

# Parkland Lutheran School



## Handbook

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### *Mission Statement*

*To provide a quality Christ-centered education  
for members of our church and to the surrounding community  
where children are nurtured to use their God-given talents  
in a life of service to the Lord.*

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## **INTRODUCTION**

Dear Christian Parents and Friends:

Welcome to our school! The purpose of this handbook is to state our school policies clearly, so that there can be better understanding and cooperation between parents and teachers as we work together to give your children a sound, well-rounded Christian education. When you enroll your child at PLS, you indicate that you will support us as we carry out the policies in the handbook. If there are any questions regarding any of the school's policies, you are encouraged to bring your questions to the principal, a faculty member, or any of the Board of Christian Education. Thanks for your help; we look forward to a great year!

Yours in Christ,  
Board of Christian Education, Parkland Lutheran Church

## **PURPOSE**

Parkland Lutheran School was established in 1894 as a place where members of Parkland Lutheran Church could send their children to be educated to become good citizens of both their community and their church. This has remained the primary purpose of our school for over 100 years. Since the beginning the congregation has also opened the school to members of the community who wanted to take advantage of the education being given at PLS.

## **PHILOSOPHY**

To achieve this purpose, PLS follows a Classical Model of Education. This is an approach to education that says every subject has building blocks which must be learned to understand the subject (its Grammar). Once we learn these, we learn how they work together (its Logic), and then we learn how to explain it to someone else (Rhetoric). The goal of teachers is to guide students through these parts and teach them when appropriate. There are a number of classical models, but we especially follow these principles:

1. God's Word is at the heart of all that takes place within the school, with a proper division of Law & Gospel continually emphasized as the essence of Christian Education.
2. The members of the school community honor God by seeking excellence in all things and, in Christian love, hold one another accountable for excellence.
3. The school provides Christian education for children of member families and welcomes children of non-member families as an evangelistic outreach opportunity.
4. Opportunities to provide service to the members of the community are sought, and not just for school promotion.
5. Support parents in their God-given role to educate and nurture their children.
6. The use of uniforms in the school to emphasize academic dedication and a cohesive learning community.
7. Enhancement of education through the study of music, the arts and Latin.

8. Financial sustainability of the school by resolving to charge actual cost-per-pupil tuition, along with the establishment of scholarship funds and financial aid for those in need.
9. A commitment to thorough scope and sequence curriculum planning and implementation, focusing on long-term academic success.

### STATE APPROVAL

Our school is fully approved by the State of Washington's Office of Superintendent of Public Instruction. It is also approved by the Parkland Fire Department. The regulations of these offices apply. The school Patrol System will be implemented when needed.

### ADMISSIONS POLICY

- Any child entering our Pre-Kindergarten must be four years of age, our Kindergarten five years of age and our first grade six years of age by August 31. PLS ordinarily recommends being such age by April 30 for incoming Pre-Kindergarten and Kindergarten.
- Evidence of satisfactory scholastic and health standing with the previous school (such as a final report card) will be required of all who want to enroll. In accordance with state health codes, all students are also required to have completed a *certificate of immunization status* to be kept on file at the school.
- All new students must fill out the application for enrollment issued by our school for our permanent records.
- Each application for enrollment is subject to approval by the Board of Christian Education.
- Acceptance Priority:
  - a) PLS gives first preference to children of congregation members of Parkland Lutheran Church and members of churches in fellowship with us.
  - b) Secondly; children considered as mission prospects (their parents have no church membership).\*
  - c) Thirdly; children whose parents belong to other Christian churches are admitted at the discretion of the Principal and the Board of Christian Education.\*

*\*These children are admitted only after the general philosophy, purpose, and policies of the Christian Day School have been explained to the parents and the latter have agreed to support them.*

In view of the fact the Bible teaches that "*God shows no partiality*" (Acts 10:34), Parkland Lutheran School admits students of any race, color, national and ethnic origin to all the privileges, programs and activities generally accorded or made available to students at our school.

## **OUR FACULTY**

The individual classroom teacher is the key to the success of the school's program. A close relationship with the home is maintained to encourage the pupil's progress. The strength of PLS lies in the dedication and loving concern each teacher shows toward every child.

Our faculty consists of fully qualified teachers, able not only to teach a child to read and to understand the workings of mathematics and other standard academic subjects, but also how to teach the spiritual truths of God's Word. Our school is accredited by the State of Washington, and most our teachers hold Washington State teaching licenses.

## **SCHOOL FINANCE**

PLS is maintained by the sacrificial offerings of the members of the Parkland Lutheran Congregation, free will gifts of friends and tuition fees.

## **REGISTRATION FEE**

A registration fee (for rental of textbook, most workbooks, and supplies) is to be paid during registration time. The registration fee is non-refundable except in cases of unemployment, relocation, or under special circumstances approved by the Board of Christian Education. Students will not be allowed to start school if the registration fee is unpaid.

## **TUITION**

Tuition fees are determined annually by the Board of Christian Education (a separate form shows details for the current year's fees). Tuition is based on a 10-month pay plan, unless on a scholarship plan (scholarship plans are based on an 11-month plan). Tuition is due on the 1<sup>st</sup> or 15<sup>th</sup> of each month (due date of the 1<sup>st</sup> or 15<sup>th</sup> is to be determined prior to admission\*), August through May (August thru June if on a scholarship plan). The first payment is due on August 1<sup>st</sup> or 15<sup>th</sup>\* (or at registration). Tuition payments are done by automatic withdrawal from an account specified by the parents/guardians. Payments will *not* be accepted by school staff members. Payments received after the 1<sup>st</sup> or 15<sup>th</sup>\* of the month will be charged a late fee of \$25.00. It is also our policy to charge a \$25.00 fee for any checks returned to us from your bank for any reason.

## **REQUIRED BOOKS**

There are some books required for students in grades 1-8: Bible (ESV translation), Catechism, and Hymnal. Unless they are already owned, these books are billed on your first tuition statement for August and are distributed on the first day of school.

## **WITHDRAWALS**

All withdrawals from school must go through the office. Students are considered enrolled until officially withdrawn by the parent/guardian. Report cards will not be released to a new school until accounts are closed. There is a \$25.00 withdrawal fee per family.

## DRESS CODE

Parkland Lutheran School requires its students to wear a uniform. This comes from a desire to create and promote an environment of learning where dress is not a distraction to the educational process. Dress code applies while the student is in school or participating in a school sponsored activity or program. This includes extended care. Uniforms should be in good repair (no holes, torn seams, or fraying). Clothing and grooming not specifically covered by these guidelines will be considered by the administration on an individual basis.

**Slacks/Pants:** Navy blue or khaki (no jeans or cargo pants). Belt is to be plain black.

**Shorts:** Navy blue or khaki (no jeans or cargos). Length should not be more than 3 inches above the knee. Shorts may only be worn in September and in May until the end of school.

**Shirts:** White, navy blue, khaki, or grey solid color polo (long or short sleeves), solid color turtleneck (long or short sleeve). Girls may wear a white blouse with short or long sleeves but no edging or lace on collars. With the exception of the top button, shirts must be buttoned. If a student wishes to wear a t-shirt under their uniform shirt, it must be plain white. Undergarments should not extend beyond the uniform shirt.

**Skirts/Jumpers:** Navy blue, khaki, or Parkland's uniform plaid. Length cannot be more than 3 inches above the knee. A uniform shirt must be worn under the jumper. Knee highs, tights, ankle length leggings or leotards may be worn, but must be solid color of uniform. Nylons are okay.

**Sweaters/Jackets:** Navy blue, khaki, or white crew neck or cardigan; PLS jacket. To be worn over polo or turtleneck with collar exposed. Since coats, sweatshirts, and jackets (with the exception of a PLS jacket) are not allowed to be worn in the classroom, students are encouraged to have a sweater or a PLS jacket.

**Shoes:** A laced up, tied/Velcro shoe in a solid color of navy, brown/khaki, black, grey, or white (we will allow a shoe that has a combination of the above colors). No other colors or decorations should be on the shoe. Logos are alright, but no patterns/characters (e.g. - checkered shoe or pictures). Shoelaces should be white or match the shoe color. Shoes should be closed toe, and heels are not to exceed 2 inches. Boots may be worn outside but are to be removed upon entering the classroom.

**Socks:** Required-solid color of uniform.

**Jewelry:** Jewelry is allowed in moderation but must be safe for recess and PE and not present a distraction. No body piercings besides earrings are allowed, and only girls may wear earrings.

**Chapel Dress:** Girls are to wear a skirt or jumper with a navy blue or white solid polo shirt/turtleneck/blouse.

Boys are to wear a white, collared, button-down shirt (short or long sleeve) with a uniform tie.

**Physical Education Classes** (applies only to Grades 5–8): Parkland Lutheran grey, blue, or white t-shirt made available for purchase from the PLS Boosters club; black sweatpants or shorts (of proper length), laced up tied tennis shoes. PE tennis shoes are to be for gym use only.

Students in Pre-K thru Grade 4 will wear their regular school clothes for PE.

**Student hair color:** Must be a natural hair color. Sculptured hair is not allowed (e.g., Mohawk, tails etc.). Hair for all students is to be neat, clean, and modest in style and appearance.

**Field Trips/group events:** Chapel Dress is required for field trips unless otherwise stated by the teacher.

In the interest of school spirit there may be scheduled special dress days planned by the faculty. You will be informed of this by notes and the school newsletter ahead of time.

Students not in compliance with the PLS dress code will be asked to change into uniform clothing provided by the office before they can enter the classroom. Repeated offences may result in detention for the student and the family being charged for the clothes from the office.

### **CALENDAR**

An annual calendar is prepared for each school year. Updated monthly calendars are sent home listing additional events.

### **SCHOOL OPENING**

The school term will begin as indicated on the annual School Calendar, with a chapel service conducted in the church at 9:00 am. Parents and friends of our school are invited to attend this service. School will be dismissed at 12:00pm on this day. Please note the first day of school is a Chapel Dress day (See Dress Code on page 4).

### **SCHOOL HOURS**

- School opens at 8:20 am with classes beginning at 8:30 am
- Students who are in Full-Day Kindergarten through 8th grade are dismissed at 3:15 pm followed by school closing at 3:30pm.
- Half-Day Kindergarten meets Monday-Friday from 8:30 am to 12:00pm
- Pre-Kindergarten meets Monday-Friday 8:30am to 11:30am.

The children are not to be waiting outside the school before 8:20 am. After 3:30 pm students are escorted to our extended care program.

### **CLOSED CAMPUS**

Parkland Lutheran School has a closed campus policy. This means the students are not allowed off campus during the school day. Exceptions to this rule may be made by the principal with written permission from a parent and/or guardian. The closed campus begins upon arrival and ends when the child is picked up from school at the end of the day.

## EXTENDED CARE

Extended Care is available from 7:00 am to 8:20 am and from 3:30 pm to 6:00 pm. Snacks are provided in the afternoon only. There is a fee for this service. *Students not picked up by 6:00 pm will be charged an additional \$5.00 per 15 minutes.* Accounts are billed through the 15<sup>th</sup> of each month. A statement will be mailed for extended care, along with any charges your child's account has incurred. Bills will be sent on the 20<sup>th</sup> of each month for current charges and due by the 1st of the following month. Payments that do not reach the office by the 10<sup>th</sup> will be assessed a \$25 late fee and your child may not be allowed to attend extended care until the balance is paid in full.

## ATTENDANCE

Regular attendance is essential for student success. It develops dependability and responsibility in the student and contributes to his or her academic achievement. Habitually missing school or chronic tardiness does the opposite. If an absence is unavoidable because of illness or other circumstances, please notify the school in the morning. Make-up work can be sent home with a sibling or picked up in the classroom, office, or extended care after school.

Early dismissals are also discouraged. It is important that students remain in the class until 3:15 so that you get your money's worth and they receive end of the day instructions. If it is necessary to take your child out for an appointment early in the day, please come to the office and sign your child out with the office staff. If re-entrance takes place that day, we ask that you sign your child into school upon your return.

*Your child's promotion to the next level may be jeopardized if absent more than 20 days of the year!*

## TARDINESS

Students should report to their classroom between 8:20 am and 8:30 am. Because coming into the classroom late disrupts devotions and instructions, students who are tardy must report to the school office to receive an admit slip. Habitual tardiness may require a consultation with the teacher or principal.

## EMERGENCY CLOSING

In case of emergency or severe weather, parents will be notified of any school closing via KOMO AM radio as well as on TV channel KOMO 4 and KIRO 7. Information will also be posted on the school website and our Face Book page, as well as sent via the *Remind* text program. Parkland Lutheran School follows the lead of the Bethel School District *only for school closings*. If a late arrival is announced, we will still have school. However, our first concern is for the welfare and safety of our students. If parents feel conditions are too hazardous, they may keep their children home and an excused absence will be given.

## REPORT CARDS

Progress reports may be issued quarterly or be checked online via Gradelink. Following the first marking period, parents will be asked to meet with the teacher at an appointed time (see school calendar). This is a good opportunity to discuss your child's education with his or her teacher. This gives both the teacher and the parents an opportunity to help each other in the interest of the child.



## SPORTS ELIGIBILITY

Academics are the primary concern at Parkland Lutheran School. For this reason, before students may participate in a sport it is our policy they meet certain classroom requirements, both to practice and to play in games.

The requirements are:

1. No late work or overdue assignments.
2. The student must have an overall grade point average of a "C".
3. The student should not be failing any classes.
4. All detentions must be served, or arrangements made with the teacher.

The student can be considered ineligible and not permitted at practices or games until the designated teacher declares them eligible based on the above.

## AWARDS/RECOGNITIONS

Students at Parkland Lutheran School have numerous opportunities to receive recognitions and awards.

In individual classrooms, incentives are given for work done neatly and correctly. The students are recognized for achievements in their work after each quarter with a report card assessment.

Many students also participate in the annual Math Bowl, Geography Bowl, Art Fair, Spelling Bee, Forensics, Sign Language Choir, Science Fair, Handbell Choir, Voice Choir, Veteran's Day Program, Christmas caroling, spring plays, musicals, and community services. In addition, lessons are available for band and piano for additional fees.

Our school competes with other schools for medals and trophies, and there are special banquet recognitions in soccer, volleyball, track and field, softball, and basketball. On the last day of school students are recognized with awards for good citizenship. Students in grades 5-8 are recognized for academic achievement on the Honor Roll perfect attendance, as well as the Presidential Academic and Physical Fitness Awards.

## CHAPEL

Chapel is normally held Wednesday morning. This is our opportunity to worship God together. It is also a time for the principal to make announcements that involve the entire school. Students are required to wear Chapel Dress for chapel (see dress code page 4).

Mission envelopes are given to the students for the offering that is taken and is usually given in support of a mission or a charitable group. It does *not* go to support Parkland Lutheran Church or school. Giving a portion of our income is a way we show our thankfulness to God for His blessings to us and teaches us to practice charity.

Many families bring flowers for our weekly chapel services. Often these flowers are used to celebrate a student's birthday or a special family event. Those supplying flowers should bring them early enough so they can be placed on the altar prior to the start of the service. Flowers should be taken home that day or indicated that you wish to have them donated.

## LUNCH

The school does not provide lunch for students. Each child is responsible for providing his/her own lunch. All lunch and/or snack items are to be peanut/nut-free. We have students at our school that are severely allergic to nuts and bringing nuts into our campus can be dangerous to them (even fatal in some severe cases).

## TRANSPORTATION

Parkland Lutheran School does not provide transportation for its students. Parents may choose to carpool to ease the burden on each family. To facilitate the forming of carpools, please contact the school office for a school directory.

## SCHOOL CHORUS

The children of our school sing for various church services during the year. It is expected that parents will see to it that their children are present for these services. On Sundays and occasions such as the Children's Christmas Service we ask that students wear Chapel Dress, or **Girls** may choose a dressy dress or skirt with a length that is not more than 3 inches above the knee and a modest blouse or top with appropriate coverage (spaghetti straps or bare shoulders must be covered by a sweater). **Boys** may wear a collared dress shirt with or without a tie and nice slacks. No jeans.

## PRIVATE MUSIC LESSONS

Band lessons for grades 5-8 is offered at Parkland Lutheran School. We also have piano lessons available for grades 2-8. Please speak to your child's teacher or the school office for more information.

## MEDICATIONS

Ideally, all medications should be administered at home. PLS recognizes that some students may have special needs that require medications to be administered during school hours. If this should be the case, the parent may pick up a *Medications Authorization Form* that is available at the school office. ***State law prohibits teachers from administering any medicines to students.*** They must be administered through the school office only. All medicines must be in their original containers and stored in the student's file located in the school office. Medications will not be administered without a signed authorization slip from a physician.

## SCHOOL VISITATION

School parents and friends are welcome to visit our school any time. The faculty welcomes your support and interest. However, please call your child's teacher or the school office to arrange for such a visit. We do not want you to come on a day when the class is on a field trip or spending the day testing.

All visitors are required to check in the school office upon entering the school. Visitors are to sign in the "Visitor's Logbook" and wear a "Visitor's" badge while on campus. When leaving the school visitors are to sign out and return the badge. All visitors are required to have a current background check on file in the office. The office personnel can complete one at the time of your first visit.

## PHOTOGRAPHS OF STUDENTS

PLS personnel or volunteers may take a child's photograph for inclusion in school publications, slides, websites, videotape presentations, yearbooks and/or for use in school electronic and print commercial and non-commercial media that relate to school activities. A child's photograph will not be used without written permission from a parent or guardian on the Parent Release Form for Media Recording.

## VOLUNTEER PROGRAM

The Board of Christian Education requires 30 hours of volunteer participation per year from each family. Families that choose not to put in their required 30 hours will be charged a fee of \$600 (\$20 per volunteer hour). All volunteer policies and procedures can be found in our Volunteer Handbook. There are various ways to volunteer at our school (e.g., room mothers, teacher helpers, playground supervisors, typists, librarians, health program assistants, carpenter, repair and maintenance workers, painters, etc.). A background check is required for all volunteers.

## THE BOOSTERS

This organization composed of parents, teachers, and friends of the school are active in sponsoring activities beneficial to both home and school. All parents and friends of the school are invited to attend meetings when they are announced and to get involved when volunteers are requested.

# RESPONSIBILITIES

## STUDENT RESPONSIBILITIES

*Remember your leaders, those who spoke to you the word of God. Consider the outcome of their way of life and imitate their faith (Hebrews 13:7).*

- 1. As a student at PLS we want to give you a **pleasant** learning environment where you can express yourself appropriately and to be treated with understanding. You have the responsibility to treat others kindly and not do things to hurt their feelings.
- As a student at PLS we want to give you a **safe** learning environment. You have the responsibility not to hurt others and to follow school rules.
- As a student at PLS we want to give you an **effective** learning environment, where you may hear and be heard. You have the responsibility to listen to others and to wait your turn to be heard.
- As a student at PLS we want to give you a **quiet** study environment. You have the responsibility to be respectful of other people's quiet time and to make sure your assignments get done.
- As a student at PLS we want to give you the **tools** and materials to assist in your learning. You have the responsibility to respect the property of others.

## **FACULTY RESPONSIBILITIES**

*Jesus said, "Let the children come to Me; do not hinder them, for to such belongs the kingdom of God. Truly, I say to you, whoever does not receive the kingdom of God like a child shall not enter it." And He took them in His arms and blessed them, laying His hands on them (St Mark 10:14-16).*

It is the teacher's responsibility to educate students in a manner that insures not only their intellectual growth, but their spiritual growth as well. These responsibilities include:

- Maintaining an atmosphere that facilitates a student's educational and spiritual growth.
- Providing instruction that is meaningful, appropriate, and challenging to the students.
- Encouraging positive behavior while enforcing all school rules.
- Fostering respect for school and church staff, parents, volunteers, visitors, and students.
- Dealing promptly and consistently with any inappropriate behavior by students.
- Keeping all appropriate interested parties informed about behavior and academic progress of students.
- Being a Christ-like example in attitude and using teaching methods that exemplify the philosophy of Christian education at Parkland Lutheran School.

## **PARENT/GUARDIAN RESPONSIBILITIES**

*Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord (Ephesians 6:4).*

Since parents/guardians have by far the greatest influence on children, the school cannot achieve its goals without active support by parents. It is the parents' responsibility to encourage their children to have a positive attitude toward learning and to guide their children in becoming responsible and caring people and productive members of society by:

- Taking an active role in the spiritual growth of the child through regular family church attendance and home devotions.
- Fostering a Christ-like attitude in children towards their classmates.
- Sending children to school on time prepared for the day's work.
- Upholding the rules and policies of the school.
- Consulting the teacher or principal when there are questions about discipline or something a child said happened at the school.
- Supporting the teachers and administration.

In summary, parent support is vital. If it is the school's opinion that a parent's behavior is interfering with the learning environment of the school, the parents may be required to withdraw their child.

# DISCIPLINE

## THE FOURTH COMMANDMENT

*Honor your father and your mother, that it may be well with you, and that you may live long on the earth.*

### **What does this mean?**

*We should fear and love God, so that we do not despise our parents or superiors, nor provoke them to anger, but honor, serve, obey, love, and esteem them.*

Discipline is a teaching or leading process. Our program is based on the proper application of Law and Gospel. It recognizes the power of the Gospel to change the heart and the power of the Law to control the old nature and prepare the heart for the Gospel. Simply put, the discipline program at PLS is reflected in these three objectives:

- To teach and model appropriate behavior.
- To stop inappropriate behavior.
- To promote personal responsibility and accountability.

Generally speaking, discipline is a part of classroom management and is handled by the teacher. While on campus or at school sponsored events students are subject to the discipline authority of the school. The ultimate goal of our program is to teach children how to be self-disciplined. When teachers discipline students, they are showing that they care for them and wish to take the time and effort to help them learn appropriate behaviors. This is done in partnership with the home. Certainly, it is critical that school and home cooperate in helping the child develop self-discipline.

Under most circumstances, discipline follows a progression until the desired outcome is reached. This progression may include discussions between student, teachers, parents, and administrators as appropriate. There are exceptions, however, when actions are considered extreme or presenting immediate danger as determined by the school. Disciplinary actions may include:

**Probation** – A period of time where a student is expected to demonstrate specified behaviors.

**Suspension** – Student is removed from the classroom for a specified period of time. The parent or guardian will be notified as to the conditions of the suspension.

**Expulsion** – Permanent removal from school.

A basic disciplinary guide in our school shall be the twin objectives set down by Jesus in Matthew 22 regarding love to God and love to our neighbor. To train a child in these objectives we will “*not withhold discipline from the child*” (Proverbs 23:13). We will, however, use as the children’s chief motivation John’s words about the crucified Jesus, “*Beloved, if God so loved us, we also ought to love one another*” (1 John 4:11).

## **STUDENT BEHAVIOR**

Along with other behaviors mentioned in the handbook, students are expected to:

- Model Christ's teachings to love and to forgive one another.
- Attend chapel and devotions with a respectful and reverent attitude.
- Follow directions the first time given.
- Use proper manners as defined and discussed by teachers and their students in the classroom setting.
- Use acceptable and appropriate language.
- Respect all property, including books, desks, restrooms, buildings, and playground equipment.
- Come to class prepared with necessary supplies and assignments completed.
- Play in assigned playground areas only.
- Walk inside buildings using an inside voice.
- Use proper manners as defined and discussed by teachers and their students in the classroom setting.
- Cell phones may be brought to school but should be left in the student's backpack and may not be used without permission while the student is in school or participating in a school sponsored activity or program. This includes after school and in extended care.
- Bring no electronic equipment to school for use during school hours, including but not limited to iPods and other mp3 players, iPads, Kindles, or video game devices.
- No riding devices, including but not limited to, skates, skateboards or wheeled shoes.
- Never leave the school grounds without permission from a parent/guardian and/or principal.
- Refuse to support disrespectful behavior of other students.
- No fighting, inappropriate language (cursing, profanity, etc.), spitting, or destroying of property.
- No gum chewing will be permitted on school campus.
- Students may not be absent from class without authorization.

The disciplinary action for such infractions may consist of, but not be limited to the following:

- a. Warning/counseling (verbal or written) from teacher and documented.
- b. Warning/counseling (verbal or written) with referral from principal to be sent home and documented.
- c. After school detention.

## **BEHAVIORS REQUIRING MORE SERIOUS DISCIPLINARY ACTIONS**

Parkland Lutheran School strives to address inappropriate behavior in a proactive manner. However, some behaviors are such that they must have immediate and serious consequences. These behaviors include, but are not limited to the following:

- Committing willful physical harm, including to oneself.
- Willful destruction of any property, including the student's own.
- Willful defiance.
- Failure to observe safety rules.
- Arson or possession of matches lighters, etc.
- Unauthorized entry of buildings.
- Stealing.
- Direct or indirect harassment, which includes repeated conduct or expression directed toward another, for the purpose of intimidation or coercion.
- Possession or use of alcohol, cigarettes, drugs, or other illegal substances.
- Possession or use of any type of weapon, or anything that may be construed a weapon (see p. 16).
- Fighting; either physical or verbal.
- Repeated disruption of learning environment.
- Conduct on or off campus, which is determined to be detrimental to the school's reputation.
- Making threats of violence against anyone on campus or during a school related activity.
- Cheating by the use of unauthorized notes or study aids; allowing another person to do one's work and submitting that work under one's own name; providing material, information or other assistance to another student while knowing it will be used for cheating; gaining access to another student's exam either before or while that exam is being taken.
- Repeated violation of school rules. Failure to meet terms of probation or behavior contract.

A student accused of serious inappropriate behavior may be suspended with all schoolwork provided, while the investigation is going on. The principal has discretionary power to determine whether such an offense is serious enough to warrant an immediate suspension or expulsion.

## **CORRECTIVE ACTION**

Corrective action may include detention after school, service during recess or after school, restitution for damages, loss of privileges, a phone call to parents at home or work, and/or the student's written account of the incident. If circumstances warrant, corrective action may include suspension or expulsion. Parents will be notified by phone and in writing of any corrective action taken.

## **PROBATION**

Probation is a formal warning that unless set conditions are met, more serious actions will be taken. The student and parent will be notified about the details of probation. Probation may be used for serious and/or repeated offenses. Terms of the probation will be explained in writing by the principal and teacher and reviewed with the student and parent being disciplined.

## **IN-SCHOOL SUSPENSION**

This action may be taken as a consequence of a serious breach of acceptable behavior/or excessive incomplete homework assignments. The in-school suspension separates the student from their peers; however, the student is still supervised by a teacher or office staff member. Lunch will also be eaten where the in-school suspension is taking place without association with peers.

## **SUSPENSION**

Suspension means that a student will not be allowed to attend school and will remain at home for as long as the principal determines. The student will continue to be responsible for all work missed during this time. During suspension, a student may not participate in any school related function. The student may also be required to attend a rehabilitation program before being re-admitted to PLS. A conference with the student and parent may also be required before the student is re-admitted to the school.

## **EXPULSION**

Expulsion is defined as a demand that the student be withdrawn from school and that other educational accommodations be found. Given the situation, the principal may suspend a student before making a final decision about expulsion.

However, depending on the seriousness of the situation, the principal is free to call for an immediate expulsion. Reasons for expulsion may be found in the list of Behaviors Requiring More Serious Disciplinary Actions. However, reasons for expulsion are not necessarily limited to that list. Reasons for some expulsions may require that the local police/sheriff also be notified.

If the principal decides that expulsion is a necessary step, a certified letter will be sent to the parents. The letter will state observed behavior and notes on disciplinary action, while acknowledging the student's right to a hearing.



## PROCEDURE FOR PROBATION, SUSPENSION, OR EXPULSION

- A. Parents will be notified before a student is sent home and are expected to confer with the teacher or principal before the student can return.
- B. At such a conference with the principal or teacher the parents may be told what actions may be taken next if the behavior is not corrected.
- C. The terms of action will be put in writing by the principal.
- D. In cases of Expulsion, parents and students may request a hearing with the Principal and the BCE. At this hearing, parents and students should be prepared to discuss the situation.

## HEARING PROCEDURES IN CASE OF EXPULSION

Due Process procedure after expulsion is as follows:

- A. If the parents request a hearing, they must reply **in writing** within seven days.
  - If a reply is not received in the allotted time, the student/parent is deemed to have waived their right to a hearing and the expulsion is permanent.
  - If a hearing is requested, it is held within five days of such request.
- B. The principal has the right to exclude the student from all school activities during this process.
- C. The decision of the Board of Christian Education after such a hearing is final.

## PRINCIPAL'S ROLE IN DISCIPLINARY ACTIONS

The principal is the immediate on-site authority for all disciplinary actions on a day-to-day basis. He may waive or alter any disciplinary regulation for "just cause" at his discretion, either in consultation with the board or seeking ratification from the board after a decision has been made.

## DEALING WITH CONCERNS

With numerous day-to-day personal interactions, a wide variety of backgrounds and perspectives, there are bound to be some concerns. It is important to us that your concern be heard. The following guidelines will be helpful if you have a particular concern about a teacher, staff member, topic, or incident:

- If you have a concern with a teacher, staff member, or another person, please take your concern to that individual first. *“If your brother sins against you, go and tell him his fault, between you and him alone”* (St Matthew 18:15).
- If you have a concern about a topic or situation, please talk to the individual who deals most directly with it.
- If after that conference an understanding is not reached, a conference with the principal may be needed to propose a solution.
- If after working through the principal, the concern has not been resolved, then the chair of the Board of Christian Education may be contacted. The BCE chair will either refer the matter back to the principal, or set a meeting between the chair, administrators, and the appropriate parties.

If the matter is still not resolved, a written statement may be filed to the Board requesting a meeting with the Board. The Board will meet with the parties involved and communicate a final decision in writing.

## WEAPONS POLICY

Parkland Lutheran School will not tolerate possession of weapons by students on school/church property or at school sponsored events. Students who possess a weapon or who carry, exhibit, or display any weapon or any item apparently capable of producing bodily harm will be subject to discipline up to and including expulsion.

- Any student in possession of a weapon considered being a firearm will result in immediate expulsion. (Definition of a firearm is “a weapon or devise from which a projectile may be fired by an explosive such as gunpowder...”)
- Any student in possession of a weapon other than a firearm (as defined) will result in suspensions or expulsions as warranted under the circumstances. (Definition of a “weapon other than a firearm” includes, but is not limited to BB and pellet guns, sling shot, sand club, dirk, chains, metal knuckles, all types of knives including pocketknives, martial arts equipment, mace or pepper spray or any other device the Board of Christian Education considers a weapon.)
- One, three-day suspension for the first offense.
- Five-day minimum suspension with the possibility of expulsion to be considered by the Board of Christian Education for the second offense.
- Immediate expulsion for the third offense.

## **PUBLIC DISPLAYS OF AFFECTION**

Wholesome and God-pleasing relationships among our students are encouraged. However, the school is neither the time nor place for public displays of affection. Students will be counseled if problems arise and parents will be informed if inappropriate behavior persists.

## **HARASSMENT, SEXUAL HARASSMENT, AND BULLYING POLICIES**

*Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear. And do not grieve the Holy Spirit of God, by whom you were sealed for the day of redemption. Let all bitterness and wrath and anger and clamor and slander be put away from you, along with all malice. Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you (Ephesians 4:29-32).*

The laws of Washington State (including, but not limited to RCW 9A.36.080) prohibit any type of harassment, bullying, or sexual harassment (WAC 180-88-060). These laws are put into place to ensure that no student, parent, teacher, administrator, staff member, or volunteer of the church or school is victimized in any way. Parkland Lutheran School will not tolerate any kind of harassment, bullying or sexual harassment.

Harassment is behavior of a nonverbal, verbal, written, graphic, sexual, or physical nature that is directed at an individual or group based on race, gender, national origin, religion, age, marital status, disability, or any other protected class. Harassment includes, but is not limited to, abusive language, taunting, racial, sexual, or ethnic slurs; jokes; pictures; gestures; implied or overt threats of physical violence; refusing to permit full participation in activities, physical acts of aggression toward a person or property, graffiti, slogans, or visual displays depicting inappropriate sentiments or images; and inappropriate physical contact, bullying, and intimidation.

## **PRAYER**

O God, our Heavenly Father, we ask for Your blessing on our school; on our work and on our play and on everything we do together. Make us loyal to each other, obedient and truthful and ready to work hard. Let Your Word be a blessing to us, so that applying what we learn here we may be a blessing to others. In Jesus' Name we pray, Amen.

**COLORS: Royal Blue & White**  
**MASCOT: Vikings**



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THE EVERGREEN LUTHERAN  
SCHOOL SYSTEM

*“Offering a Christ  
Centered Education  
since 1894”*

