordered by the licensed prescription, and the dates indicated in writing, and in no case shall the period exceed one school year.
- Prescribed medication will not be administered by injection by staff unless a student is susceptible to a predetermined, life-endangering situation. Parents submit a written statement giving a staff member the authority to act according to the specific written orders and directions per licensed prescription (e.g., medication administered to counteract a reaction to a bee sting).

An Authorization for School Personnel to Administer Medication form (FC-600-1769E/S) is required for each prescription and non-prescription medication that is administered. This form must be completed with all required information and signature(s) prior to medication being dispensed. Any change in medication instructions requires a new medication authorization. This form is available in the office.

Life Threatening Allergies

All scholars with food allergies requiring emergency medications must have a Food Allergy & Anaphylaxis Emergency Care Plan provided by the physician and on file at KOK. All emergency medications must be provided on the first day of the academic year. There is no way to safeguard scholars with allergies from all risk. KOK has adopted an allergen-safe environment. This does not mean an allergy -free environment; however, it means the environment is made as safe as possible from food allergens. Properly planning and organizing procedures for scholars with any life threatening food allergy is essential. Faculty and staff are educated accordingly with the goal of preventing and responding to a food allergy emergency.

We use the terminology allergen safe because there is no way to guarantee an allergen free environment. We have several children with severe allergies. Scholars with life threatening allergies have to learn to care for themselves within a world that is not allergen free as well.

Vision and Hearing Screenings

Screening is a traditional part of school health services. It centers on vision and hearing, since impairment of these senses can interfere with learning. In addition to vision and hearing screening, Florida Statute 381.0056(6)(e) requires growth and development and scoliosis screening as well. The mandatory grade levels are listed below:

Vision screening – provided to students in grades KG, 1, 3, and 6. Vision screening will also be performed on all students entering Florida schools for the first time in grades KG through 5, and at the request of the classroom teacher or parent.

Hearing screening – provided to students in grades KG, 1, and 6. Hearing screening will also be performed on all students entering Florida schools for the first time in grades KG through 5.

Scoliosis screening – provided to students in grade 6.

All students who do not pass their screening will be referred for further examination and corrective measures. If you are in need of a healthcare provider for your child, please contact your school nurse.

If you do not want your child to participate in any of these screenings and wish your child not be screened, you must notify your school nurse in writing before the assigned screening date. Please ask your child's school for the date or dates of the scheduled screenings.

Communicable Disease

KOK should be notified about communicable diseases that scholars have so that we can contact health officials if necessary. Watch for unusual health situations and bring them to the principal's attention. All vaccinations should be kept up to date in the scholar files.

Responsibility for the general health of each scholar rests with his/her parents/guardians. Written permission forms must accompany any scholar who is to receive medication during academic hours.

Common Diseases: Each listing includes the time period from exposure to the first sign of illness, followed by direction concerning the exclusion of the scholar from KOK. For those diseases marked with an asterisk (*), the scholar will be readmitted to KOK upon receipt of a written certificate from a physician. Use this list as a guideline for days absent from the most common communicable diseases.

- **Chickenpox** (*): 10-21 days; to be excluded for at least seven days upon onset of skin eruptions and all blisters have crusted over.
- **Conjunctivitis** (*) (Pink Eye): to be excluded until there is no discharge from the eye or crust on eyelid, and the eye appears normal.
- **Fever:** To be excluded until the fever of 100.4° F or greater has subsided for 24 hours without the use of fever-reducing medication.
- **Impetigo, Scabies, Ringworm** (*): To be excluded upon recognition of disease; until treatment begins.
- **Influenza:** 1-3 days; to be excluded until the fever has subsided for 24 hours without the use of fever-reducing medication.
- **Measles** (*): (Rubeola) 7 – 14 days; to be excluded for four days from the day of rash onset.
- **Pertussis** (*): (Whooping Cough): 7-21 days; to be excluded until completion of five days of antibiotic therapy.
- **Rubella** (*): (German Measles) 14 – 21 days; to be excluded for seven days from the day of rash onset.
- **Streptococcal:** (Strep Throat) 1-3 days; to be excluded for 24 hours from time antibiotic treatment began.
- **Vomiting:** If a scholar is vomiting, the parents will be asked to pick up the scholar. If your scholar has thrown up within the past 24 hours, please keep your scholar home.

Head Lice Policy

Because head lice are spread by close contact, it is especially important to have a policy regarding managing this problem in our school setting.

The points outlined below describe the policy at KOK:

1. Health classes should emphasize preventative measures such as not sharing hats, pillows, towels, brushes, scarves, combs, etc
2. Staff should be aware of the signs and symptoms of head lice infestation.
 - a. Feeling of something moving in the hair
 - b. Itching (caused by allergic reaction to the bite)
 - c. Irritability
 - d. Sores on the head are caused by scratching which can become infected
3. A scholar suspected of having head lice should be checked carefully by a designated member of the staff or someone at the local health department or the scholar's physician.
4. A scholar with a confirmed infestation of head lice may not return to KOK until treated. This should be confirmed by inspection by a designated person on staff.
5. Classroom treatment should include

- a. Washing clothing the infested person wore or used during the days before treatment (using the hot water cycle and high heat drying).
- b. Dry-cleaning clothing that is not washable or storing clothing, stuffed animals, comforters, etc. In a sealed plastic bag for two weeks. Head lice do not live long if they fall off a person and cannot feed. Do not use fumigant sprays.

All scholars will be checked whenever it is deemed necessary.

Any scholar identified with head lice will be required to leave as soon as is reasonable that day. A parent/guardian or another responsible adult must pick up the scholar. The scholar will be allowed to return to KOK the following day as long as he/she has been treated for head lice and no lice or eggs remain alive on their person or clothing.

Mandatory Reporting

Chapter 39 of the Florida Statutes (F.S.) mandates that any person who knows, or has reasonable cause to suspect, that a child is abused, neglected, or abandoned by a parent, legal custodian, caregiver, or other person responsible for the child's welfare shall immediately report such knowledge or suspicion to the Florida Abuse Hotline of the Department of Children and Families.

The Department of Children and Families is also responsible, as mandated in Chapter 39, F.S., for providing comprehensive protective services for abused, neglected and abandoned children in Florida by requiring that reports of each abused, neglected, or abandoned child be made to the Florida Abuse Hotline. The Department of Children and Families is committed to working in partnership with local communities to ensure the safety, well-being and self-sufficiency for the people it serves. Law enforcement takes the lead in all criminal investigations and prosecution.

In 2012, House Bill 1355 was passed into law and shall be referred to as "Protection of Vulnerable Persons" Ch. 2012-155 of the Laws of Florida. The bill adds to the current reporting requirements of 39.201, F.S removing the limitation that only "caregiver" abuse be reported to the hotline by requiring any person to report known or reasonably suspected physical or emotional abuse of a child by any adult person. The bill also requires any person to report known or reasonably suspected sexual abuse of a child by any person. The bill requires the central abuse hotline to accept any call reporting child abuse, abandonment, or neglect by someone other than a caregiver and to forward the concern to the appropriate sheriff's office for further investigation. The bill also states that the knowledge and willful failure of a person, who is required to report known or suspected child abuse, abandonment, or neglect is elevated from a first-degree misdemeanor to a third-degree felony. As a result, the potential prison sentence is raised from 1 year to 5 years, and the potential fine is raised from a maximum of \$1,000 to a maximum of \$5,000. In addition, the bill creates subsections 39.205(3) and (4), F.S., which provide penalties for Florida educational institutions whose personnel fail to report certain child abuse taking place on the campus of the institution or during an event or function sponsored by the institution. The bill subjects the institution to a \$1 million fine for each failure to report child abuse, abandonment, or neglect.

Safety Procedures

Emergency safety drills include, but are not limited to, fires, natural disasters, active shooter, and bomb threats. Drills are held throughout the academic year to acquaint the staff and scholars with the process to be followed in the event of an emergency. When there is a safety drill, all visitors are expected to leave the building. [Additional information can be found in our Critical Incidents and Emergencies Manual.](#)

Playground Supervision

Supervision is provided when scholars are on the playground during regularly scheduled school hours (7:30am-3:30pm). This does not include before and after school hours. Scholars are expected to report problems immediately to the teacher in charge.

Alcohol and Controlled Substances

God tells us that our bodies are temples of the Holy Spirit. We are fearfully and wonderfully made. Caring for our bodies includes avoidance of those substances that can cause harm.

- Scholars will not possess or use alcohol, tobacco, controlled substances, or abuse the use of nonprescription or prescription drugs anywhere on school property or at any school-related event.
- Violation of this policy may result in an automatic suspension or expulsion. Notification of proper authorities in the community will take place. The parents will be required to set up a conference with the teacher, principal, child, and chairman of the school board before the child will be allowed back to school.

Weapons

While we will always continue to work with scholars and families, it is necessary that we keep the safety and welfare of all scholars of KOK in the forefront.

- While on school property, scholars will not possess knives of any kind including pocket knives, any type of gun (play or real) or any other object that might cause injury or bodily harm.
- Possession of any type of gun (play or real) will result in an automatic suspension and notification of proper authorities. A second offense will result in expulsion.
- Possession of a dangerous object or the use of the same will result in a suspension. A second offense will result in expulsion.
- In all instances, the parents will be required to set up a conference with the teacher, principal, scholar, before the scholar will be allowed back to KOK.

In all cases the school board and appropriate community authorities will become involved. The principal is responsible for contacting local authorities and dealing with any media attention.

Chemical Usage and Storage

KOK does not use dangerous elements or chemicals (i.e. sulfur, sulfuric acid, aluminum chloride) in classroom instruction. Under special circumstances, with trained specialists, experiments involving such products may be used. All products are to depart with the presenter. During special science classes involving experiments, proper use of gloves, eye goggles and torso coverings will be provided as procedures dictate. Cleaning products, bleach, and household pesticides within the building are stored in the locked janitor's closet. Teachers and office personnel have keyed access.

Administrative Investigations

If a scholar is suspected of violating the Code of Student Conduct, school officials can question him/her without first contacting the parent. The scholar does not have the right to have a parent present or a right to an attorney when questioned.

Criminal Investigations

Student discipline is the responsibility of the school administration. However, in the instances where a crime may have been committed, or if there is a threat of injury to a person or property, Law Enforcement should be involved as the trained professional to handle such situations. If appropriate, the principal/designee may be present during the questioning of students by Law Enforcement concerning crimes committed. If a scholar is arrested and/or taken into custody, Law Enforcement and school personnel shall utilize best efforts to immediately notify the parent/guardian.

Searches and Seizures

The scholar's purse, backpack and other personal possessions, including electronic devices, can be searched if there is a reasonable suspicion that they may possess drugs, weapons, contraband, or other prohibited items or substances that are not permitted on campus. Trained sniff-screening dogs are allowed in schools to prevent drugs and weapons at school. The routine checks by the dogs are considered a search by law. They are safety precautions to give the student a safe and healthy school in which to learn. (FS 1006.09)

Victims and Witnesses

If a scholar is a victim or witness, Law Enforcement or administrative investigators are allowed to question the student without first contacting the parent. If the investigation involves child abuse, the official conducting the investigation will decide who can be present during your interview. If a scholar is a witness, the police cannot remove him/her from school property without a subpoena or first obtaining the consent of the parent. If a scholar is subject to arrest, with or without a warrant, the officer can remove him/her without the parents' consent or the consent of school officials. The administrator/designee will attempt to notify the parent before the scholar is removed or as soon as possible after the removal.

Student Drop-Off and Pick-Up

1. For the safety of our students, please follow these drop-off and pick-up procedures as well as noontime pick-ups:
 - a. Drive slowly and cautiously when entering and leaving the school parking lot.
 - b. Cell phone usage is prohibited in the school parking lot when the vehicle is in motion.
 - c. Morning Drop Off: The principal will greet each student as they arrive on campus, assisting in the safe drop-off of each student.
 - d. Early Pick Up: To ensure your child's safety, the gate will be closed to prevent vehicles from driving onto the back part of the parking lot. (It serves as a play area as well as a parking lot). When picking up children early, you must follow the entrance signs around the front of the church and school.
 - e. Close of Day Pick Up: At the end of the day, parents may pick up their children in the car loop or by going to the afterschool pickup area (ASC).
 - i. Scholars will be dismissed from their classrooms no later than 3:00pm.
 - ii. After school, all students are sent to the gymnasium for pickup. No students are permitted outside until their parents pick them up.
 - iii. While in the gymnasium, students are to sit on the floor in their class groups until ready to be released.
 - iv. Parents/Guardians may enter the building to pick-up their scholar at the end of the day.
 - v. A KOK representative will ensure the supervision of the transition of each scholar is safely done.
 - vi. The traffic flow pattern will materialize in a large U shape pattern.

- vii. A KOK representative will dismiss scholars based on the order of the vehicles.
- f. Parents who need to speak with the teacher should park in the middle-lined area before going to the classroom. Children not picked up by 3:15 pm or 1:45 (on Fridays) will go to ASC.
- g. Please pass these instructions on to persons authorized to pick up your child.
- h. After School Care Pick Up: If you pick up your child from after school care, you must enter the ASC room and greet the ASC employee so they can verify an approved pickup person.
- i. All individuals picking up students must be ready to present photo identification.
- j. If you are parking for a longer period of time, use the church side of the parking lot, behind the gated area. This ensures the safety of our students.

Security & Access

KOK maintains a closed campus on all campuses. For the well-being of our scholars and the entire KOK community, guests are expected to be buzzed in to gain entrance. All guests are expected to sign in at the office. An unknown guest will be required to wear a visitor badge. Upon departure, our guest is asked to sign out. All scholars are required to remain on KOK property. Scholars are required to have written permission from their parents whenever they leave the grounds.

School Information

Non-Profit Status

King of Kings Lutheran School is a member of the Wisconsin Evangelical Lutheran Synod. As a member of the WELS, King of Kings Lutheran School qualifies as a 501 (c) (3) tax-exempt organization. Formal verification of the non-profit status is kept on file in the office and is available for viewing.

Administrative Office Staff

An administrative staff member occupies the main office on Monday through Friday from 8:00am to 3:00pm. It is requested that, if possible, messages and other communications be left with the Office Manager during that time so as not to disrupt the normal classroom routine.

Extended Care Program

1. After School Care (ASC) is designed to assist the parents/legal guardians of our students who may need someone to watch their child after school hours. We will try to be as flexible as possible to allow for changing situations. The following guidelines apply:
 - a. Location: The room next to the kitchen in the Family Life Center
 - b. Hours:
 - i. After School Care (ASC) is 3:15 (1:45 on Fridays) to 6:00 pm for K-8 students.
 - c. The ASC program is only for scholars attending King of Kings Lutheran School.
 - d. Care Service Billing applies to:
 - i. Any child(ren) in grades K-8 who are left at school from 3:15 (1:45 on Fridays) -6:00 pm
 - e. Invoices will be provided monthly, unless other arrangements are made by the principal and/or business manager.
 - f. Rate Per Child: \$6.00 per hour Accounts are billed in 30 min intervals (rounded to the nearest half hour and charged accordingly and notified of charges at the end of each month).

- g. Delinquencies: If your extended care bill is delinquent, no care services will be provided until your balance is paid in full. You will be notified to come pick up your child if there is an outstanding balance.
- h. Late charges: If you pick up your child after 6:00 p.m., there will be a late charge of \$3 per minute if you are late, except if you are late because of a medical emergency or accident.
- i. Schedule: Between 3:15 p.m. and 6:00 p.m., time will be allotted for children to do their homework. When finished, they can play quietly so as not to disturb others who are still working. Indoor/outdoor play time is given along with a snack.
- j. The school day with supervision begins at 7:30am. Any children dropped off prior to 7:30am are dropped off at the parent's discretion and risk. We highly recommend students are not dropped off until 7:30am as we are not able to provide supervision during that time. The school is not liable or responsible for your child until 7:30am.

Gifts and Donations

KOK purchases the necessary items needed for instruction through its operating budget. Those who wish to give a cash gift to KOK may do so by contacting the principal.

Lunch Program

KOK offers a hot lunch option for the entire student body. This option is a well-balanced meal prepared by our school staff. All lunch and milk schedules and payments are to be submitted to the office. Microwaves will be available for the scholars. Refrigerators are not provided. Scholars in K-8th grade will store their lunches in the classroom. Scholars are to eat their lunch within the cafeteria with their lunch stored in hygienic containers.

Playground Equipment

KOK will supply the necessary equipment needed for recess, playtime, and physical education. For the safety of the scholars and their equipment, no toys or other equipment (electric scooters, bikes, skateboards, electronic games, etc.) should be brought from home unless being used to transport the student to/from school.

Emergency Closing

In the event of bad weather, please listen to radio stations and local TV stations for announcements. For other announcement updates check your email, the KOK Facebook page, or the Emergency KOK Text. KOK is included with OCPS for these special announcements. KOK's name will not be mentioned separately. In other words, when the public schools close because of inclement weather, then KOK will be closed. Please watch your email and text to see when school will reopen.

Lost and Found

KOK will not be responsible for valuables or money brought to KOK by scholars. Stray items found on the school grounds will be placed in Lost and Found. Unclaimed articles may be given to charity.

Individual and Class Pictures

Every fall, individual and class and extra-curricular pictures are taken by a professional photographer. During the year, we will conduct sport and club pictures for our students. Parents have the option of purchasing these pictures through the selected vendor.

Closing Statement

Being able to offer a Christ-centered education for scholars at King of Kings Lutheran School is a special blessing from the hand of our gracious God. Those blessings include a partnership where parents and the ministry team of KOK work together under the cross of Christ serving the lambs entrusted to our care with the unerring truths of God's Word.

This academic year's theme- "Completely" (**based on Proverbs 3:5**). Throughout this academic year, we will focus on the completeness of Jesus! Knowing that we are completely saved through God's grace and Jesus' redemptive work, we completely trust God's Will for us. We will focus on these words to instill comfort and strength in our staff, students, and families as we look to faithfully witness to our community and beyond as Christian servants motivated by Jesus' love.

Your servant in Christ,



Mr. Harmon Krause

Principal of King of Kings Lutheran School



KING OF KINGS LUTHERAN SCHOOL