



Prince of Peace Lutheran School  
**School Handbook**  
2019 - 2020

*Put on then, as God's chosen ones, holy and beloved, compassionate hearts,  
kindness, humility, meekness, and patience  
Col 3:12*

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# Building Community

*Therefore welcome one another as Christ has welcomed you, for the glory of God. Romans 15:7*

A community is a group of people who live, work, and grow together. This is why the word 'community' is perfect to describe our school. It is in community that our students learn what it is to have a living faith and discover how to contribute in meaningful ways.

Building community means understanding each other's God-given uniqueness and working together. We work hard every day to build a learning community where everyone belongs - secure, valued, and included. Learning is a journey of discovery that we take together. We look for ways to encourage and support each other - learning with and from one another. Great things happen when we work together.

Parents play a pivotal role in the development and learning of their children. Everything you do with your child teaches important lessons that help them grow and learn about life. We recognize the incredible job you do as your child's foremost teacher. At Prince of Peace, we value parents as partners in the education of students. Education is a partnership and is most effective when home and school work together through shared values.

We see every one of our students as precious children also. Each one is a true masterpiece - valued treasures created by God, our Master! We appreciate our students' God-given abilities, strengths and needs, and do everything we can to help them grow and learn.

In a Christian school like ours, we also value the partnership we have with the church - the community of faith. Prince of Peace Lutheran Church values children, their families, and its school ministry.

## Home & School Communication

In any partnership, effective communication is essential. We encourage regular communication between home and school. All teachers will develop a plan of communication for the families of their classrooms. The school provides the following avenues for communication:

### **Agendas**

Daily messages, pertinent information about classroom learning and events, and correspondence as needed can be done through the use of the agenda.

### **Weekly School News**

A weekly school news bulletin called The Monday Note is distributed at the beginning of each school week. It is sent by email and posted on the school's website.

### **Learning Goals**

Setting goals for learning is a shared activity between students, teachers and parents. Goal setting helps students understand where they are in their learning and envision where they'd like to be. From there, they map out strategies to achieve their goal. Studies show that this type of goal-setting boosts both achievement and a student's confidence in their ability. (RVS, CoSL Reporting Tools)

### **PowerSchool & Teacher Pages**

Parents can access classroom information through teacher web pages including routines, news, daily homework and other information. Parents can also access information on their children's attendance and achievement through their PowerSchool account.

### **Report Cards**

One method of communicating student learning is through report cards which are distributed three times a year. Report cards are intended to give parents a formal evaluation of their children's progress during the year. They are also a tool to celebrate learning and plan for future growth.

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### **3-Way Conferences**

In conjunction with the report cards at Terms One and Two, parents will have an opportunity to meet with their children's teachers and discuss their progress. In the spring, the students lead the conference, demonstrating for their parents what they have learned. These student-led conferences are valuable experiences both for parents and students.

### **School Council**

The partnership between parents and the school is demonstrated in the School Council of which all parents and teachers are a part. This group, led by elected parents/guardians and supported by school administration, meets several times a year to improve communication, build a sense of community, and plan events which provide support for the school's operations and special projects. All parents are encouraged to be an active part of the School Council, offering their time as they are able. Together, we can make our school community strong.

## **Building Faith**

### **Foundations of Faith**

*Trust in the LORD with all your heart, and do not lean on your own understanding. In all your ways acknowledge him, and he will make straight your paths. Proverbs 3:5-6*

What sets our school apart is that we desire all of our students to know and grow in their relationship with Jesus and to integrate faith into their daily lives. While subject knowledge plays a crucial role in a person's success in this world, only a faith relationship with Jesus makes an eternal difference. Jesus said, "I have come that you might have life, and have it to the full." (John 10:10). We want our students to experience the full life they can have in Jesus. We welcome all students and encourage them to explore God's Word and consider what it offers them. All students take part in the Christian program of the school, regardless of their faith background.

The Christian faith defines every aspect of the school experience, including learning in all subjects and life in a school community. We know that building a solid faith foundation involves learning God's word and living the faith. For that reason, we design a program which does both.

Prince of Peace Lutheran School carries out the purpose of Christian education by providing opportunities for instruction in the Word of God and developing in students a sound understanding of grace, repentance, forgiveness and reconciliation. We incorporate the Word of God throughout the entire curriculum and work to fulfill the spiritual needs of the child, along with physical, emotional, academic, and social needs. This instruction is integrated throughout the curriculum. While instruction in all subject areas complies with Alberta Education learning outcomes, teachers at Prince of Peace use every opportunity to incorporate Christian faith into all subjects in natural, authentic ways.

Each year, we select a Bible verse to be our theme. Throughout the year, staff and students reflect on what God's Word teaches us through that Bible passage and how we may apply it to our own lives.

Our theme verse for the 2019-2020 school year is from Colossians 3 - *"Put on then, as God's chosen ones, holy and beloved, compassionate hearts, kindness, humility, meekness, and patience" (Col 3:12)*

Christian Studies classes are taught at every level in our school, with a focus on teaching the accounts of God's work in the lives of His people as read in the Bible and having students construct personal meaning and application of the unchanging truths contained in the Bible. Our program involves Bible reading, activities, and memory work.

There is devotional time set aside every day in the classrooms, and the whole school community gathers weekly for a chapel service. We see worship as an important part of living out our faith. Music, learning, and prayer are all important components in this time, and the children themselves have opportunities to present and lead in the

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chapel worship time during the year. An offering is collected during chapels every week, and is used to support mission and service projects.

Service to the community and the world also gives our students opportunities to exercise their faith and demonstrate leadership. We define Christian Service as an act of service, stewardship or kindness to those around us, without receiving compensation. Some examples of mission and service projects are the Terry Fox Run, Operation Christmas Child, visiting in seniors' residences, cleaning up our neighborhood, and supporting local charities like Emergency Women's Shelter and Food Banks.

Finally, we live out our faith in community. As children interact with each other and with their teachers, they have opportunities to model the Christian life. When hurtful things happen, they are able to work through conflict in ways which restore relationships and offer forgiveness. These skills are modeled and taught by the teachers. In daily living, through God's Word, the Holy Spirit works in our heart to plant and grow strong faith.

## **What Lutherans Believe – Statement of Faith**

Prince of Peace Lutheran School welcomes students from all faith backgrounds. Our school is a learning community where Christian education based on Biblical truth and practice are defined by the confessional stance of Lutheran Church Canada. We are committed to keeping Christ is at the centre of all we do. Below is a brief summary of Lutheran beliefs. Please feel welcome to ask any questions you might have.

### **STATEMENT OF FAITH - At Prince of Peace Lutheran School,**

- We believe there is only one true God in three persons: Father, Son (Jesus Christ), and Holy Spirit.
- We believe the only authority for Christian teaching and life is God's Word which never errs or leads us astray.
- We believe that, since Adam and Eve went against God's will and brought sin into the world, all people are conceived and born in a state of sin.
- We believe we cannot be restored in our relationship with God by our own efforts, but that we receive the forgiveness of sin and are made right with God by grace, through faith in Jesus.
- We believe that Jesus is both true God and true man. He lived without sin to fulfill God's law, died on the cross to pay the penalty our sin deserves, and rose from the dead so that we might have eternal life.
- We believe faith in Jesus is a gift of God, given by the power of the Holy Spirit; therefore, we cannot take credit for the faith we have. Instead, we give thanks to God for the ability to believe and trust in Him.

As part of the belief structure of the Lutheran Church, we express our faith through statements such as the Apostle's Creed:

"I believe in God, the Father Almighty, Maker of heaven and earth, and in Jesus Christ, His only Son, our Lord: Who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell. On the third day He rose again from the dead. He ascended into heaven and sits at the right hand of God the Father Almighty, from there He shall come to judge the living and the dead. I believe in the Holy Spirit, the Holy Christian Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting."

# Building Understanding

## Academic Foundations

*Thy word is a lamp to my feet and a light for my path. Psalm 119: 105*

Our goal is that all our students receive a solid education, equipping them for success now and in the future. For this reason, we focus on providing a well-balanced, holistic educational program which fosters enthusiasm and confidence in our students. We work at instilling a love of learning that will last a life time.

Our school meets the educational outcomes set by Alberta Education in the Programs of Study and uses ministry approved educational resources to guide the learning process.

Preparing our students for success involves not only teaching the knowledge and skills required, but also encouraging Godly values and attitudes which lead to intelligence, competence, wisdom and leadership.

### Assessment

Assessment of student learning occurs on an ongoing basis in the form of observations, classroom discussions, learning tasks and project, and grading. In addition to verbal and written feedback, teachers frequently update assessment information on PowerSchool. Our goal is to have 'no surprises'. However, this means that parents must be diligent in communicating their responses to the teacher, as part of their partnership in student learning. Please make a consistent effort to stay informed about your child's progress.

Communication of student learning, through report cards is done three times in a year. They communicate to students and parents how students are progressing in relation to the Alberta Programs of Study, Christian Studies, 21st Century Competencies, and Leadership Habits.

We take part in all Provincial Achievement Tests at grades 6 and 9 when scheduled. We understand that standardized testing has its limits in measuring the progress of children's learning. These tests help us assess our school program as we constantly evaluate how we can better serve our students and their families.

### Homework

When students are given assignments, they are typically provided time to work on them during school hours. Students are expected to use class time well to deepen their understanding and refine their skills. Homework may be comprised of unfinished work, research, additional practice or work toward project completion. In addition to these, READING is expected as homework every evening.

We encourage parents to establish a regular quiet time each evening and a study place where children are expected to complete their homework. If there is no homework in the evening, we suggest that the regular homework time be spent reviewing or reading.

Progressively, more homework is expected of students as they approach the upper grades. Although the length of time required to complete assignments varies with each child and task, it is fair to expect approximately 10 minutes of nightly homework for each grade the child has completed. For example, students in grades 1 or 2 **might** do between 10 and 20 minutes of homework (reading) in the evening, while students in grades 8 or 9 **might** spend up to an hour and a half. If you find your child is spending considerably more time than this to complete assignments at home, please contact the teacher.

If a situation arises at home which makes the completion of homework impossible, please send a written note of explanation to the teacher.

## Use of Technologies

Electronic devices and technology tools, as directed by staff members, can be powerful tools when used in a manner that fosters learning. We expect our students to conduct themselves courteously and with responsibility when using technology.

Courtesy promotes positive social interactions. As a school community, we hold one another and ourselves accountable for interactions that foster respect and trust. As a learning community, it is our responsibility to model courtesy to ensure the privacy and safety of others, and to maintain the integrity of the learning environment. Inappropriate use of electronic devices can negatively affect a safe and caring learning environment. In any space where learning is expected, a device or technology that will negatively affect the learning of any student and/or staff should not be used and may be removed.

Students have access to technology both at school and in their homes. Students who use electronic media (such as social networking sites or email) to impersonate, intimidate, threaten or demean other students or teachers will be subject to disciplinary action, whether the messages are posted from school or from another location outside of school. These incidents should be reported immediately to school staff or administration. The school reserves the right to involve law enforcement in any of these situations, if the actions are criminal in nature.

### Cell Phone Procedure

Our goal is for students to be engaged in and focused on their studies and building positive school culture. We have found that students' ability to focus is hindered as the lure of digital distractions is great. Through this procedure, our aim is to maintain the conditions that maximize learning. Parents may decide to send their children reminders or messages via cell phone and can continue to do so. Students will have the opportunity to see these after dismissal. Parents are encouraged to contact the office if speaking with their child is necessary during the day.

If it is necessary, students may bring a cell phone to school but must secure them in their locker for the duration of the school day. **Cell phone use is not permitted during the school day in any area of the school (inside, outside) or when off campus at school-sponsored events.** This includes classrooms, hallways, Learning Commons, gym, washrooms/changerooms, school grounds, and play fields. Students can access their cell phones before and after school (8:30, 3:10) and when specifically instructed by the teacher for learning purposes.

Any student using their cell phone between the hours of 8:30 and 3:10 will be asked by staff members to surrender their cell phone. Staff members will deliver the phone to the office. The students may then pick up their cell phone from the office at the end of the day. For subsequent offences, parents may be required to come and pick up the cell phone from the office.

## Building Leadership

*Train a child in the way he should go, and when he is old he will not turn from it. Proverbs 22: 6*

### Skills and Habits

Success comes not only from possessing knowledge, but also from using that knowledge in meaningful and appropriate ways. Learning involves doing. In every subject area, students must sharpen their skills so they are able to apply what they know in practical and new situations. They must develop the ability to logically evaluate and solve problems, drawing on the knowledge and skills they have developed.

Not only do students learn academic skills, but they must also develop interpersonal skills, so that they can interact positively with a variety of people. They must discover what it means to work as a team and live in a community. These essential skills are encouraged at Prince of Peace. This is all about leadership, and we deliberately teach 7 Habits<sup>©</sup> of leadership in our Leader in Me<sup>©</sup> program, an integral part of our school. For more information about this program and our approach to leadership, see the 7 Habits<sup>©</sup> & Faith Integration section at the end of this handbook.

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## Student Conduct

God's Word has much to reveal to us, including our model for conduct.

*"Therefore, if you have any encouragement from being united with Christ, if any comfort from his love, if any common sharing in the Spirit, if any tenderness and compassion, then make my joy complete by being like-minded, having the same love, being one in spirit and of one mind. Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others." Philippians 2:1-4*

An environment that is stable and is characterized by respect, acceptance, and co-operation inspires trust and motivates learning.

### **Code of Conduct**

We expect all members of our school community to be respectful and responsible.

Respect:

- We are to respect God and His name
- We are to respect all those in authority and listen to what they say
- We are to respect other people, their space, their property, and their reputations
- We are to respect ourselves

Responsibility:

- We are responsible for our attitudes and our actions
- We are responsible for our work and contributions as students and teachers
- We are responsible for our possessions
- We are responsible for our school
- We are responsible to care for each other

### **Discipline Policy**

As a Rocky View school, we follow the discipline policy of the Division. As a Christian school, our approach to discipline flows from our relationship with Jesus Christ. The standards of behaviour are based on God's Law – the 10 Commandments. Here, we find the commands to love and respect God, honour and respect all those in authority, and treat others in ways which protect and uphold their wellbeing, possessions, and reputations. We expect all members of our school community to accept these standards of Godly behaviour.

Our goals are for students to learn these standards, desire to live by them, and have the courage to do what is right, even when it is difficult.

We understand that while God's Law sets the standards for good behaviour, it is unable to nurture a desire to do what is right. Only God's forgiving power and unconditional love can work this desire in our hearts. We know our students are children loved by God, redeemed through Jesus' death and resurrection. It is in this context that we are able to help our students recognize when they have done wrong, offer them forgiveness, and help them live according to God's desire for our lives. Students, then, are free to learn in a setting which upholds high moral standards and allows for a loving, safe environment where everyone can learn and live in community with one another. It is our hope that all students will respond favorably to the expectations of conduct.

The process of teaching self-discipline involves parents, and for that reason, parents will be notified if a pattern of inappropriate behaviour develops.

To help students learn self-discipline and practice good behaviour, school staff will respond to misbehaviour by:

- Reminding the student of the expectations
- Warning the student of the consequences of poor choices
- Assigning logical consequences
- Removing the student from the situation (for example, giving a reset time or rearranging seating)
- Removing a privilege



- Confiscation of items that are a distraction or not allowed
- Assigning a task
- Removing the student from the classroom
- Having the student phone a parent or guardian to explain the problem
- In-School or Out-of-School Suspension
- Disciplinary Probation
- Expulsion

Any of these steps may be used when deemed appropriate, and parents may be notified at any point, especially if a pattern of misbehaviour arises.

In cases of serious misbehavior, Prince of Peace follows Rocky View Schools' procedure for suspension and expulsion. You may find this procedure at [Rocky View Schools Administrative Procedure](#).

Prince of Peace is a Christian community led by staff dedicated to their mission. This means that we are committed to resolving conflict situations together, implementing principles from Matthew 18 as much as possible (i.e. go to the person or persons involved directly, FIRST, when solving a problem).

*"If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses." (Matt 18:15-16)*

### **Behaviour Unbecoming**

A life of respect and responsibility means avoiding ungodly behaviour such as theft, lying, gossip, slander, profanity, vulgarity, sexual impropriety, violence, threatening behaviour (including written or electronic threats) and use of harmful substances such as tobacco or illegal substances. In addition, possession of any weapon is prohibited. These include: firearms, knives, bb guns, pellet guns, or any projectile firing devices. This behaviour will lead to immediate disciplinary action, which may include suspension or expulsion.

### **Bullying**

Bullying occurs when one person intentionally hurts another, by using hurtful words or threats, physical intimidation, assault, or social exclusion. Bullying is usually repeated and often part of a pattern. Every member of our school community deserves to be safe and secure at school and free from bullying. In order to prevent bullying from occurring, anyone who is bullied or witnesses bullying is to report the situation to a staff member immediately. Parents are also encouraged to speak with administration if they suspect a bullying problem. Any students involved in bullying will be dealt with according to the discipline policy of the school. It is everyone's responsibility to keep our school safe for all.

### **Damaged or Destroyed Property**

We expect our students to treat all school property, including school supplies, equipment, and facilities, with respect. If any property is damaged or destroyed because of deliberate misuse or carelessness, it must be reported immediately to a teacher, and the student's family will be responsible for replacement or repair of the item. Any repairs must meet the satisfaction of the principal.

## **General Information**

### **Admissions**

All families interested in the Christian education we offer are welcome to attend our school, regardless of their faith background. Our school is here to serve the entire community. As our school is a school of choice, the principal shall review every application for admission and include the following factors when considering to accept students from outside the attendance area: availability of personnel and resources, size and composition of classes, impact on other division schools, enrolment priorities and projected enrolment.

Registration procedures for the following school year are as follows:

Round #1: Re-registration of CURRENT students (first weeks in January)

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- Round #2: Registration of siblings (later in January)  
Round #3: Registration of residents of Rocky View County and members of Prince of Peace Lutheran Church (February)

- Admission to kindergarten is granted to students who turn five on or before the last day of February of that school year.
- Admission to grade 1 is granted to students who turn six on or before the last day of February of that school year.

If classes are full, student names will be placed on a waiting list. Common practice is to fill openings from the waiting lists according to the factors stated above.

## **Attendance, Absences, and Tardiness**

Punctual, regular attendance is essential to ensure success at school and helps children develop a sense of responsibility. Students should arrive each day before classes begin so they can be well prepared for the day. As per the Alberta School Act, attendance is compulsory and necessary for success.

### **Absence Procedures**

Attendance is taken first thing in the morning during homeroom. Parents/guardians are required to inform the school when students will be absent or late. Call the office at (403) 285 - 2288 with the full name and grade of your child, and the reason for absence. Illness, medical appointments, and family emergencies are considered excusable absences. We will attempt to contact parents in the event of an unexplained absence. Please help us by ensuring we have your current phone numbers including emergency contacts.

If children are to be excused from physical education or recess, a note of explanation is required. Without a note, students are expected to participate in normal daily activities.

### **Arriving Late and Leaving Early**

Please be punctual. Late arrivals are disruptive to instruction and do not provide the best start to learning. Students who arrive after 8:30 a.m. must be signed in at the office. Students are expected to arrive promptly to all classes. Classroom teachers will handle individual incidents of tardiness. Chronic tardiness will be referred to Administration. Since many students are driven to school, parent cooperation with arriving on time is essential.

Students leaving the school before the end of the school day are required to be signed out by a parent or guardian. For security purposes, the school reserves the right to decide if a student can be released to the care of an adult other than those on record. Parents are asked to ensure records, including contact numbers, are up-to-date. Parents must provide written permission for someone other than those named on file to pick up their child.

### **Extended Absences**

In the event of any extended absence (excluding illness), parents must provide a note stating the nature and duration of the absence. This note should be addressed to the principal and delivered one week prior to the start of the absence. Consistent attendance is essential to children's academic success. Extended absences during the school year affect students' performance. Since the materials, concepts, and skills covered during instructional time are often prerequisites to future studies, an extended absence could affect a student's ability to meet curriculum expectations. We ask parent to consider this carefully. Teachers are not obligated to provide instructional materials to students for extended absences.

## **Chapel**

Every Wednesday, the students and teachers gather for a chapel service, led by the church and school staff. Parents and friends are always welcome to join us. There are three Chapel times in the day: 8:40 - 9:25, 12:45 - 1:30, and 2:20 - 3:10.

A voluntary offering is taken during each chapel service which goes to special mission projects during the school year.

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## **Criminal Record Checks**

(See [Volunteer](#) section) All volunteers and all employees of the church and school, including substitute teachers, must undergo a Criminal Record Check. An annual declaration must be on file at the school. Forms are available in the office.

## **Emergency Response**

Prince of Peace, has an Emergency Preparedness and Critical Response Plan, which lists the procedures we would follow in the event of school emergencies. The most effective and efficient actions will be taken as quickly as possible to ensure the safety of all students and staff. A copy of the Emergency Preparedness and Critical Response Plan is available at the school office and our web site as follows:

[http://www.rockyview.ab.ca/parents/assets\\_parents/RVS-Parent-Summary.pdf](http://www.rockyview.ab.ca/parents/assets_parents/RVS-Parent-Summary.pdf)

## **Fees**

In addition to the annual fees set by our school to provide for resources and activities to enhance education, Prince of Peace families are charged an Alternative School Fee which covers costs related to the Christian portion of our program. School fees help maintain student access to high quality materials and transportation services. You can help reduce the administrative time spent in the collection and record keeping process by paying your school fees as soon as possible.

The list of all fees can be found on our website under the heading [Our School](#).

Parents are encouraged to pay school fees via [School Cash Online](#). Invoices for fees will be electronically distributed at the end of September.

## **Field Trips**

Out of school excursions play an important role in making connections between classroom learning and the world around us. Such field trips are intentionally planned to enhance and authenticate learning experiences from the classroom.

In order for students to participate in field trips, a Field Trip Authorization and Release form must be signed by a child's parent/guardian and be on file at the office. Notification and consent regarding individual field trip locations and dates are sent home with students in advance of the event. Associated fees will be charged to parents' SchoolCash Online accounts.

We hope that interested parents will volunteer on occasion to help as guides or supervisors on field trips. For effective supervision and safety reasons, we would ask that parents volunteering for field trips not bring other children.

## **Health and Medication**

### **Allergy Aware School**

Prince of Peace is an "Allergy Aware" school. Being allergy aware means we take precautions to reduce the chance of exposing students to allergens while acknowledging that it is impossible to eliminate all risk. When you walk through the school you will see signs posted in our hallways and classrooms.

- Classrooms that have students with known severe allergies, such as latex, peanuts, nuts, shellfish, and milk, will have signs indicating that there are students with severe food allergies in that classroom. We will emphasize the need for all students to take extra care when washing their hands and desks after eating at snack time and at lunch.
- Signs indicating a "Peanut/Tree Nut Aware" environment are also posted on the entry doors. For our children's safety, we request that parents avoid sending foods containing peanuts or tree nuts.

The staff is made aware of all students with allergies and are instructed as to how to handle situations should an allergic reaction occur. Teachers talk with their students and make the necessary accommodations within their room, and parent volunteers in the classroom are also made aware of allergies. A class presentation may occur to help students better understand.

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Parents of students with allergies, severe allergies or asthma are encouraged to complete the medical information portion on the Student Registration Form. Any medical information we have on file on behalf of a student is sent home yearly for parents to make any necessary changes. For those who require epipens, the epipen must be accessible at all times. In collaboration with parents/guardians, a decision on how this will occur will be made for each individual child.

### **Illness**

Children need not stay away from school for minor illnesses, but in the following situations, a child should remain at home for recovery:

- The child has any of the following symptoms: fever, diarrhea, vomiting, difficulty breathing, lethargy, uncharacteristic irritability, persistent crying.
- Illness that results in a greater need for care than the staff can provide without compromising the health and safety of other children.

### **Medications at School**

If a child requires medication at school, the parents must fill out a permission form and give specific, written instructions for administration. No medication of any kind will be administered by school staff unless it is part of a physician authorized medical treatment plan.

Any medicine a child needs while at school must be kept at the office. All inhalers for students with asthmatic conditions will be kept in the office unless other arrangements are made with school administration. If it is necessary for staff to administer medication to a student, a Student Medication Administration Approval Form needs to be completed and signed by a parent and family physician. For more information and forms regarding administering medication or medical treatment for students please visit Rocky View Schools [Administrative Procedure 316](#) and [AF316 Administering Medication or Medical Treatment to Students](#).

### **Lockers and Desks**

Students in grades 2 - 9 will have assigned lockers. School locks are provided to students and only school locks are to be used. Students are responsible for the repair of any damage to the locker. Any abuse of locker use may result in loss of privilege.

The school has the right to search all areas provided to students for personal storage such as lockers and desks in order to maintain school discipline and ensure student safety.

Students are expected to:

- Only use the lock and locker that are assigned to them.
- Keep the combination numbers a SECRET.
- Not place stickers or permanent marks of any kind on the locker.

### **Lost and Found**

To prevent lost clothing and personal items, especially uniform clothes, mark each piece well with first and last names or initials. Found items will be placed in the Lost & Found area outside the office. Please check this area often for your child's items. Any unclaimed items will be donated to good-will.

### **Parking and Student Drop-off/Pick-up**

Our parking lot is busy. Please take extra care to watch your surroundings. Student Crossing Guards will be on duty before and after school helping pedestrians move across the road safely.

### **Morning Drop-off Expectations**

Please arrive no sooner than 7:50 a.m. as students must remain outdoors until the school is opened at 8:10 a.m. Supervisors will let students into the school at that time. If the weather is of concern, students may be permitted inside earlier.

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For students who are driven to school, morning drop-off is located along the North side of the building by the bridges. The loop in front of the school is reserved for buses and under no circumstances should vehicles be in this loop. DO NOT drop-off in the parking lot or at the end of the loop along the playground.

Drivers must park in a designated stall in the parking lot if they intend to step out of their vehicle.

### **After School Pick-up Expectations**

The process for student pick-up at the end of the day looks a little different than the morning drop-off. In the main parking lot, drivers may only use the marked parking stalls. Once those stalls are full, drivers must use the Overflow Parking Lot across the road. Any driver not in a marked stall will be directed to park in the Overflow Lot. If drivers are in the loop, please DRIVE SLOWLY and move up to eliminate congestion.

Use a "Zipper Merge" process when exited the lot to keep the flow of traffic moving and prevent long lines of stacked up vehicles.

Drivers are discouraged from using Luther Rose Blvd to the South as it is a private road. When driving anywhere on the Prince of Peace property, watch out for seniors as well as other pedestrian traffic.

### **Personal Items from Home**

As a general rule, items from home such as toys or collections should not be brought to school. Any personal items students bring, including electronics, are brought at their own risk. If they become distractions, the items will be collected by a staff member and returned to student at the end of the school day or to the parent, if necessary. Any valuables brought to school can be given to a school administrator for safe storage.

### **Playground and School Wide Rules**

In addition to acting responsibly and treating others with respect, the following rules apply:

- No play fighting.
- Hands off (no pulling, grabbing, pushing, kicking, tackling, hitting, etc.).
- All equipment is to be used as designed. No hanging off basketball hoops or walking up slides.
- With the exception of balls being used for a game, no throwing objects, including snowballs.
- No kicking or throwing objects against the building.
- No climbing on fences.
- At recess times, all students are to remain outside within the designated play area unless they are given permission by a teacher to do otherwise.
- No bikes, scooters, or skateboards are allowed during school time.
- Students must not leave the school property for any reason unless accompanied by their parent/guardian or a staff member.

### **School Closure**

During severe weather conditions, it is ultimately the responsibility of parents to determine if it is unsafe for their children to attend school for the day.

In the event that school has to be canceled for any reason, including inclement weather, the following procedures will be followed to notify parents:

1. The school will make a reasonable attempt to contact parents by phone through the use of the emergency contact list.
2. Decisions to close school because of inclement weather or other emergencies for all Rocky View Schools will be made before bus transportation begins for the day.
3. All closures will be announced on radio stations CBC, CHFM Lite96, 66 CFR, JACK FM, QR77, Country 105, CKMX 1060, CJAY 92 and on CTV, City TV and Global News Morning Edition.

4. Information regarding school closure or operational delays will also be available on the school website and on the Rocky View Schools website.
5. In the event that school is open but an individual bus driver deems it unsafe to drive their route, the driver will telephone parents. Parents will have the option of transporting their children to and from school.

## **Transportation (Contact Phone Number 403-945-4138)**

As part of the safe and caring environment we value for kids, we want to ensure that the bus ride to and from school provides an equally safe and caring experience. The following information will bring clarity to routine for students and families to help everyone do just that.

Our transportation provider is Southland Transportation. Southland has an online information centre called My School Bus Monitor. Southland's My School Bus Monitor is the place to find out route information including late buses. Visit the website to create a parent login and register for busing updates by email.

**<http://www.myschoolbusmonitor.ca/ParentLoginNew.aspx>**

Rocky View Schools' Late Bus Information Line (403.250.0016) gives up-to-date information regarding all bus routes.

Bus passes must be carried by students and they must swipe the bus pass when getting on and off the bus. It is recommended that the passes be attached to the outside of the backpack to make this process easier for students.

### **Busing - Student Code of Conduct**

Students on the bus remain under the responsibility and authority of the school and are expected to follow all school rules. Bus safety is the responsibility of the bus driver, school bus passengers and their parents. Parents and students are asked to be familiar with and supportive of the following Code of Conduct:

1. **Following the instructions of the bus driver at all times.**  
The driver is in full charge of the bus and responsible for your safety.
2. **Being considerate of other passengers and the bus driver.**  
Mutual consideration creates a pleasant atmosphere on the bus. There is zero tolerance of personal harassment of bus drivers or other passengers. Harassment is any behavior that denies individuals their dignity and respect.
3. **Having respect for the bus and its contents.**  
Parents/students will be expected to pay for damage caused by the student.
4. **Sitting squarely in the seat, facing forward. Keep head, limbs and objects inside the bus and out of the bus aisle.**  
This is the safest way to travel on a school bus and may prevent serious injury.
5. **Keeping noise on the bus to a minimum.**  
Loud noises or shouting are dangerously distracting to the driver.
6. **Arriving at the bus stop 5 minutes prior to the scheduled pick up time.**  
If passengers are punctual the bus driver is able to maintain a schedule and students will arrive at school on time.

### **Transporting Items and Equipment**

The Transportation Department will try to accommodate students with the transportation of articles and equipment for extra-curricular activities (e.g. musical instruments, sports equipment). Check with your child's bus driver. However, some items will not be able to be transported due to safety concerns or available space.

While being transported on a school bus, students are prohibited from carrying laser pens, matches or lighters, drugs, alcohol, weapons of any kind, fuel or any other items that may pose a threat to the passengers on the bus. For any other items or for special permission, please check with your school bus driver prior to boarding the school bus.

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## **Uniforms** *(Details on the next page)*

Uniforms enhance school pride and community spirit. They foster a sense of unity, decorum and dignity. Students are expected to dress in a manner that shows respect for the educational environment and is well suited for learning activities.

We expect all members of our learning community to review our Uniform Policy carefully found on the pages that follow.

### **Expectation and Enforcement:**

- It is the expectation that every parent/guardian will work with the school to have students follow the uniform policy.
- Non-compliance with the school uniform policy may result in a phone call to the parent/guardian requiring they bring the proper uniform clothing to the school. Students will wait in the office until arrangements are made.

## **Volunteers**

Our school encourages volunteers to help with classroom activities and special events. We value your gifts of time and talent to support learning and build a strong community. Please sign in at the office upon arrival.

All volunteers must have a criminal record check on file annually. Form are available in the office. Complete this form with the appropriate police department:

- Residents of Calgary: Calgary Police
- Residents of Chestermere: Chestermere RCMP
- Residents of Rocky View County (outside of Chestermere): Strathmore RCMP

# Prince of Peace Lutheran School - Uniforms (Fall 2019)

Uniforms enhance community spirit and school pride. They foster a sense of unity, decorum and dignity. Students are expected to dress in a manner that shows respect for the educational environment and is well suited for learning activities.

It is expected that every parent/guardian will work with the school to have their children follow the uniform policy. Non-compliance with the school uniform policy may result in a phone call home requiring parent/guardian to bring proper uniform items to school. The student will wait in the office while arrangements are made.

McCarthy Uniform is our supplier. All uniform pieces (excluding socks, tights, shoes, belts, and bottoms) are required to be purchased through McCarthy Uniforms or directly through the school's stock of used uniforms. Students may continue to wear pre-purchased uniform items that fit the current policy, unless they are in poor repair (i.e. ripped, worn, faded, or permanently soiled).

We welcome the return of gently used uniform pieces to be donated back to the school. We have a limited supply of used uniform items ready for purchase at a reduced price. See office for more details.

## McCarthy's Contact Information:

Address: #205, 5911 3 St. S.E., Calgary

Phone Number: 403 - 252 - 9342 or 1 - 800 - 668 - 8261

Website: [www.mccarthyuniforms.ca](http://www.mccarthyuniforms.ca)

## GENERAL INFORMATION

- All uniforms worn to school must be well cared for, clean, and in good condition.
- Students are not required to own all the items on the list. Parents can choose from the items listed.

## UNIFORM BOTTOMS

- At least one pair of uniform pants **MUST** be purchased from McCarthy's. Use McCarthy pants as the standard for what all uniform pants should look like.
- **All uniform bottoms** must be completely black and free of stripes, logos, labels, and outside pockets.
- Additional bottoms may be purchased at other location **ONLY with prior approval** from a school administrator, as long as they are equivalent to the bottoms sold through McCarthy. To receive approval, please bring the item in to an administrator **before** your child wears it.
- Walking shorts for girls and boys will be worn with plain black or white socks.
- **NOT acceptable** - Any tight-fitting bottoms (leggings worn alone, yoga pants); denim or pants that resemble jeans; pants with stitched back pockets or rivets; sweat pants; pants with elastic at the ankle.

## TOPS

- Dress shirts (button down long sleeve) may be worn tucked in or untucked.
- Dress shirts must not have other shirts layered beneath them.
- Band students require a white dress shirt for performances.
- Plain white or black shirts may be worn under near uniform tops but cannot hang below them.
- Knitted vests will be worn with a uniform shirt beneath.

## SKORTS, TUNICS & KILTS

- All skirts must have either built-in shorts or Modesty Shorts worn beneath (available through McCarthy).
- Tunics must be worn with a logo uniform shirt beneath.
- Leggings under skirts are acceptable. Leggings are **NOT** to be worn alone without a skirt.
- Tunics, skorts and kilts will be worn with plain black or white tights or knee-high socks.

## SHOES

- Shoes must be mostly neutral in colour and have non-marking soles. Shoes that detract from the uniform, shoes with commercial designs or large brand symbols (for example Nike or "Spiderman"), shoes with wheels, and shoes with flashers and sequins are not allowed. In summer, neutral coloured dress-sandals (not flip-flops) are allowed with shorts or skirts.



## GIRLS

<p><b>Items available ONLY through McCarthy Uniforms</b></p> <ul style="list-style-type: none"> <li>• Short sleeve French Cut Blouse with logo <i>(white)</i></li> <li>• Short sleeve golf shirt with logo <i>(white, maroon or green; girls cut by special order)</i></li> <li>• Long sleeve golf shirt with logo <i>(white, maroon or green; girls cut by special order)</i></li> <li>• Knitted vest with logo <i>(black)</i></li> <li>• V-Neck Pullover with logo <i>(black)</i></li> <li>• Full Zip Fitted Jacket with logo <i>(black)</i></li> <li>• Black and White Tartan Kilt <i>(has built-in shorts)</i></li> </ul>	<p><b>Items that may be purchased from another store <u>with prior approval</u></b></p> <ul style="list-style-type: none"> <li>• Girls Box Pleated Tunic <i>(black)</i></li> <li>• Side Pleated skort <i>(black)</i></li> <li>• Casual Dress pants <i>(black)</i></li> <li>• ¾ Length Capri Pants <i>(black)</i></li> <li>• Walking Shorts <i>(black)</i></li> <li>• Modesty shorts <i>(black; for wear beneath skirts)</i></li> </ul>
<p><b>Items available through McCarthy Uniforms or elsewhere; No prior approval required</b></p> <ul style="list-style-type: none"> <li>• Neutral-coloured shoes or running shoes <i>(black, white, grey or brown with minimal colour details).</i></li> </ul>	

## BOYS

<p><b>Items available ONLY through McCarthy Uniforms</b></p> <ul style="list-style-type: none"> <li>• Short sleeve dress shirt with logo <i>(white)</i></li> <li>• Long sleeve dress shirt with logo <i>(white)</i></li> <li>• Short sleeve golf shirt with logo <i>(white, maroon or green)</i></li> <li>• Long sleeve golf shirt with logo <i>(white, maroon or green)</i></li> <li>• Full Zip Fitted Jacket with logo <i>(black)</i></li> <li>• Knitted vest with logo <i>(black)</i></li> <li>• Dress sweater with logo <i>(black)</i></li> <li>• Rugby Shirt with logo <i>(green, maroon; by special order)</i></li> </ul>	<p><b>Items that may be purchased from another store <u>with prior approval</u></b></p> <ul style="list-style-type: none"> <li>• Casual Dress Pants <i>(black)</i></li> <li>• Walking Shorts <i>(black)</i></li> </ul>
<p><b>Items available through McCarthy or elsewhere; No prior approval required</b></p> <ul style="list-style-type: none"> <li>• Neutral-coloured shoes or running shoes <i>(black, white, grey or brown with minimal colour details).</i></li> </ul>	

## GIRLS and BOYS

### Physical Education mandatory items for Grades 5–9

<p><b>Items available ONLY through McCarthy Uniforms</b></p> <p>Uniform gym t-shirt with logo <i>(grey)</i> Uniform gym shorts <i>(black)</i></p>	<p><b>Items that must be purchased elsewhere; No prior approval required</b></p> <ul style="list-style-type: none"> <li>• Neutral-coloured running shoes with non-marking soles</li> </ul>
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**Leadership is having the WISDOM to know what is true and right, having the COURAGE to stand on the truth doing what is right, even when it is difficult or unpopular, and using my unique, God-given gifts to help and SERVE others.**

The fear of the Lord is the beginning of WISDOM

# Wisdom

Be strong and COURAGEOUS. Do not be terrified; do not be discouraged, for the LORD your God will be with you wherever you go.

# Courage

Whoever wants to become great among you must be your servant... just as the Son of Man did not come to be served, but to SERVE.

# + Service

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# Leadership

# The 7 Habits of Highly Effective People® & Leader in Me® at Prince of Peace Lutheran School

## Connections to our Christian Identity

1. Our definition of leadership:

***Leadership is having the WISDOM to know what is true and right, having the COURAGE to stand on the truth and do what is right, even when it is difficult or unpopular, and using my unique, God-given gifts to help and SERVE others.***

We view the 7 Habits® leadership program as rooted in and built upon Biblical foundations. The Christian foundation is characterized in Ephesians 2:8-10:

*"For it is by grace you have been saved, through faith—and this not from yourselves, it is the gift of God—not by works, so that no one can boast. For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do."*

Important concepts from this passage:

- a. The price has been paid by Christ for everyone to be saved, which implies we were all in need of saving. All of us have been born into sin and are helpless to save ourselves. All of us need a Saviour.
  - b. Our salvation and innate value flows from what God has done for us... created us and saved us through Jesus. Our salvation and innate value do not flow from what we do. It is completely God's work.
  - c. God created us and saved us for a purpose: to do good works. He has a plan for us and has even prepared the way for us in this plan. He is working in our lives so that we become more like Him. He is the master artist making us into His workmanship, His masterpieces. It is within this context that we build leadership skills and enact habits of effectiveness. These habits are some of the good works that God has prepared in advance for us to do.
2. The reality is that Jesus is the first "Leader in Me". We have a loving God who created us, leads us into paths of righteousness, and actually lives in us! When we recognize that Christ is the Leader in all of us, we then can follow Him to become leaders ourselves, being His hands and feet to the world.

*Psalm 23:1-3 "The LORD is my shepherd, I shall not be in want.  
He makes me lie down in green pastures,  
he leads me beside quiet waters, he restores my soul.  
He guides me in paths of righteousness  
for his name's sake."*

*1 John 4:15 "If anyone acknowledges that Jesus is the Son of God, God lives in him and he in God."*

## Habit 1: Be Proactive

1. I am a product of who God has made me and of my choices.
2. Habit 1 is all about choices. Here is what the Bible teaches about choice.
  - a. When God created us, He created us with the ability to choose. The first choice in history was the choice of Eve: to listen to God or the serpent. Adam then had the same choice, whether to listen to God or not. We also have the same choice to make today. To whom will you listen?

*Genesis 3:1-7 "Now the serpent was more crafty than any of the wild animals the LORD God had made. He said to the woman, "Did God really say, "You must not eat from any tree in the garden?"  
The woman said to the serpent, "We may eat fruit from the trees in the garden, but God did say, "You must not eat fruit from the tree that is in the middle of the garden, and you must not touch it, or you will die." "  
"You will not surely die," the serpent said to the woman. "For God knows that when you eat of it your eyes will be opened, and you will be like God, knowing good and evil."*

*When the woman saw that the fruit of the tree was good for food and pleasing to the eye, and also desirable for gaining wisdom, she took some and ate it. She also gave some to her husband, who was with her, and he ate it. Then the eyes of both of them were opened, and they realized they were naked, so they sewed fig leaves together and made coverings for themselves.”*

- b. Because of our sin, we are unable to choose to believe in God (just as a blind person cannot choose to see or a dead person cannot choose to live or an imprisoned person cannot choose to be free). The power to believe in God (faith) is a gift, and it comes only through the Holy Spirit’s work in our hearts. The Holy Spirit works through the Word (Bible) and the means of grace (baptism and holy communion). Although we cannot choose God, we can resist His call to believe.

*Romans 9:16 “It does not, therefore, depend on man's desire or effort, but on God's mercy.”*

*John 15:16 “You did not choose me, but I chose you and appointed you to go and bear fruit—fruit that will last.”*

*Colossians 2:13-14 “When you were dead in your sins and in the uncircumcision of your sinful nature, God made you alive with Christ. He forgave us all our sins, having canceled the written code, with its regulations, that was against us and that stood opposed to us; he took it away, nailing it to the cross.”*

- c. Good choices do not produce salvation. No matter how good of a life we live, only perfection pleases God, and no one is perfect.

*Romans 3:23 “All have sinned and fall short of the glory of God.”*

*Matthew 5:48 “Be perfect, therefore, as your Heavenly Father is perfect.”*

- d. Through faith in Jesus, we have the opportunity daily to make good choices, and it is in those choices that we become more like Christ. It is through those choices that we testify to the life within us and show others the reality of Christ in our lives. Living the Habits<sup>®</sup> is part of our response to what God is doing in our lives. When we fail to make good choices, we fall back on the promises of love and forgiveness that Jesus offers freely.

*1 John 1:8-9 “If we claim to be without sin, we deceive ourselves and the truth is not in us. If we confess our sins, he is faithful and just and will forgive us our sins and purify us from all unrighteousness.”*

*James 2:14-17 “What good is it, my brothers, if a man claims to have faith but has no deeds? Can such faith save him? Suppose a brother or sister is without clothes and daily food. If one of you says to him, “Go, I wish you well; keep warm and well fed,” but does nothing about his physical needs, what good is it? In the same way, faith by itself, if it is not accompanied by action, is dead.”*

- 3. We can remember that God himself was very proactive in dealing with us and our sinful condition. He did not react in quick anger, but instead took the initiative to set in place a salvation plan, through Jesus.

*John 3:16-17 “For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life. For God did not send his Son into the world to condemn the world, but to save the world through him.”*

*Psalms 103:8 “The LORD is compassionate and gracious, slow to anger, abounding in love.”*

- 4. Proactive vs. Reactive Choices: We have choices for how to respond in life. When we are reactive, our natural reactions are often sinful. It is dangerous to live reactive lives. Being proactive really is about exercising self-control.

*1 Peter 1:13 “Therefore, prepare your minds for action; be self-controlled; set your hope fully on the grace to be given you when Jesus Christ is revealed.”*

- 5. Proactive language focuses on the power of words. The words we choose to use can build up and encourage or they can tear down and destroy. God’s Word is creative and redemptive. Christ, himself, is the Word!

*John 1:1-5... 14 "In the beginning was the Word, and the Word was with God, and the Word was God. He was with God in the beginning. Through him all things were made; without him nothing was made that has been made. In him was life, and that life was the light of men. The light shines in the darkness, but the darkness has not understood it... The Word became flesh and made his dwelling among us. We have seen his glory, the glory of the One and Only, who came from the Father, full of grace and truth."*

*1 Thessalonians 5:11 "Therefore encourage one another and build each other up, just as in fact you are doing."*

6. There are things in our lives we can and cannot control. The Habits<sup>©</sup> calls this the Circle of Influence and Circle of Concern. When there are things we cannot control but are concerned about, we can leave them in the hands of our God who is in control over all. This helps alleviate worry. We then can focus on what we are called to do, influence others and control ourselves as God calls us to do.

*Luke 12:22-32 "Then Jesus said to his disciples: "Therefore I tell you, do not worry about your life, what you will eat; or about your body, what you will wear. Life is more than food, and the body more than clothes. Consider the ravens: They do not sow or reap, they have no storeroom or barn; yet God feeds them. And how much more valuable you are than birds! Who of you by worrying can add a single hour to his life? Since you cannot do this very little thing, why do you worry about the rest? "Consider how the lilies grow. They do not labor or spin. Yet I tell you, not even Solomon in all his splendor was dressed like one of these. If that is how God clothes the grass of the field, which is here today, and tomorrow is thrown into the fire, how much more will he clothe you, O you of little faith! And do not set your heart on what you will eat or drink; do not worry about it. For the pagan world runs after all such things, and your Father knows that you need them. But seek his kingdom, and these things will be given to you as well.*

*"Do not be afraid, little flock, for your Father has been pleased to give you the kingdom."*

## **Habit 2: Begin with the End in Mind**

1. God began with an end in mind. When He created everything, it was good and He had full relationship with His creation. After the Fall, He immediately put in place a plan to restore fallen creation (Genesis 3). His desire and mission remain that every person come back into his family and live with him forever. The only way this happens is through faith in Jesus.

*Genesis 1:31 "God saw all that he had made, and it was very good. And there was evening, and there was morning - the sixth day."*

*Genesis 3:14-15 "So the LORD God said to the serpent, "Because you have done this, Cursed are you above all the livestock and all the wild animals!*

*You will crawl on your belly and you will eat dust all the days of your life.*

*And I will put enmity between you and the woman,  
and between your offspring and hers; he will crush your head,  
and you will strike his heel."*

*1 Timothy 2:3-4 "This is good, and pleases God our Savior, who wants all men to be saved and to come to a knowledge of the truth."*

2. As Christians, our personal missions flow from God's mission. He created us with an end in mind and has given each of us unique interests, giftedness, and abilities. It is in God we find the mission and purpose for which we have been created.

*Ephesians 2:10 For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them.*

*Romans 12, 1 Corinthians 12, Ephesians 4 (the Spiritual Gift Chapters)*

## Habit 3: Put First Things First

1. What are God's "First Things"?

*Matthew 6:33 "But seek first his kingdom and his righteousness, and all these things will be given to you as well."*

*Matthew 22:36-40 "Teacher, which is the greatest commandment in the Law?" Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself. All the Law and the Prophets hang on these two commandments."*

2. Priorities are important. Knowing the difference between what is important and what is not helps us to set priorities. What about God's priorities? What is truly important in His eyes? For a good contrast between what is important to God and what is important for sinful people, see Christ's words to the Pharisees, where he shows that people and their relationship with God is more important than appearances, conforming to man-made rules and selfish pride:

*Matthew 23:13-27 which includes:*

*"Woe to you, teachers of the law and Pharisees, you hypocrites! ... But you have neglected the more important matters of the law—justice, mercy and faithfulness. ...*

*"Woe to you, teachers of the law and Pharisees, you hypocrites! You clean the outside of the cup and dish, but inside they are full of greed and self-indulgence. Blind Pharisee! First clean the inside of the cup and dish, and then the outside also will be clean.*

## Habit 4: Think Win-Win

1. Thinking Win-Win does not come naturally, because it means we have to be very aware of others, valuing their desires and interests just as much as we value our own. Christ teaches us to put others first.

*Philippians 2:3-4 "Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others."*

*Luke 6:29-31 "If someone strikes you on one cheek, turn to him the other also. If someone takes your cloak, do not stop him from taking your tunic. Give to everyone who asks you, and if anyone takes what belongs to you, do not demand it back. Do to others as you would have them do to you."*

## Habit 5: Seek First to Understand, Then to Be Understood

1. We need to first listen to God in His Word and seek to understand His will, then to align our understanding to His.

*Romans 12:2 "Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing and perfect will."*

2. This habit is also all about putting others first and really listening to them to understand their perspectives and interests, without losing our own.

*Philippians 2:3-4 "Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others."*

## Habit 6: Synergize

1. This habit is all about valuing differences. God has made us all unique and our differences enhance our community. The clearest picture of this in the Bible is the description of the body of Christ.

*1 Corinthians 12:12-27: "The body is a unit, though it is made up of many parts; and though all its parts are many, they form one body. So it is with Christ. For we were all baptized by one Spirit into one body - whether Jews or Greeks, slave or free - and we were all given the one Spirit to drink.*

*Now the body is not made up of one part but of many. If the foot should say, "Because I am not a hand, I do not belong to the body," it would not for that reason cease to be part of the body. And if the ear should say, "Because I am not an eye, I do not belong to the body," it would not for that reason cease to be part of the body. If the whole body were an eye, where would the sense of hearing be? If the whole body were an ear, where would the sense of smell be? But in fact God has arranged the parts in the body, every one of them, just as he wanted them to be. If they were all one part, where would the body be? As it is, there are many parts, but one body.*

*The eye cannot say to the hand, "I don't need you!" And the head cannot say to the feet, "I don't need you!" On the contrary, those parts of the body that seem to be weaker are indispensable, and the parts that we think are less honorable we treat with special honor. And the parts that are unpresentable are treated with special modesty, while our presentable parts need no special treatment. But God has combined the members of the body and has given greater honor to the parts that lacked it, so that there should be no division in the body, but that its parts should have equal concern for each other. If one part suffers, every part suffers with it; if one part is honored, every part rejoices with it.*

*Now you are the body of Christ, and each one of you is a part of it."*

2. The value we place on each other and the love we show each other will be a witness to Christ.

*John 13:35 "By this all men will know that you are my disciples, if you love one another."*

## Habit 7: Sharpen the Saw

1. Sharpening the Saw is about renewal and balance: physical, relational, intellectual, and spiritual. It is about health. God wants us to take care of the gift of life we have been given in our bodies.

*Genesis 2:2-3 "And on the seventh day God finished his work that he had done, and he rested on the seventh day from all his work that he had done. So God blessed the seventh day and made it holy, because on it God rested from all his work that he had done in creation."*

*1 Corinthians 6:19-20 "Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body."*

*Matthew 11:28-30 "Come to me, all you who are weary and burdened, and I will give you rest. Take my yoke upon you and learn from me, for I am gentle and humble in heart, and you will find rest for your souls. For my yoke is easy and my burden is light."*

*Isaiah 40:30-31 "Even youths grow tired and weary, and young men stumble and fall; but those who hope in the LORD will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint."*