

# PERIDOT – OUR SAVIOR’S LUTHERAN SCHOOL



## STUDENT HANDBOOK

SCHOOL YEAR 2018-19



# Peridot-Our Savior’s Lutheran Elementary School Student Handbook

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## Peridot-Our Savior's Lutheran Elementary School Student Handbook

AZ Hwy 170, PO Box 118  
Peridot, AZ 85542-0118

### **PURPOSE OF THE SCHOOL HANDBOOK**

The purpose of this handbook is to help both parents and children understand the operation of Peridot-Our Savior's Lutheran Elementary School and its policies. It is expected that every parent and teacher know the policies of this handbook.

### **MISSION STATEMENT**

Our school's mission is to assist families in providing a Christ-centered education which prepares students to serve the Lord faithfully.

The parents, students, and teachers of Peridot-Our Savior's Lutheran Elementary School (POSLS), in obedience to our Lord's command to bring children up in the training and instruction of the Lord, seek to lead our children to:

- COME to hear the Gospel message.
  - FOLLOW Christ in living their faith
    - GO and share the Gospel with others.

*COME FOLLOW GO*

### **PURPOSE AND AIM OF OUR SCHOOL**

The primary purpose of Peridot-Our Savior's Lutheran Elementary School is to assist parents in giving their children a Christian education as God commanded when He said, "Bring them up in the training and instruction of the Lord." (Ephesians 6:4)

The philosophy of a Lutheran education is based on faith in Jesus our Savior by whom we have forgiveness of sins and eternal life in Heaven. This heaven-centered objective leads to a life on Earth that will reflect the love for God and fellow men.

"The fear of the Lord is the beginning of wisdom." (Psalm 111:10) Peridot-Our Savior's Lutheran School not only strives for academic achievement but also for thorough education in the Christian faith and life. Word of God is not just another subject in the curriculum; it is the guiding force in all the branches of learning and fields of education. Our staff will uphold all the teachings of Scripture, and abide by its guidelines regarding heterosexual marriage and teaching against homosexual relations.

## **NONDISCRIMINATORY**

Peridot-Our Savior's Lutheran Elementary School admits students of any race, gender, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate on the basis of race, gender, color, national, and ethnic origin in administration or its educational policies, admissions policies, athletics, and other school-administered programs. If a teacher, students, staff member, or anyone associated with Peridot-Our Savior's Lutheran School or its entities needs to be dismissed because of an issue relating to homosexuality or gay marriage, the decision will have been made on a religious basis.

## **ADMINISTRATION**

The Peridot-Our Savior's Lutheran School Board governs the school and determines its policies. The School Board acts by authority of the congregation and in accordance with the regulations the congregation has established in its constitution.

The school principal is charged by the congregation, acting through the School Board, to carry out its established policies, which are set forth in this handbook.

## **ENROLLMENT**

Priority

1. Members of Peridot Lutheran, Our Savior's Lutheran, and Grace Lutheran churches are encouraged to send their children to our school so that they may be led closer to their Savior and his love. Children of active members of these churches will be given first priority in enrollment. A date will be given when open enrollment starts.
2. Children of non-WELS churches are given second priority.

## **ENTRANCE REQUIREMENTS**

Enrollment of new students is subject to approval by the Peridot-Our Savior's Lutheran Elementary School Board. Children must be **five years old by September first** before they may enroll in kindergarten. This is done in the best interest of your child and it is a state recommendation. Pupils entering our school for the first time must have transcripts sent from their former school before enrollment. Before enrollment, updated copies of immunization records must be submitted to the school along with a copy of the child's Birth Certificate.

## **REGISTRATION FEES**

A non-refundable registration fee of \$210.00 is required for each child enrolled. This fee is used to cover the cost of new textbooks, paper, art and science supplies, copier supplies, fees for activities, and any items that are consumed or used during the course of the year. All past school fees are required to be paid before your child can be enrolled. **If previous bills are not paid, the School Board has no choice but to refuse to enroll your children until arrangements have been made with the School Board to pay the bill.**

In addition, the parents are expected to purchase religious books for their children. Children in grades 6-8 are required to have a copy of *Christian Worship: A Lutheran Hymnal* as well as the blue *Luther's Small Catechism*. Children in grades 1-8 are required to have an NIV Bible. These items are available for purchase at the school. If your child does not bring these materials during the first couple weeks of school

we will bill your account and your child will be supplied with the needed books. The student's teacher may supply a list of other supplies that are needed.

**TUITION**

Our annual budget is over \$500,000. As a WELS private school, tuition is charged to all families enrolling their children in POS. Our Synod supports our school financially in order to help make the tuition affordable. With everyone supporting this vital ministry, we can provide our children with a quality Christ-centered school environment.

**Tuition payment schedules are as follows:**

1. Full, semester, and quarterly advanced payment,
2. Monthly (ten equal payments, August to May),
3. Other arrangements that are approved by the POS School Board if needed.

**Options for tuition payments are as follows:**

1. Automatic payments such as direct deposit or electronic transfer,
2. Cash, check, or money order.

**TUITION AMOUNTS**

	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> Child	4 or More Children	Kindergarten
Members & Non-Members	\$5000	\$5000	\$5000	\$5000 each	\$3000
If financial assistance is needed and approved by our school board.	\$2150	\$1925	\$1775	\$1275 each	\$1700

**If payment is not made by the end of the month or other arrangements have not been made, the child's enrollment will be suspended until the tuition is current.**

**CONTACT INFORMATION**

Please direct your questions or concerns to the appropriate people. They will be glad to assist you with whatever you may need. If you are unable to contact them in person, please feel free to leave a message and they will return your call as soon as possible.

**School Board:**

Mr. Aaron Anderson	Member	475-5668
Mr. Morris Ashkie	Member	475-3675
Mr. Wilfred Dude	Member	200-2152
Mr. Wade Robertson	Member	812-4892

**Faculty & Staff:**

Rev. Daniel Rautenberg	(928)605-7231
Rev. Joseph Dietrich	475-5960
Mr. Benjamin Pagel	Principal-----475-4904
	Gr. 3
Mrs. Katherine Rautenberg	Gr. 3----(928) 275-0014
Mr. Christopher Mundstock	Gr. 7-8-----475-3778
	Assistant Principal
Mr. Matthew Ivan	Gr. 5-6--(989) 860-6393
Mr. Luke Zeamer	Gr. 4-----(920) 660-0233
	Athletic Director
Mrs. Stephanie Ivan	Gr. 1-----(920) 851-7481
Mrs. Annette Mundstock	Gr. 2-----475-3778
Mrs. Marietta Chapman	Gr. K-----475-5486
Mrs. Courtney Zeamer	Gr. K-----(920) 660-0233
Mrs. Deb Dietrich	Art & Music---475-5960
Mrs. Samantha Thompson	Secretary-----475-5035

**SCHOOL HOURS**

Monday – Thursday\* 7:30 a.m. - 8:00 a.m. Students arrive on campus  
8:00 a.m. - 3:15 p.m. Classes are in session  
3:15 p.m. - 3:30 p.m. Students are excused from school  
\*Friday 7:30 a.m. - 8:00 a.m. Students arrive on campus  
8:00 a.m. – 1:30 p.m. Classes are in session  
1:30 p.m. – 1:45 p.m. Students are excused from school

Kindergarten dismisses at 12:15 on all school days.

\*Times may change due to the Public School Bus System

**OFFICE HOURS**

Monday – Friday 8:00 a.m. - Noon (Summer Hours; Monday, & Wednesday 8:00am. – Noon)

**IMPORTANT DATES TO REMEMBER**

August 7 (Tuesday) First Day of School – Opening Service - 8:00 a.m.  
December 21 Children’s Christmas service in Peridot - 6:00 p.m.  
May 10 Entertainment Night in Peridot– 6:00 p.m.  
May 17 Last Day of School – Graduation & Closing Service – 6:00 p.m.

**End of Quarter**

October 12 1<sup>st</sup> Quarter  
December 21 2<sup>nd</sup> Quarter  
March 8 3<sup>rd</sup> Quarter  
May 17 4<sup>th</sup> Quarter

**Parent-Teacher Conferences**

October 18-19 Parent-Teacher Conferences      March 21-22 Parent-Teacher Conferences

**TESTING DATES**

AIMS/AZMerit - Grades 3-8: April 1<sup>st</sup>-10<sup>th</sup> - SUBJECT TO CHANGE

## **END OF THE DAY PROCEDURE**

At the close of each school day there will be 2 different checkout times. This is to help with the traffic congestion during checkout.

After school Kindergartners through grade 3, will be dismissed and led down to checkout at 2:55. Grades 4-8 will be dismissed and led down after the 3:10 p.m. announcements by the teacher or class leader. All grades will be dismissed at 1:25 on Fridays.

If a student in grades K-3 has an older sibling, they will wait with their teacher at checkout until their rides comes at 3:10, to pick up the older sibling.

The front duty leader will have a sign out sheet. Each student/family will have the names of the approved people who may pick the child(ren) up listed on that sheet. Students will not be allowed to leave with persons that are not approved. Please keep your contact information updated and correct at all times. Taking the advice of the Community Health Talks, the students will be walking on the softball field while their rides come to pick them up.

When arriving on the campus, please enter the parking lot by the Peridot sign (south entrance), drive around to the school office steps. Each vehicle is to stop, load students, and proceed to drive out of the second exit to the north. If you do not pick up your child by 3:30 p.m., you will be asked to pick up your child from his/her classroom.

If you have to speak with someone or your child has late work, please drive up to the school's upper parking lot and park.

Please be advised: children must be picked up no later than 3:45 p.m. If your child is not picked up by 3:45 p.m., it will be recorded. If this becomes habitual, you will need to speak with the School Board.

## **CLOSED CAMPUS POLICY**

Providing a safe and orderly campus environment is important. Therefore all students are required to stay on campus and go directly to the designated areas upon arrival. If it is necessary to leave campus for doctor or dental appointments or for reasons of illness, all students must be checked out through the school office or teacher by their parent or guardian.

## **HOME AND SCHOOL COOPERATION**

Discipline in the school must be kept in agreement with the Word of God: "Do not withhold discipline from a child" (Proverbs 23:13). Parents who enroll their children in our school automatically extend their God-given authority to the faculty and staff or chaperones for field trips/sporting events, while their children are at the school or attending a school or church-sponsored event. Respect, co-operation, and trust must be given to the classroom teacher. Failure to do so may result in a meeting with the school board to see if enrollment of the student of the guardian may continue.

Students' regular church attendance is the responsibility of the parents. Leading by example is the best teacher; therefore, take your children to church with you. The highest expression of church life is the assembly of its members for worship. God established the Ministry of the Word. He has told his believers not to forsake assembling to hear and respond to the preached Word. "Let us not give up meeting together as some are in the habit of doing, but let us encourage one another – and all the more as you see the [Judgment] Day approaching" (Hebrews 10:25). All of our members should attend worship services as often as possible to avoid despising God's Word. Our Lutheran school could hardly contribute toward the building up of our congregation if the enrolled children and their parents despise the primary reason that we exist – to further the Kingdom of God. If parents sending

their children to our school do not endorse and even oppose the purpose and instruction of our school, they not only cause an inner conflict within their own children, but they also hinder the training of the other children in the classrooms, and may not be able to keep their children enrolled. This undermines Christ's commission to bring children into true membership in his Kingdom through the congregations' preaching and teaching of his Holy Word.

When a student is not able to complete their assignment at school, it becomes the responsibility of the student and parent/guardian at home. Parents should require their children to complete their work in the afternoon or evening rather than the morning before school.

Comments, concerns, questions, or complaints by parents should only be dealt with outside of school hours. The complaint should be taken to the classroom teacher first, with the principal becoming involved only if necessary. Complaints about the school or other children at the school should be resolved with the school, not with hearsay or gossip. Also keep in mind that the entire story must be known before any action can be taken, and one child only knows his/her side of the story.

## **ATTENDANCE**

### **School Days**

The academic day at POS begins at 8:00 a.m. and concludes at 2:55 for grades 1-3, and at 3:15 p.m. for grades 4-8. (8:00 a.m.-1:30 p.m. on Friday). Students involved in athletics may need to stay later than these times in order to participate in practices and/or games.

STUDENTS ARE NOT ALLOWED TO STAY AFTER SCHOOL UNLESS THEY HAVE TEACHER APPROVAL OR ARE STAYING FOR A SCHOOL-SPONSORED ACTIVITY. All students must be off campus by 3:45 p.m. (2:00 p.m. on Friday) unless participating in a school-sponsored activity that requires them to be on campus after this time.

### **Absences**

Students must clear an absence with a note written by a parent/guardian stating the time and reason for the absence. A phone call to the teacher or office will also be acceptable. Failure to bring this note may result in disciplinary action. These written notes become a part of the student's Attendance Record. Please send the note ahead of time for all planned absences.

Absenteeism may affect the final grade a student receives in any class. All students are expected to maintain regular attendance. Excessive tardiness or a pattern of unwarranted absenteeism is cause for disciplinary action and/or suspension.

Ten (10) consecutive days of unexcused absences will result in a student being dismissed from school.

Fifteen (15) absences during a semester will bring the child's enrollment at Peridot-Our Savior's Lutheran under review by the School Board. The progressive forms of discipline for excessive unexcused absences may include short-term or long-term suspensions, retention, or dismissal.

### **Procedures**

1. Absences must be cleared ON THE DAY OF RETURN with a written excuse signed by parent/guardian unless the parent has already contacted the teacher or office by phone or in person.
2. A student's absence will be considered excused only if the absence meets the criteria defined



under the excused absence section of this Handbook AND when verified by a written note for a parent/guardian.

3. Students must remember that it is their responsibility to have their parents excuse absences the day they return to class.

4. Falsely representing a parent/guardian and/or their signature in any way is a violation.

**It is the student's responsibility to arrange for all make-up work following an excused absence.** POS defines EXCUSED ABSENCES as absences due to one or more of the following:

- Illness
- Medical/Dental related, including appointments
- Absences related to legal system
- Bereavement/Funeral
- Short-term suspensions or other disciplinary actions resulting in an absence.
- Circumstances not listed must be discussed with the principal and/or classroom teacher

*All of these listed absences require written documentation signed by the parent/guardian upon the student's return to school.*

Students missing their rides must make every effort to get to school by their own means. Habitual missed rides or car problems are not valid excuses for an absence. The school will take into account extenuating circumstances before applying disciplinary action. Punctual transportation to and from school are both the student's and parent's responsibility.

*At POS, students may lose credit or be retained for the year if unexcused absences total more than ten (10) days.*

### **Unexcused Absences**

An absence from school is unexcused if it does not meet the criteria categorized as an excused absence or if a signed note is not submitted by the parent/guardian upon the student's return to class. This type of absence is also defined as truancy. The progressive forms of discipline for excessive unexcused absences may include short-term or long-term suspensions, retention, or dismissal.

### **Truancy**

Truancy is a major violation of POS regulations. Any student who misses school or a class without prior permission or who misses for reasons other than those outlined in the Excused Absence section may be considered truant.

In an effort to deter students from missing school, all truancy violations are CUMULATIVE for one school year. This is considered habitual truancy.

The parent/guardian will be notified in writing or by phone if a student is considered truant. The parent/guardian may be required to have a conference with the principal, or his designee.

Students who are absent from school and do not present a classroom teacher with a note signed by a parent/guardian explaining the absence will be given an unexcused absence.

### **Pre-Arranged Absences**

If a student anticipates an absence, a written note signed by the parent/guardian indicating the dates

the student will be absent must accompany the request. Please note that absences have a detrimental effect on a student's accomplishments and progress, and this should be considered prior to requesting an absentee form. These absences could result in loss of credit for the class if the student exceeds the number of days allowed and/or student fails to pass the course.

### **Tardy to School**

1. After three (3) unexcused tardies during a quarter, notice will be given to the student and parent/guardian by the teacher.
2. After the sixth (6) unexcused tardy during a quarter, a parent/guardian conference may be held and the student may be given In-School Suspension.
3. The ninth (9) unexcused tardy in a quarter will be counted as an absence from school.
4. Every third tardy after that will result in another absence.

### **Early Dismissal**

Early dismissals for appointments or illness must be arranged prior to the start of the school day.

### **Emergency School Call-Off**

In the event of particularly dangerous weather conditions or lack of utilities such as water or electricity outages, or the possibility of being out for prolonged periods of time, POS will either cancel, delay or call school off early. Such announcements will be made by telephone as early as possible. Please note that we will not follow San Carlos or Ft. Thomas Unified School District's lead on cancellations or delays.

### **Withdrawal from School**

A student withdrawing from school must be accompanied by a parent/guardian. Upon completion of the withdrawal sheet, all fees and fines must be paid and all school-owned materials returned in appropriate condition.

## **CHRISTIAN CHARACTER**

POS believes that students can take responsibility for establishing and maintaining standards for their own behavior. Honesty, integrity, and respect for each other is expected at POS.

Your words, actions, and writings are to reflect a Christian character, modeled by Christ.

- A student's word is expected to be complete truth; therefore, lying and forgery do not model Christian character.
- A student's work is expected to be entirely his/her own, unless properly credited; therefore, plagiarism and cheating do not model Christian character.
- The property of others is to be respected; therefore, stealing - no matter how minor - does not model Christian character.

Students who witness a violation must report the action to the supervising teacher. By working together, we can ALL create a community of learners that give God the glory, value hard work, creativity, and commit to high school and college success. It is crucial that every member of the POS community - students, parents, staff, and board members - understand the importance of Christian character and strive to maintain its integrity.

## **GENERAL ORDER**

STEPS OF DISCIPLINE - This is a Christ-centered School; the Word of God is our guide in all matters of behavior. God's Word teaches discipline. "He who spares the rod hates his son, but he who loves him is careful to discipline him" (Proverbs 13:24). "The corrections of discipline are the way to life" (Proverbs 6:23). Students will be disciplined accordingly and if necessary may be spanked in cooperation with the parents or legal guardians.

If problems in behavior occur, the following steps will be taken:

1. The teacher will first deal with the student and may consult with the parents. If deemed necessary or appropriate the child will be sent to another supervising teacher for a short recovery period. When the child has recovered they may return to the classroom to become a productive member of the class.
2. If the poor behavior continues or is such that warrants it, the principal will be informed. The principal will then take appropriate action. If necessary, the parents will be informed of the student's misbehavior and the action taken.
3. If the poor behavior continues, the student will be suspended from school for up to three days. The parents will be informed of the action taken. At this time the teacher, parent and student will discuss the situation in a scheduled conference before the student can be re-admitted.
4. If a student's behavior is such that warrants it or if a student continues to misbehave, the student will be dismissed from school. The student may be readmitted if there is an appeal by the parents and a change of heart is witnessed from the student. This will bring about a special School Board meeting in which the situation will be examined and a final decision will be made. The Peridot, Our Savior's, or Grace Lutheran Church Council will serve as the board of appeals. The School Board reserves the right to suspend a child.

## **COMMENTS, QUESTIONS, AND COMPLAINTS**

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. All comments, questions, and complaints should be guided by a desire to facilitate the growth of your child, all other children in the school, the teachers, and the school.

## **DAMAGES**

Peridot – Our Savior's Lutheran Elementary School has been blessed by the Lord with many material blessings: buildings, equipment, books, and supplies. Because these items are expensive, we expect each child to treat them with respect and care. If a child damages any item beyond normal wear, the parents will be billed for the cost of replacement.

## **SAFETY**

In spite of our best efforts, accidents will happen. All precautions deemed necessary by the teacher will be taken. The teacher, principal, school, church, and synod cannot be held and are not responsible for accidents that occur despite these precautions. If something should happen to your child, we will contact the parent to come get the child as soon as possible. If the parent cannot be reached, the child will remain at school. If however, the principal or staff member determines the accident is of a serious nature, the child will be taken to the proper medical facility.

## **ITEMS NOT ALLOWED**

Children will not bring the following items to school: Soda, candy, gum, sun flower seeds, beverages other than water, knives, guns, bullets, rubber bands, permanent markers-*sharpies*, electronic devices, tapes, compact discs, bicycles, skate boards, games, tobacco products, slime, or any other items which do not contribute to an educational environment. Teachers reserve the right to confiscate any item that interferes with learning or endangers a student's safety. Items will be labeled, filed, and returned to the parents after discussion of the incident has occurred. Possession of alcohol and illegal drugs is strictly prohibited and will lead to automatic dismissal.

### **Cell Phones**

There are no cell phones allowed at school. If a child brings a cell phone, the teacher will confiscate it for a minimum of 30 days. In those 30 days, an immediate parent/guardian must come to school and get it from the teacher. If the child refuses to give the phone to the teacher, the child will be given an automatic 3 days of Out of School Suspension. For more than 1 offense, the teacher will need to meet with the parent and child. If the problem continues, the parent and child could meet with the principal and/or the school board.

### **Use of Tobacco**

POS promotes and maintains a smoke-free environment. Students are prohibited from smoking, using tobacco products, or having tobacco in possession at any time during the school day or at any school-sponsored activities. Students in violation of the tobacco/smoking regulation will be subject to disciplinary action.

### **Food Allergies**

If any student is found to have food allergies to any degree, we will do our best to promote a safe campus for that student by asking all students and parents to avoid bringing those food products in any way. For the 2018-19 school year, a student has some severe nut allergies. We will hand out notes at our Open House, tell our students, and have signs posted around our campus. We also ask all of our students and parents to avoid bringing food/drinks with any nuts to our campus at any time.

## **DISCIPLINARY PROCEDURES**

Each student is expected to behave in a manner that exemplifies a Christ centered life, displaying: honesty, loyalty, courtesy, consideration, and respect. Students will be held responsible and accountable for behavior that conveys these principles. Proper behavior is expected at all school-sponsored activities both during and after the regular school day. Students who consistently or repeatedly fail to uphold the POS standards of conduct and behavior may be dismissed or may not be invited back the following year.

Each homeroom class will carry a clipboard that keeps track of students' progress during the course of a given week. Student infractions such as missing or incomplete homework, being unprepared for class, disrespectful behavior, off-task or disruptive behavior, tardies, etc. are all documented on the clipboard.

POS teachers and administrators will adhere to the following discipline sequence after the child has been warned:

**1<sup>st</sup> Offense** – document infraction on clipboard

**2<sup>nd</sup> Offense** - document infraction on clipboard

**3<sup>rd</sup> Offense** - document infraction on clipboard and follow up with a note to parent, a phone call, or home visit

**4<sup>th</sup> Offense** - documents infraction on clipboard

**5<sup>th</sup> Offense** - document infraction on clipboard

**6<sup>th</sup> Offense** - In-school Suspension (ISS) (*See below for explanation and description*)

**7<sup>th</sup> Offense** - In-school Suspension (ISS) additional day

Repeated offenses will constitute additional days until the student corrects the behavior and may lead to outside school suspension or removal from school. (*Please refer to pg. 10 General Order.*)

### **In-School Suspension**

Students will earn In-School Suspension (ISS) after receiving a sixth mark during a one week period.

Upon a second violation of the same offense the student may be required to complete 10 hours of school service in addition to serving the ISS. Some examples of school service would include, but are not limited to cleaning rooms, grounds, church; assisting a teacher, etc.

Further violations may jeopardize the student's enrollment.

ISS is where students re-learn the expectations of being a member of POS, and it is a consequence that reinforces the values of making good decisions. ISS means students must work in isolation in the classroom. Rather than sitting with the group, the student will be separated from the other students. While in ISS, students will be expected to complete the same class work and homework.

Students are expected to contribute to the team of POS students and teachers by respecting others and doing their assigned work.

The length of time spent in ISS depends on the conduct and actions of the student.

When a student is given ISS, a letter will be sent home explaining the reasons for the action and the rules for ISS. The letter must be returned with a parent or guardian's signature before the student will be released from ISS. If the letter is not returned by the parent within two school days, the student will be placed automatically. No student will be placed in ISS during the day without approval of the Principal or Senior Staff Member.

If a student receives 10 ISS days, they will be referred to the Board of Education. Both the parent and the child are expected to be present. The purpose of this meeting is to try to redirect the child's behavior. The student may also be dismissed if the offenses are deemed serious enough.

Students serving ISS will:

- (1) Be separated from other classmates in all classes, including lunch and study hall;
- (2) Jeopardize the opportunity to go on any field trips; and
- (3) Not participate in athletics

There are many obstacles facing our students on their quest for high school and college. With the effort that we are making to overcome the overwhelming odds facing our students, none of our kids deserve to lose out on educational opportunities due to students in the classroom who are negatively contributing to the overall dynamics of the school.

## **Late or Missing Work**

Students may be required to stay after school if they come to class unprepared or with work that is not up to the POS standard of quality. All assignments (homework and class work) must be:

- (1) neat, (2) complete, and (3) accurate.

Students and parents required to stay for late work will be notified that day they are responsible for transportation home. **Parents of students frequently left for prolonged periods of time will be notified of their neglect and spoken with by a member of the staff.**

## **Public Display(s) of Affection**

The inappropriate public display of affection is embarrassing to the staff, visitors, and students of POS. Students are expected to exercise self-control and respect for the reputation of others. Specifically, kissing and other inappropriate displays of affection are not in accordance with the POS Handbook. Students failing to respect this policy will be disciplined.

## **MEDICATION**

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 by the classroom teacher. All prescription and non-prescription medication will be kept in a secure location.

Medication to be given for any period of time will require written permission and instructions from a person licensed to prescribe as described in the Nurse Practice Act. Medication must be properly labeled with the student's name, name of medication, dosage and time to be administered. Forms will be available to the parent/guardian for their use.

All medication to be administered requires:

1. Written orders from a licensed prescriber detailing the name of the medication, dosage, time to be given, and the expected duration of administration.
2. The medication brought to school in the original container appropriately labeled by the licensed prescriber for the prescription drugs or by manufacturer for non-prescription.
3. That a record be kept designating time and date of dispensation and will include the initials of persons administering the medication, indicating that the medication has been examined and determined to be in the original container accepted by the school.
4. The requests for administration of medication be valid only as ordered by the licensed prescriber, and the dates indicated in writing, and in no case shall the period exceed one school year.
5. No prescribed medication shall be administered by injection by staff except when a student is susceptible to a predetermined, life-endangering situation. The parent(s) shall submit a written statement that grants a staff member the authority to act according to the specific written orders and supporting directions provided by a licensed prescriber (e.g., medication administered to counteract a reaction to a bee sting). Such medication shall be administered by the principal or teacher.

The school accepts no responsibility for reactions when the medication is dispersed in accordance with the licensed prescriber's directions. Non-prescription or over-the-counter medication may only be administered by the Principal and/or office staff member with signed or verbal permission of the parent/guardian.

## **PROPERTY**

### **School Property**

Students are expected to respect and care for all property of POS including building facilities, desks, whiteboards, books, lavatories, etc. Any student damaging or defacing school property will be required to pay for the damage or loss. Willful destruction or defacement of school property at any time is just cause for disciplinary action and may result in dismissal. Official student grades and transcripts will be withheld until all costs from the said damages have been paid in full.

### **Student Property**

POS assumes no responsibility for any loss to students' personal property or for items such as (but not limited to) radios, digital music players, cameras, cellular phones, CD Players, camcorders, toys, music players, and cards. These items will not be allowed in the classroom. The teacher will reserve the right to confiscate the item(s) and will return it only upon parental request.

### **Search and Seizure**

School authorities may seize any contraband, substance, or object, the possession of which is illegal, or any material or object that violates a school rule or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school-sponsored function.

1. Authority to Conduct a Search - The law allows school authorities to search students, their motor vehicles and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law.
2. General/Desk Inspection - School authorities reserve the right to make general inspections of desks for purposes including but not limited to safety, cleanliness, retrieval of school material, and maintenance. Such general inspections shall not include items stored in clothing unless reasonable and specific suspicion exists.
3. Storage Area Inspections - All storage areas provided for student use on school premises remain the property of the school and are subject to inspection, access for maintenance, and search. No student shall impede access to any desk or storage area.
4. Personal Searches - A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when school authorities have reasonable suspicion to believe that a student is in possession of illegal or unauthorized items.

Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action. School authorities may detain the student pending the notification and arrival of the student's parent/guardian and/or law officials as appropriate.

### **Theft**

Committing an act of theft will result in immediate disciplinary action and can include dismissal from POS. Students found guilty of theft will also be required to pay for or replace the item(s) stolen. When appropriate, proper outside authorities will be contacted. Any student involved in theft will be denied participation in school activities for a certain period of time to be determined by proper school authorities

## **HARASSMENT**

No one should be subjected to harassment at school for any reason. Therefore, it is the policy of POS that all employees, volunteers, parents and students will deal with all persons in ways that convey respect and consideration for individuals regardless of race, color, national origin, gender, disability, family situation, religion, or political affiliation. Acts of harassment, hostility, bullying, or defamation, whether verbal, written, or physical, will not be tolerated and constitute grounds for disciplinary action including suspension and/or expulsion from school. Legal agencies will be contacted if the action is a violation of the law.

For counsel and assistance in resolving matters of this nature, first talk with your child's teacher then contact the POS principal or pastor.

## **ACADEMIC PROBATION**

### **Overview**

The education of our children is the top priority at Peridot-Our Savior's Lutheran School. Any POSLS student who has received an "F" on their progress report or has an overall average below 60% during any one grading cycle will be placed on Academic Probation. Academic Probation will last for a minimum of one week. If the child is placed again on Academic Probation any time during the year, he/she may serve this time for the next 2 progress reports. During any time on Academic Probation, students will not be allowed to practice or participate in interscholastic games.

During this time students should focus their time and effort on making sure they are earning passing grades (61% or above) in all subjects. Students should take advantage of study hall and tutorial time, make an extra effort to call teachers with questions about homework or projects, and schedule after-school tutorials if necessary to bring up their grades.

### **Returning to Good Academic Standing**

If, according to the next progress report card, or one week has passed, and the student is passing all subjects for the quarter, he or she will be removed from Academic Probation and will become a student in good standing.

### **Continuing On Academic Probation**

Any student on Academic Probation who is failing classes at the end of the next grading cycle will be reviewed by his/her grade-level teachers. The grade level teachers will then make the following determination:

- a. The student is not passing all classes but is making significant progress. This student will remain on Academic Probation for another week or grading cycle and his/her progress will be reviewed for the next four weeks.
- b. The student is not passing all classes and has shown little or no improvement or effort toward improvement. This student may be in jeopardy of losing his/her status as a POS student.

A grade-level teacher and school representative(s) will meet with each student who continues to earn failing marks, and if necessary, his/her parent or guardian to discuss that student's academic status. The Principal and/or Pastor may also choose to attend these meetings. At this time, parents will be presented with additional feedback and suggestions from the child's teachers.

A student who continues to be placed on Academic Probation for two or more quarters risks losing his/her status as a POS student.



## **RETENTION**

The POS instructional staff and administration reserve the right to retain any students who fail to demonstrate academic mastery in core subject areas. Retained students may be required to repeat specific classes or an entire grade level depending upon the individual student's performance. Grade level retention meetings are held during the second semester of the school year and input from the instructional staff members at that particular grade level is considered when making retention decisions.

## **DISMISSAL**

The following acts may constitute immediate grounds for dismissal. Please note that this is not an exhaustive list and that the School Board reserves the right to dismiss a student for offenses not included on this list.

1. Commission of a felony
2. Possession or use of any dangerous weapon or object
3. Verbal, or Physical, assault of another student or staff member
4. Extortion or intimidation of another student or staff member
5. Use of, or possession of, tobacco, alcoholic beverages, drugs or narcotics not prescribed by a physician
6. Repeated cheating
7. Destruction or defacing of school/student property
8. Unauthorized absence from school
9. Gambling
10. Theft

The student may be readmitted if there is an appeal by the parents and a change of heart is witnessed from the student. This will bring about a special School Board meeting in which the situation will be examined and a final decision will be made. The Peridot, Our Savior's, or Grace Lutheran Church Councils will serve as the board of appeals.

## **GUEST ON CAMPUS**

A student may bring a guest on campus only if (1) a POS student has presented the Principal a written request 24 hours prior to the event and (2) permission has been received by the Principal.

If a student has not accomplished **BOTH** of the above, the guest will not be allowed.

The guest must bring money for lunch, or bring their own lunch.

POS may refuse a guest for any reason.

## **SELLING ITEMS AT SCHOOL**

The conducting of private business or selling unauthorized items is prohibited.

## **FIELD TRIPS**

Students who are eligible to participate on school-sponsored Field Trips and fail to participate without properly notifying the school will be responsible for paying any unrecoverable expenses incurred by the school.

## **TELEPHONES**

All office phones are reserved for school business purposes. Students will not be called out of class to receive telephone calls. Emergency messages will be delivered to students in their classes.

Students will only be allowed to use the phone at the teacher's permission mainly for emergencies. If your contact information changes please notify the office as soon as possible and also notify the classroom teacher.

## **TRANSPORTATION**

### **School-sponsored Transportation**

Students should be aware that all of the rules contained in this Handbook are applicable to the conduct and actions while riding POS - provided transportation. Aside from compliance with rules contained in student's contracts, students are expected to observe the following rules:

- Students are expected to exhibit appropriate conduct and behavior at all times when being transported.
- Students shall follow the directions of the driver the first time given.

Violations of any of these rules will lead to disciplinary action.

Students are encouraged to appreciate and take full advantage of the transportation provided by POS. This transportation, however, is a PRIVILEGE, not a right! This privilege will be taken away if any student chooses to abuse it.

### **Child Abuse Reporting**

Arizona Mandatory Reporting Law, A.R.S. 13-3620, mandates that school personnel and others having responsibility for the care and treatment of children report suspected child abuse immediately. Failure to do so is punishable by law. It is our responsibility as a school to be concerned about the children that we love to teach and adhere to these guidelines strictly. When a report has been made, it is no longer the responsibility of the school. NO information will be shared with anyone other than the proper authorities. Also, ANY information about an incident may only be received from the Department of Public Safety or the appropriate Child Protective Services Officer. Our responsibility is not to establish fault or innocence, but only to follow the steps mandated by the Arizona Mandatory Reporting Law, A.R.S. 13-3620.

## **SCHOOL SPONSORED ACTIVITIES**

POS holds school-sponsored activities for the enjoyment of students and their guests. There are parameters for school-sponsored activities.

1. Rules: All rules are in effect at all school-sponsored activities (on or off campus).
2. Guests: All non-POS students who are guests to the activity must register with the supervising administrator prior to the activity. The accompanying POS student must provide the name, age, and working telephone number of his/her guest prior to the activity. Once a guest is registered, no substitution is allowed. The administrator reserves the right to deny a person entrance into the activity.
3. Re-entering the activity: Students leaving prior to the end of the activity for any reason may not re-enter the activity.

*POS students and their guests may be forced to leave an activity if they conduct themselves in an inappropriate manner or violate the Handbook. No money will be refunded.*

## **DRESS CODE**

It is important that the students maintain proper hygiene, dress respectfully, and are groomed properly to maintain a decent appearance and the Christian character of the school. Clothes that do not reflect good Christian character are not allowed. Those clothes with distasteful words printed on them are not to be worn. We also ask that your children refrain from wearing music-related shirts. Teachers reserve the right to ask a child to change offensive clothes, or turn an offensive shirt inside out for the remainder of the day and not to wear that piece of clothing in the future. Short pants are allowed as the weather permits. Outer garments such as coats, hats and hoods are to be worn only outside. Hooded sweatshirts are not to be worn inside unless a teacher permits. Hoods are also not to be worn unless to protect oneself from weather. We expect the parents to cooperate in helping to maintain the Christian character of our school.

## **RECORDS**

Peridot-Our Savior's Lutheran Elementary 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. Peridot-Our Savior's Lutheran Elementary School reserves the right to withhold records if the family's bill is not paid in full.

## **NATIONAL SCHOOL LUNCH PROGRAM**

### **DESIGNATED MEAL HOURS**

#### Lunch

Lunch must be served between 10 a.m. and 2 p.m.

### **MEAL CONSUMPTION**

Program regulations clearly intend that meals reimbursed under the Child Nutrition Programs are to be served and consumed on school-related premises. It is not permissible to allow children to take food away from the cafeteria to eat at a later time. School meals that are given to children to take home (or elsewhere) are not reimbursable. However, meals (sack lunches) such as those taken on school supervised field trips may be reimbursed if they meet the meal pattern requirements and are served and consumed as part of a school related function. These functions must be part of the curriculum and not extracurricular events. Juice cannot be substituted for milk. Meals served off-site should be subject to especially stringent sanitary and precautionary measures to avoid contamination and spoilage.

The National School Lunch Program is intended to feed children; it is therefore not permissible for parents to eat off their child's plate when visiting during meal service. Adults desiring a meal are required to purchase one at a price established to cover the full cost of the meal.

## **COMPUTER USE POLICIES**

The following policies apply specifically to the use of computers, the Internet, and other technology at POS.

- Students are not allowed to use school computers to view, download, or transmit any material that is offensive or inappropriate, including but not limited to material that is racist, sexist, sexually explicit, demeaning, illegal, or objectionable in some other way.
- The school's computer resources are to support the educational process and to facilitate the operation of the school. Therefore, students are not allowed to use the school's computers or networks for commercial purposes or for excessive personal use.
- Students are not to gamble on the school computers.
- Students are not to transmit any information that is protected by trade secret or copyright.
- Students will not use the school's computers or networks for product advertisement or political lobbying.
- Students will not use the equipment in a way that disrupts or interrupts the work of others. This includes printing or downloading very large files, or using headphones for sound (unless needed for educational purposes).
- Students will not deliberately waste printer ink, paper, disk space, or other school technology resources.
- Students will not use the school's networks or computers to send hate mail, to harass others, make discriminatory remarks, or to behave in any antisocial manner.
- Students will not share passwords with anyone other than school personnel, or permit anyone else to access school computers.
- Students will not attempt to access files or data belonging to others, attempt to gain other users' passwords, or misrepresent other users on the network.
- Students will not use the school's computers or network to develop programs that harass other users, infiltrate a computer system, or damage the software or data on any computer system.
- Students will not attempt to gain unauthorized access to any school system or program.
- Students will not publish the full name, address, or other personal information for any person (including themselves) on the Internet.
- Students will not send unwanted or harassing email.
- Students will not deliberately damage any school hardware or software in any way.
- Students will not modify the setup of any school computer without permission.
- Students will not illegally install copyrighted software on any school computer.
- Students will not make unauthorized copies of any software, music, or any other copyrighted material on school computers.
- Students will not violate copyrights when completing class work. Students will list all resources used in project(s) with a works cited or bibliography section. If work or information is protected by copyright, students will not use it without permission from the owner.
- Students will not download information or save information that is not approved by the teacher to the school computer hard drives for permanent storage; Students will store information only on school approved personal diskettes or other storage areas indicated by the POS technology staff."
- Students will allow POS to use individual or group pictures, videos, or schoolwork on its web site.
- Students understand that POS may filter Internet content in any way it deems appropriate, and that it may monitor my use of technology resources including files on disk and Internet use.

POS cannot be held liable for incorrect or improper information from the Internet. The school cannot be responsible if data or information is lost due to a service interruption.

# ATHLETICS AND CO-CURRICULAR ACTIVITIES

Since it is a privilege to represent our school in athletics, the school reserves the right to revoke the privilege when student-athletes do not meet the standards set forth. This responsibility not only exists while the athletes are involved in their chosen sport but shall be required of them most certainly while at school and at other times. All eligible students of age are invited and encouraged to take part in athletic programs. Program participants should be prepared to follow all rules and regulations as determined by the athletic staff, administrators and the School Board. **Those not willing to comply with rules and regulations will not be permitted to participate in the program.**

Excellent physical and mental preparation is essential for a successful athletic program. A student athlete must be ready for the physical and mental rigors of the contest. This is done through participation in practice sessions planned by each coach and by the observance of certain training rules and regulations.

A student-athlete is expected to be a positive contributor to POS.  
Every student-athlete is expected to:

1. Display dedication to hard work in practice.
2. Display sportsmanship in defeat, as well as in victory.
3. Display a respect for authority.
4. Display a spirit of cooperation.
5. Display a high standard of social behavior.

## Introduction

Peridot-Our Savior's Lutheran School's athletic programs are part of a Christ centered educational plan to equip students spiritually, mentally, socially, and physically. Peridot-Our Savior's does not wish simply to develop an athletic program in our Lutheran School, but to develop a **Christian** athletic program for our school. Athletics are meant to give students an opportunity to "put their faith into practice," and to promote the qualities of sportsmanship, teamwork, fair-play and wholesome competition.

## Overview

Here is an overview of athletics offered at Peridot- Our Savior's Lutheran School and some definition of participation:

- |                  |                      |
|------------------|----------------------|
| 1. Softball      | Gr. 6-8 Girls        |
| 2. Flag Football | Gr. 6-8 Boys         |
| 3. Volleyball    | Gr. 6-8 Girls        |
| 4. Basketball    | Gr. 6-8 Boys & Girls |
| 5. Track         | Gr. K-8 Boys & Girls |

\*All ages are subject to change due to ineligibility and number of kids that participate.

## Notes

1. "A" squads are generally formed from students in Grades Seven and Eight. "B" squads are generally formed with students in Grades Five and Six.
2. "A" squads will be formed from students in Grades Five to Six if there are not enough upper grade students to fill the required squads, (Fourth Graders may be used when enough students are not present.)

3. All players should get a chance to play in a game, unless discipline procedures are being enforced. The coach in respect to players and team determines amount of playing time. Tournament games, may not get everybody into the game.

### **Philosophy**

1. All aspects of life are to be done to glorify God, this includes play in athletics. A player's and coach's conduct results from thankfulness to God. Whenever we participate in sports, we do it in the name of Jesus.
2. We have been given different gifts. Gifts are to be used to glorify God, and in the emphasis of team play. Teamwork is emphasized during practices and games.
3. Student- athletes are to be taught to respect authority. They are to respect their coach. They are to respect all officials and coaches who are placed over the players. Players and coaches are to be self-controlled with calls made during games. Players are to respect anyone else in authority, such as coaches from opposing teams or those that supervise a facility.
4. Respect of property is observed during practices and games.
5. Participation in athletics helps us to take care of our bodies, temples of the Holy Spirit. A lifelong habit of regular exercise is positive and is a beneficial use of leisure time.
6. In a game we face opponents, not enemies.
7. Athletics are a great value to our school, but need to be kept in perspective. Spiritual training, education, and family time still receives the highest priority in our school environment.

### **Athletes**

1. Each time an athlete participates, they have an opportunity to give glory to God. Therefore, each athlete must exercise self-control in language and behavior. In the unlikely event of the loss of self-control, any player receiving a technical foul for unsportsmanlike conduct may sit for the remainder of the game.
2. Peridot-Our Savior's athletes will exercise sportsmanship. Opponents are an opponent in a game, not life. Shaking hands at the end of a game is not a formality, but an opportunity to meet a friend. Be respectful of your opponent before, during, and after games.
3. Peridot-Our Savior's athletes are to respect authority. This is to be shown to coaches, officials, and those in charge of facilities. When visiting another school, we are to respect the rules of that school and use of facility.
4. Athletes stay on the bench during the game, unless an emergency arises; and the coach has given approval to leave. Players are not to go in stands or other places during a game. Please let the coach, coach.
5. Athletes are to maintain a cooperative attitude toward the coach and fellow team members.
6. Athletes are to compete hard, always doing their God given best.
7. Players are expected to be at games and practices. If there is a reason to miss, the coach must be notified before the game or practice. Missing practice or game without excuse, may result in loss of playing time. Missing any combination of three without excuse can lead to no longer being part of the team.
8. All players who practice will play in a game. Amount of playing time is determined by attitude and abilities. In tournament games, each player may not be put in the game.
9. Students must be at school at least ½ of the day on game days in order to play, unless permission has been obtained.
10. Athletes are to arrive and leave games in a timely manner.
11. Parents are to encourage, and lead by example, in all the before mentioned points. Peridot-Our Savior's Lutheran School, its athletes, and parents form a unique team. In athletics, many people can lose temper and perspective. Instead of glorifying God and teaching by example, parents could demonstrate to student athletes behavior that goes against God's Will for us.

### **Student Athlete Rights and Responsibilities**

Students participating in the interscholastic athletic program are to be governed by the rights, protections and responsibilities prescribed by POS. Students who participate in the interscholastic program are required to meet the eligibility requirements and follow the rules of POS and are expected to conduct themselves in a safe and sporting manner toward all persons associated with the athletic program (i.e., conduct becoming of an athlete-such as fairness, courteous manner and

graceful acceptance of results).

The following acts committed by a student athlete on school premises or in reasonable proximity thereto, or off school premises at any school-sponsored activity, shall constitute sufficient cause of athletic discipline, suspension or expulsion. They include but are not limited to:

1. Use of tobacco, alcohol, and/or other illegal drugs.
2. Poor academic performance (please refer to pg. 15, Academic Probation).
3. Improper possession of athletic equipment belonging to POS, or any other competing school districts.
4. Failure to follow reasonable training rules, authorized under the POS Athletic Policy or the coach.

Subject to the approval of the Principal, or Athletic Director, individual coaches may impose additional sanctions in accordance with their team policies.

### **Attendance Required for Participation**

Students must be in class ½ day to be eligible to participate that day. Exceptions to this policy may include pre-arranged absences authorized by the Principal or Athletic Director.

### **Travel Regulations**

1. Parents are responsible to transport their children to and from practice and games. If you are not able to transport your child please make arrangements with another parent and contact your child's teacher. If no other transportation is available, contact the coach or teammate.
2. An athlete who travels to an away game with another driver must return with his/her driver. The only exception to this rule would be a request made in person by the parent/guardian of an athlete to the coach in charge of his or her child only.
3. Please be aware that food and drink is to be provided by the parents for all games and tournaments. The school will not be responsible for supplying meals for the team.

### **Co-curricular Activities**

Co-curricular activities are those that directly relate to a body of courses offered by the school. These include student groups that directly relate to the school's curriculum, address the subject matter that is actually taught, or soon will be taught, in a regularly offered course: if the subject matter of the activity concerns the body of the course as a whole; if the participation in the activity is required for a particular course; or if participation in the activity results in academic credit. Such clubs would include, but not be limited to, musical groups, language clubs, yearbook, etc.

All students participating in co-curricular or extra-curricular activities are required to conduct themselves as role models, to demonstrate good citizenship, and to comply with all rules and regulations of POS 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 particular activity for which they have responsibility and which have been approved by the school administration in advance.

## POS STUDENT HANDBOOK 2018-2019

Dear POS Students and Parents,

Welcome to our 2018-19 academic year! This handbook has been prepared to give you information about POS, to answer some questions you may have about our policies and procedures, and to enlist your support and cooperation in our efforts to provide your child with an outstanding academic and co-curricular program.

Please take time to review this handbook and sign the form at the bottom of this page. The signed form must be returned to your child's homeroom teacher before the school year starts, no later than the first day of school. Through a spirit of family and school teamwork, we hope to develop young people who excel academically and fulfill their individual potential. Please use the information contained within the POS Student Handbook as a resource throughout this academic year, and feel free to contact the school if you have any questions. We look forward to a productive and enjoyable school year.

Sincerely,

Benjamin Pagel  
Principal



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We have read the POSLS Student Handbook, and we accept the policies and procedures contained within it. We have also read and understand the POS Honor Code and acknowledge its importance to the academic life at POSLS.

I, the POSLS student, understand that my failure to follow the expected policies and procedures may result in disciplinary action, and my ability to abide by these standards of conduct will be a factor in whether or not I am invited to attend POSLS in the future.

**Student Name:** \_\_\_\_\_

*Student Signature:* \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

*Parent Signature:* \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

*Parent Signature:* \_\_\_\_\_

**Date:** \_\_\_\_\_