

2022-2023 Parent and Student Handbook

# KING OF KINGS LUTHERAN SCHOOL



Revised July 2022

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## King of Kings Lutheran School

1101 N. Wymore Road

Maitland, FL 32751

PH: 407-628-5696

[www.visitkok.com](http://www.visitkok.com)

School Office Hours: 8:00am-3:30pm

Student Hours: 8:00am-3:00pm

As Christian parents, legal guardians, and teachers, our concern is the upbringing of children who have come to know and to love their Savior, Jesus Christ. It is to Him alone that we give praise and glory as we work together in the training of children that He has given to us.

This handbook has been prepared to further acquaint you with our school and its daily operation. Feel free to contact any member of the staff for further information. The handbook is a guide to policies and procedures at King of Kings. This handbook has been approved by the BYD of King of Kings Lutheran School. The Principal is the final authority on these, and any policies not covered within the handbook.

**Revised: July 2022**

**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:** We strive to not only prepare our students for lives on Earth but also for a life in eternity by sharing the message of the Gospel daily. We strive to challenge our students with a rigorous academic curriculum for them. We foster a positive and safe environment for our students incorporating our Core Values.

## School Contact Information

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### **School Administration**

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### **Faculty and Staff**

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Samantha Abreu Business Manager	businessmanager@visitkok.com

## Section 1- School Information

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### 1.1 Introduction

A highly effective school results from a rigorous academic program in a culture of trust and high expectations led by a visionary instructional leadership team and implemented by talented, dedicated teachers. At King of Kings, we have established an effective instructional and management plan. King of Kings is also accredited by WELS School Accreditation (WELSSA). (WELSSA) is a process in which the school evaluates its current education practices and seeks sound methods to build on its strengths and determine new ways to grow and strengthen the educational ministry of the school for the benefit of the students and parents to the glory of God.

WELSSA is a sanctioned member of the National Council for Private School Accreditation (NCPA).

We believe that an education without Christ is an education without foundation and purpose. We believe that all education, and this includes history, science, mathematics, English, and all other subjects, must be taught in harmony with God's inspired and errorless Word. Our goals then are a solid basic education in all branches of secular learning and a solid spiritual and moral training based upon the unmovable foundation of the Holy Scriptures. Part of educating the whole child (soul, mind, and body) is realizing that each child is unique. God blesses each of us with different talents and abilities. At King of Kings, the faculty recognizes this truth and educates the children with this in mind. Each child's unique spiritual, academic, physical, and emotional needs are recognized and met to the best of the staff's ability. In addition to the staff nurturing each student as a unique child of God, the children are led to recognize their own special place in God's kingdom. Each child is encouraged to realize that he/she has been given gifts and talents in accordance with God's gracious purpose for his/her life. Rather than comparing themselves with their peers, the students are guided to God's Word for the measuring line in their life. In the Bible, the children receive guidance regarding how to use their talents and abilities to honor God.

### 1.2 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."

### 1.3 Vision Statement

We strive to not only prepare our students for lives on Earth but also for a life in eternity by sharing the message of the Gospel daily. We strive to challenge our students with a rigorous academic curriculum for them. We foster a positive and safe environment for our students incorporating our Core Values.

## 1.4 Affiliation

King of Kings is operated as a Lutheran Elementary School within King of Kings Evangelical Lutheran Church, Maitland, Florida. Its supervision is directly under the Board for Youth Discipleship (BYD) of the congregation.

King of Kings Lutheran School is one of more than 300 elementary schools within the Wisconsin Evangelical Lutheran Synod (WELS). The teachers in these schools, as well as in our school, have received their education degree from accredited Lutheran colleges.

## Section 2- School Communication

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### 2.1 Means of Communication

To operate a culture of transparency and openness, King of Kings has established several means of communicating with parents. These include but are not limited to:

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

### 2.2 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 child up for success, teachers and administration 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 administration may be documented during the year for the safety and accountability of the students, teachers, and parents.

We ask that students 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 child needs to communicate home, it will be done through a faculty or staff member.

### 2.3 Communication in Conflict or Issues

If a concern or issue arises:

- Step 1. In issues dealing with the classroom or your student, contact the teacher first.
- Step 2. In issues dealing with the school as a whole or if there is no resolution to a classroom matter, then contact the principal. He will organize a meeting which will include the principal, teacher, parent, and child (if applicable).
- Step 3. If there still is no satisfactory resolution to Steps 1 or 2, contact the BYD for Youth Discipleship chairman who will organize a meeting with the BYD, principal, teacher, pastor, parent, and child (if applicable).

If there is an issue with another student or family, we ask that you do not reach out to that family individually. Please reach out to the school first.

## 2.4 Parent Teacher Conferences

To assist in cooperation in our work with your child, 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.

## 2.5 Home and School Cooperation

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.

## 2.6 Parent Involvement Hours

To develop a familial culture, stronger investment, and improved communication, King of Kings requires parents to fulfill ten Parent Involvement Hours during the year. Some specifics are:

- Parent hours are per family and not per student.
- Parents can only submit a maximum of five hours for field trips during the year.
- Parents can only submit hours using the school's Parent Involvement Hour Submission Form.
- All involvement hour requests must be submitted by May 1 of the current school year.
- If a family is short hours for the current school year, they will owe \$100 per hour at the discretion of the BYD and principal.
- Parents can submit hours by coming to meetings, coaching, assisting at school, organizing Family Fun Nights, or any other items approved by the volunteer coordinator.

## Section 3- Enrollment and Finances

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### 3.1 Notice of Nondiscriminatory Policy

King of Kings Lutheran School, Maitland, Florida, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available to students at the school. It does not discriminate based on race, color, national or ethnic origin in administration of its educational policies, admission policies, athletic programs, and other school-administered programs.

### 3.2 Enrollment Policy

Children whose families are members of King of Kings, have no church connection, are members of other WELS congregations, or who are of other denominations may enroll in our school providing we have room to accommodate them.

### 3.3 Enrollment Procedures

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 first grade 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. To enroll a student at King of Kings, complete the following steps:

1. Schedule a meeting with the principal. 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. A family may be provided a virtual or in-person tour of the campus.
3. Meeting with the classroom teacher (if possible)
4. Submit Application with Application Fee (Through Gradelink)
5. Submit Transcript or Records Request
6. Sign Tuition Agreement

### 3.4 Enrollment Paperwork

To help expedite the enrollment process, include the following documents when completing the registration process:

1. Birth Certificate
2. Scholarship Awards Letter (Acceptance or Denial)
  - a. AAA
  - b. Step-Up (FTC, FES-EO, FES-UA, or The Hope Scholarship)
3. IEP (If Applicable)
4. Florida Physical Form (DH 3040)
5. Immunization Record Form (DH 680 or DH 681)
6. Copy of Student's Most Recent Report Card
7. Copy of Student's Most Recent Test Scores

### 3.5 Health Paperwork

By Florida law, each child must have the forms DH 3040, DH Form 680, or DH 681 on file in the school office showing that all immunizations are up to date. The DH 681, Religious Exemption from Immunization, is issued if immunizations conflict with the religious tenets and practices of the child's parent or guardian. This exemption is issued by a County Health Department (CHD) and based on established religious beliefs or practices only.

Failure to have the proper immunization record filed will result in your child not being allowed in school until the proper immunizations have been obtained and the records have been submitted. If you are moving from another state, Florida law requires a physical examination by a physician in Florida, regardless of grade level, and the proper form completed prior to beginning school.

### 3.6 Student Records

Parents of a student or an eligible student may inspect and review the student's education records upon request. Parents or eligible students must contact King of Kings Lutheran School Principal with an email request, which identifies as precisely as possible the records they wish to inspect. The King of Kings Principal will arrange for access to records through the school secretary.

King of Kings Lutheran School will maintain a record of all requests for and/or disclosure of information from a student's education records. This record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. This record may be reviewed by the parents or eligible student.

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

The following sections are in the appendix of the handbook: (FERPA Policy, Disclosure of Education Records, and Correction of Education Records).

### 3.7 Tuition and Finances

1. By the first day of the new school year, ALL delinquent balances MUST be paid.
  - a. No enrollment will 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.
2. Payments Plans:
  - a. Payments can be made annually, semesterly, or monthly.
  - b. Invoices will be sent home on the 15<sup>th</sup> of each month and payments are due by the last day of the month.
  - c. Overdue balances will be charged a \$25 late fee. This fee doubles each subsequent month a balance is not paid.

3. 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.
4. Withdrawal Fee
  - a. Once enrolled for the upcoming school year (up until December 31<sup>st</sup> of the current enrolled year), a withdrawal fee of \$500 per child is due per our withdrawal policy. This helps offset our budgetary and planned expenditures for your children.

### 3.8 Extended Care

**Before School Care Services (BSC):** If parents need childcare (for children in grades K-8 only) before 7:30 am, a Before School Care service is offered between 6:30 and 7:30 am in the room adjacent to the kitchen.

**After School Care Services (ASC):** Grades K-8 are dismissed at 3:00 pm, Monday through Thursday and 1:30 pm on Friday. The children will wait with their teacher for the first 15 minutes after school is dismissed, before being transferred to ASC.

Before School Care (BSC), Extended Preschool Care, and After School Care (ASC) are designed to assist the parents/legal guardians of our students who may need someone to watch their child either before or after school hours. We will try to be as flexible as possible to allow for changing situations. Please refer to the appendices for more information on extended care.

## Section 4- Attendance and Dress Code

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### 4.1 Student Drop-Off and Pick-Up

For the safety of our students, please follow these drop-off and pick-up procedures as well as noontime pick-ups:

1. Drive slowly and cautiously when entering and leaving the school parking lot.
2. Cell phone usage is prohibited in the school parking lot when the vehicle is in motion.
3. Morning Drop Off: The principal will greet each student as they arrive on campus, assisting in the safe drop-off of each student.
4. 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.

5. 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 the pickup area (ASC).
6. 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.
7. Please pass these instructions on to persons authorized to pick up your child.
8. 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.
9. 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.

#### 4.2 Tardy Policy

Children not in their classrooms by 8:00 am are considered tardy. A child will only be excused for a tardy with a doctor's note or through the principal. At 8:00 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.

- Students who arrive after 9:00 am will be marked ½ absent.
- Students that arrive after 11:31am will be marked full absent.
- Students that leave after 12:01pm will be marked ½ absent.

Arriving on time helps your child to begin the day in a positive way and is important because:

1. 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.
2. Punctuality demonstrates professionalism and sets the tone for the students in a structured environment.
3. We will verify *why* your child is late. Our attendance check is immediately after 8:00 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.
4. Failure to comply with King of Kings' Tardy or Absence Policy could initiate a truancy case per Florida Statute 1003.27.

#### 4.3 Absence Procedures and Policy

1. According to Florida Statute 1003.21, each parent/guardian of a child within the compulsory attendance age shall be responsible for their child'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.
2. Prior to the start of the school day (8:00am), parents or legal guardians should notify the school office, by phone or e-mail, if their child will be absent for the day.
3. A child will only be excused for an absence with a doctor's note or through the principal.
4. If we don't hear from you by 8:00am, we will contact you by phone or e-mail. If no contact has been made by 11:31am the student will be marked absent.

5. The student will still be asked to makeup the work for each day missed. Excuses for missed homework will be made at the discretion of the classroom teacher.
6. If a student has accumulated 10 absences, a meeting will take place between the child's teacher and parent or legal guardian. A review of the 10 absences will take place. The parent will be expected to create a plan to reduce future absences.
7. If a student has accumulated 15 absences, a meeting will take place between the principal and parent or legal guardian. A review of the 15 absences will take place. The principal will reinforce important regular school attendance and review the parent's plan.
8. If a student has accumulated 20 absences, a meeting will take place with the parents or legal guardian, BYD chairman and principal. An action plan will be developed to address the chronic absenteeism which can drastically affect a child's learning and development. The student may be retained.
9. Failure to comply with King of Kings' Tardy or Absence Policy could initiate a truancy case per Florida Statute 1003.27.
10. Please plan vacations and other appointments appropriately to avoid a school absence. Vacations during school time are strongly discouraged and are not excused. Students and parents or legal guardians are responsible to see that work missed during a vacation is completed in a timely manner.
11. Students who have been absent during the day because of illness will not be allowed to participate in the extra-curricular activities of that same day. This does not include students who missed a portion of the day due to medical appointments. This policy can be amended at the discretion of the athletic director.
12. King of Kings will follow the state's emergency guidelines for pandemics and COVID-19 protocols regarding quarantines. Please ask the principal how long to quarantine if your child tests positive for COVID-19.

#### 4.4 Dress Code Policy

As sanctified Christians, our students 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.

Please remember to have your child 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.

#### **Tops:**

1. Student 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](http://www.frenchtoast.com).
2. Polos must be red, white, or black.
3. If warmer attire is needed, purchase a sweatshirt or ¼ zip fleece with school logo through [www.frenchtoast.com](http://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.
4. Non-logo KOK jackets are allowed outside of the classroom but never in the classroom.

#### **Bottoms:**

1. The following items are allowed: Khaki, black, or navy-blue pants, Bermuda shorts, capris, skirts, skorts, cargo shorts or pants (No Denim)
2. Bottoms can be purchased anywhere as long as they are khaki, black, gray, or navy blue.
3. Socks must be calf height or shorter
4. Solid black or white tights or leggings can be worn only under skirts.

**Shoes**

1. All shoes must be close-toed (Crocs are not allowed)

**Dress Down/Spirit Fridays**

On Spirit Fridays, students may wear their normal school uniform or abide by the following two rules below.

1. Students may dress down in a King of Kings top of any sort.
2. Students can wear jeans or athletic bottoms on Fridays.

Students dressed in an inappropriate manner according to this uniform dress code will be asked to telephone their parents or legal guardians to have them bring appropriate attire to them at school or be asked to wear appropriate items provided by the school. Subsequent offenses may result in suspension or expulsion of the student from school.

## Section 5- Student Safety

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### 5.1 Background Checks

All faculty and staff are federally background checked. All volunteers, parents, and adults over the age of 18 allowed on field trips, in the classroom buildings, or other buildings on campus when students are on campus, must be background checked.

### 5.2 Lice Policy

In the event that lice and/or lice nits (eggs) are discovered on any student(s), we will be following a “no nit” policy. While we understand how difficult it is to rid the hair and scalp of all the eggs related to lice, we also must recognize how easily lice can be spread. Therefore, if your child(ren) is/are sent home with lice and/or nits, they will not be allowed back into school until they are free from all nits. A letter will be sent home to the classroom parents notifying them that lice has been discovered in the classroom.

### 5.3 Medications Policy

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 student's name, name of medication, dosage, and time to be administered. This means that all medication to be given requires:

1. Written orders from a licensed prescription detailing the name of the medication, dosage, time to be given, and the expected duration of administration.
2. Medication brought to school should remain in its original container and be appropriately labeled as prescribed by licensed physician or by manufacturer, for non-prescription medicines.
3. 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.
4. The requests for administration of medication is 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.
5. 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.

#### 5.4 Sickness Policy

If you believe your child 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 child is too sick to be in school. If this is the case, the child 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.

#### 5.5 Smoke-Free Environment

The campus at King of Kings is a smoke-free environment. Smoking, vaping, and use of tobacco products will not be allowed within the building or on the campus of King of Kings Lutheran School at any time.

#### 5.6 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.

## Section 6- Academics

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### 6.1 Report Cards and Grading Scale

Report cards are distributed on a quarterly basis. Grades are updated routinely utilizing the school's grading system (Gradelink). Parents and students will be provided logins and are responsible and expected to regularly log in and check your child's progress. We urge parents or legal guardians to take time to discuss the report card with their child.

The report card system uses letter grades (A, B, C, D, or F), indicating the child's average work in the subject. These letter grades correspond to the following percentages:

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
100-90	89-80	79-70	69-60	59-0

Some classes and grades (K-2) use indicator or effort-type grades (E, S, N, U), as well.

## 6.2 Honor Roll

Grades 3-8 at King of Kings Lutheran School who achieve a cumulative GPA of 4.0 will receive a “Highest Honors” certificate. Students with an all “A” report card will be classified as “High Honor Roll Students.” Students who achieve an all “A’s or B’s” report card will be classified as “Honor Roll Students”. These awards will be presented at the end of each quarter. At the discretion of the principal and classroom teacher, a student’s conduct may disqualify them from High Honor Roll or Honor Roll.

## 6.3 Homework Policy

A good portion of each child's day is set aside for study time and for doing assignments. There will be areas where some of the work will have to be finished at home. It is important that all assignments are completed on time. Parents/legal guardians, please work with your child to develop the ability to complete tasks on time.

The following are the guidelines for a student who does not complete his assignments on time:

1. When a child repeatedly does not turn his/her homework in on time, the teacher will notify the parent(s) immediately. If this problem continues, a meeting with the student, student’s parent(s), and teacher will be arranged.
2. If there is still no noticeable change, the teacher will inform the principal. A suspension may result, or detention may result at the discretion of the principal and classroom teacher.
3. Homework that is continually left incomplete or missing may be cause for the retention or expulsion of a student.

## 6.4 Memory Work

Included in homework will be daily assignments in Word of God classes to memorize passages from the Bible, hymn verses, and the like. We urge parents/legal guardians to work daily with their children in committing to memory these important truths from God's Word.

## 6.5 Standardized Testing

In addition to regular classroom assessment/evaluations, King of Kings Lutheran School administers several standardized objective tests for purposes of student and school evaluation. MAP Growth tests are given to all students in kindergarten through eighth grade. We use these tests to evaluate our instruction practices as well as student proficiency.

## 6.6 Curriculum and Standard Practice

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.

### 6.7 Athletics and Co-Curricular Activities

All students participating in extra-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.

Students may participate in interscholastic or intramural sports. Practices may be led by either a faculty member, former students, layperson from the congregation, or school parent volunteer. If a student has repeated late work or incomplete work and the participation in a sports activity is not allowing the student sufficient time to do schoolwork or hindering academic growth, the child 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.

### 6.8 Chapel Service

In place of the regular morning classroom devotions, each Wednesday morning begins with a chapel service conducted by a pastor, principal, and male teachers. Parents are welcome and encouraged to attend. This service is livestreamed on our school's Facebook page.

### 6.9 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.

### 6.10 Church Attendance

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. Church attendance is an important part of the Christian's sanctified life, and the child of God needs to be taught and trained by word and example of its importance to spiritual growth and enlightenment. If you are interested or looking for a church, feel free to speak with your classroom teacher or our campus pastor.

## Section 7- Code of Conduct

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### 7.1 Behavioral Guidelines

“Since God so loved us, we also ought to love one another. No one has ever seen God; but if we love each other, God lives in us, and his love is made complete in us.” 1 John 4:11 The behavioral standard at King of Kings is based on a simple Law and Gospel equation. Our goal is for students to be proactive in demonstrating positive behaviors based upon the Gospel and God’s love for us through Jesus Christ. Simply put, because God loved us enough to send His Son to die for us, we reflect the love of Jesus in our daily lives as we reflect God’s love in our interactions with others. All this we do as a “thank you” to our Heavenly Father in appreciation for what he has done for us.

We believe that students have the right to learn and the right to be safe. Everyone should be able to come to school, learn, and return home without being hurt, bothered, or frightened. To ensure the right of teachers to teach and students to learn and to encourage them to become responsible citizens, we have established school-wide rules. There will be recognition, rewards, and other positive reinforcements to foster a positive school climate.

**Please remember that in discipline and management, it is important to incorporate justice. This means that every child and discipline action will be treated individually.**

**Gospel Behaviors:** As we teach students to be proactive in their Christian behavior, we focus on some specific gospel behaviors. These include building each other up, forgiveness, sacrifice, humility, and self-control. In each of these behaviors and attributes, students are taught to think and consider other people. This truly represents the gospel made manifest in that students learn to constantly put the needs of others before their own short term wants and desires. Ultimately, students more fully understand what it means to reflect God’s love in their lives as constant and joyful testimony to what Christ has done for all of us.

**The Role of the Law:** At times, students demonstrate behavior that is outside of the proactive, gospel motivated behaviors. During these unfortunate moments it becomes necessary to utilize the Law as a tool to show students that their actions are inappropriate and unacceptable. Essentially, students who have misbehaved must endure unpleasantness (consequence) to effectively understand the fact that they have made a poor choice. Despite the situation, we work hard to avoid negatively charged teacher-to-student interactions. Instead, we believe in consistently and calmly teaching and emphasizing choices and consequences. This approach helps the student to maintain focus on owning their specific behavior that was problematic rather than personalizing the disciplinary situation on the adult who is delivering the consequence. We

also practice logical consequences. This means that all undesirable actions do not necessarily have equitable consequences.

**Consequences:** When students fail to make positive choices, the King of Kings Principal reserves the right to determine the proper and necessary consequences to achieve appropriate changes in student behavior. The list below are consequences which may be utilized at King of Kings (please see your classroom management plan for specifics and more details on Student Expectations and Consequences within each individual classroom):

- (a) Students sit or stand in an isolated location to reflect on behavior.
- (b) Students write documents focused on behavioral improvement.
- (c) Students work to complete community or school service projects.
- (d) In rare extreme cases a suspension (in-school or out-of-school) or expulsion may be issued.

**Forgiveness in Word and Action:** In addition to emphasizing the Gospel in encouraging students to be proactive in positive behavior, the King of Kings staff also strives to incorporate the Gospel through word, and more importantly action, as part of the conclusion of each disciplinary incident with students. The wonderful promise of God's forgiveness drives all that we do and is an essential element to any interaction with students. This action is particularly crucial when a student has done wrong and has repented.

## 7.2 Network and Computer Guidelines

Students 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.

### 7.3 School Property

Desks, books, classrooms, and other school property are to be treated with respect and good stewardship. Unnecessary damage will require proper compensation by parents/legal guardians and students. These items will be added to your billing statement, and you will be notified of the incident.

**Student Property:** KOK assumes no responsibility for any loss to students' personal property. Personal entertainment, electronics, or toys should not be brought to school, nor be allowed to be used in the classroom. If these items are brought to school the teacher reserves the right to confiscate the item and the student will be asked to put these items away as directed by school personnel. Such items will be returned per parental request.

**Theft:** Committing an act of theft will result in immediate disciplinary action and can include dismissal from school. Students found guilty of theft will also be required to pay for or replace the item(s) stolen. Proper outside authorities will be contacted, if warranted.

### 7.4 Office and Classroom Phone Usage

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.

### 7.5 Alcohol and Drugs

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.

1. Students 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.
2. 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 BYD before the child will be allowed back to school.

## 7.6 Weapons

While on school property, students will not possess knives of any kind including pocketknives, any type of gun (play or real) or any other object that a teacher or administrator would classify as a weapon. 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 BYD before the child will be allowed back to school.

## 7.7 Administrative Investigations

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

## 7.8 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 student is arrested and/or taken into custody, Law Enforcement and school personnel shall utilize best efforts to immediately notify the parent/guardian.

## 7.9 Searches and Seizures

The student'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 the schools to prevent drugs and weapons at school. The routine checks by the dogs are considered a search by law. They are safety preventions to give the student a safe and healthy school in which to learn. (FS 1006.09)

### 7.10 Victims or Witnesses

If a student 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 student 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 student 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 student is removed or as soon as possible after the removal.

### 7.11 Electronic Devices

Electronic devices such as cell phones, iPods, smartwatches, or any other wireless communication are not allowed to be used on our campus. All phones and smartwatches are turned into the principal's office every morning and returned at the end of the school day. Personal electronic devices are never allowed to be utilized on campus. If a student 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 student 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).

### 7.12 Rules of Conduct

The children should strive to show Christian love, kindness, respect, and consideration toward all pupils in the school and toward everyone with whom they come into contact in their school life. All students will sign a Student Code of Conduct Contract on the first day of school or at orientation.

## APPENDIX A- Extended Care

Before School Care (BSC) and After School Care (ASC) are designed to assist the parents/legal guardians of our students who may need someone to watch their child either before or after school hours. We will try to be as flexible as possible to allow for changing situations. The following guidelines apply:

1. **Location:** The room next to the kitchen in the Family Life Center
2. **Hours:**
  - a. Before School Care (BSC) runs from 6:35 to 7:30 am for K-8 students only
  - b. After School Care (ASC) is 3:15 (1:45 on Fridays) to 6:00 pm for K-8 students.
3. The BSC and ASC program are only for students attending King of Kings Lutheran School.
4. **Care Service Billing applies to:**
  - a. Any child(ren) in grades K-8 who arrive between the hours of 6:30-7:30 am
  - b. Any Preschool child(ren) who is/are left at school from 12:15-3:00 pm
  - c. Any child(ren) in grades K-8 who are left at school from 3:15 (1:45 on Fridays) -6:00 pm
5. Invoices will be provided monthly, unless other arrangements are made by the principal and/or business manager.
6. **Rate Per Child:** \$5.00 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.
7. **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.
8. **Late charges:** If you pick up your child after 6:00 p.m., there will be a late charge of \$5.00 for each 10 minutes you are late, except if you are late because of a medical emergency or accident. Then you will be charged the regular rate.
9. **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.

## FERPA

King of Kings Lutheran School maintains permanent records for parental inspection upon request. Records are also sent to other schools upon request from that school and the requesting parent. King of Kings reserves the right to withhold records if the family's bill is not paid in full.

- Access to Student Records
  - As 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, the King of Kings BYD has used the following definitions of terms:
  - Student - any person who attends or has attended King of Kings Lutheran School
  - Eligible Student - a student or former student who has reached age 18 or is attending a postsecondary school.
  - Parent - either natural parent of a student, a guardian, or an individual acting as a parent or guardian in absence of the student's parent/guardian.
  - Education records - any record (in handwriting, print, tapes, film, or other medium) maintained by King of Kings Lutheran School, which is directly related to a student, except:
    - A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to other persons except a temporary substitute for the maker of the record.
    - Records created and maintained in relation to the local law enforcement agencies for law enforcement purposes.
    - An employment record which is used only in relation to a student's employment by King of Kings Lutheran Church or School.
    - Alumni records which contain information about a student after he or she is no longer in attendance at King of Kings Lutheran School and which do not relate to the person as a student.
- Annual Notification
  - Parents will be notified of their FERPA rights annually within the handbook.
  - The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
  - FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."
    - Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such

as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.
  - For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service. Or you may contact us at the following address: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-8520.

### Disclosure of Educational Records

King of Kings Lutheran School will disclose information from a student's education records only with written consent of the parent or eligible student, except:

1. To school officials who have a legitimate educational interest in the records. School officials include principal, teachers, support staff members, pastors, BYD of Youth Discipleship members, district special services personnel, congregation attorneys, and health department officials. A school official has a legitimate educational interest if the official is:
  - i. Performing a task that is specified in his or her position description or by contract agreement.
  - ii. Performing a task related to a student's education.
  - iii. Performing a task that is related to the discipline of the student.
  - iv. Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To certain officials of the U.S. Dept. 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 student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of financial aid, or to enforce the terms of and conditions of aid.
5. If required by a state law requiring disclosure that was adopted before Nov. 19, 1974.
6. To organizations conducting certain studies for or on behalf of King of Kings.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.
11. Directory information so designated by King of Kings Lutheran School.

### Record of Requests for Disclosure

King of Kings Lutheran School will maintain a record of all requests for and/or disclosure of information from a student's education records. This record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. This record may be reviewed by the parents or eligible student

### Directory Information

King of Kings Lutheran School designates the following items as Directory Information: student name, parents' names, parent emails, address, and telephone number. The school may disclose any of those items without prior written consent, unless notified.

### Correction of Education Records

Parents or eligible students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. Parents or eligible students must ask King of Kings to amend a record. In doing so, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of the student's privacy or other rights.
2. King of Kings may comply with the request or it may decide not to comply. If it decides not to comply, the principal will notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, King of Kings principal will arrange for a hearing, and notify the parents or eligible student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by the King of Kings BYD of Youth Discipleship or his delegated substitute. The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parent or student may be assisted by one or more individuals, including an attorney.
5. King of Kings will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If King of Kings decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parents or eligible student that they have the right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. This statement will be maintained as part of the student's education records as long as the contested portion is maintained. If King of Kings discloses the contested portion of the record, it must also disclose this statement.
7. If King of Kings decides that some information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student, in writing, that the record has been amended.