

# Parent Handbook



## Peace Lutheran School

3161 Lawndale Rd.

Saginaw, MI 48603

Phone: 989.792.2581 Fax: 989.792.8266

[www.peacesaginaw.net](http://www.peacesaginaw.net)

## TABLE OF CONTENTS

### I. Philosophy and Administration

A. Statement of Non-discrimination .....	5
B. Why Peace Lutheran Church Maintains a Christian Day School.....	5
C. Credo of Peace Lutheran School.....	6
D. The Christian Home.....	7
E. Administration.....	7
F. Faculty .....	7
G. Accreditation.....	8
H. Relation to Public Schools .....	8

### II. Entrance Policies

A. Whom We Serve.....	8
B. Age.....	8
C. Certificate of Birth.....	9
D. Application and Deposit.....	9
E. Previous Schooling.....	9
F. Immunizations.....	9

### III. Financial Information

A. Support.....	9
Member Worship Attendance Policy.....	10
B. Tuition.....	11
C. Registration Fee.....	12
D. Educational (Book) Fee.....	12
E. Re-enrollment Fee.....	12
F. Parent-Teacher-League Fee.....	12
G. Party Fund.....	12
H. Damages.....	12
I. Hot Lunch.....	13
J. Milk.....	13
K. Returned Checks.....	13

### IV. Curricular Matters

A. Curriculum.....	13
B. Curriculum Revisions.....	14
C. Library.....	15
D. Instructional Media.....	15
E. Homework.....	15

F. Reporting To Parents.....	15
G. Grading Scale.....	16
H. Honor Roll.....	16
I. Promotion and Retention.....	17
J. Testing.....	17
K. Physical Education.....	17
L. Computer Education.....	17
M. Outdoor Education.....	18
N. Music Education.....	18
O. Tours and Field Trips.....	18
P. Special Needs.....	18

V. Co-Curricular and Extra Curricular Activities

A. Choirs.....	18
B. Band.....	19
C. Music Festival.....	19
D. Spelling Bees.....	19
E. Athletics.....	19
Academic Eligibility.....	19

VI. Attendance Matters

A. Attendance.....	20
B. School Calendar.....	20
C. School Schedule.....	21
D. Emergency School Closings.....	21
E. Absence.....	21
F. Excuses.....	21
G. Student Vacations on School Days.....	21
H. Early Arrival.....	22
I. Transportation.....	22

VII. Discipline Matters

A. Discipline.....	22
B. Rules of Conduct.....	23
C. Steps of Discipline.....	23
D. Categories of Misconduct.....	24
E. Results of Misconduct.....	25
F. Rules for Children.....	26
G. Nuisances.....	27
H. Cell Phones and Electronic Communication Devices.....	27

VIII. Worship Services

A. Chapel.....	28
B. Christmas Services.....	28
C. Weekend Services.....	28

IX. Miscellaneous

A. Health and Safety Services.....	28
B. Medication.....	28
C. Dress Code.....	28

IX. Miscellaneous, Cont.

D. Telephone.....	29
E. Parent and Teacher Communication and Visitation.....	29
F. Pictures.....	29
G. Yearbook.....	29
H. Parent News.....	29
I. Parent-Teacher-League.....	30
J. Lost and Found.....	30
K. Pre-School.....	30
L. Hot Lunch.....	30
M. Grievance Procedure.....	30
N. Pets.....	31
O. Cold Weather Recess Policy.....	31
P. Dismissal During School Day.....	31
Q. Fund-Raisers.....	31
R. Parking.....	32
S. Reformation Day.....	32

Appendices

Schedule of Fees.....	Appendix A
Dress Code.....	Appendix B
School Calendar.....	Appendix C
Personnel List.....	Appendix D

Peace Lutheran School of Saginaw, Michigan, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

Peace School Board

Peace Lutheran School is a part of Peace Lutheran Church. PEACE LUTHERAN CHURCH is called and empowered by the Holy Spirit to welcome all people to a personal relationship with Jesus Christ.

**B. WHY PEACE LUTHERAN CONGREGATION MAINTAINS A CHRISTIAN DAY SCHOOL**

When Peace Congregation was organized in 1941, its members felt that the most effective manner in which to carry out the Lord's directives completely was to provide for a daily program of Christian education which would educate the whole child: body, mind, and heart. It was on the basis of the following passages from Holy Scripture that this was carried out:

GOD'S COMMAND - "Bring them up in the training and instruction of the Lord."

Ephesians 6:4

"These words, which I command you this day, shall be upon your heart, and you shall teach them diligently to your children."

Deuteronomy 6:6-7

GOD'S PROMISE - "Train up a child in the way he should go; and when he is old, he will not depart from it."

Proverbs 22:6

"All thy children shall be taught of the Lord, and great shall be the peace of the children."

Isaiah 54:13

Peace Lutheran School aims first to serve God's children in leading them to know and love their Lord and Savior, Jesus Christ; secondly to assist the home in the secular and spiritual training of its children, as well as missions and endeavors of concern for their fellow man.

Religion is not a course added to the secular course of studies. Rather, all studies are presented in the light of God's Word, and all subjects become meaningful to the child of God as ways of developing talents for greater service to a loving God who redeemed him/her from sin.

### C. CREDO OF PEACE LUTHERAN SCHOOL

**WE BELIEVE** THAT CHRISTIAN EDUCATION IS A VITAL ASPECT OF GOD'S MISSION -- TO MAKE DISCIPLES OF ALL MEN -- COMMANDED BY HIM TO THE CHURCH THROUGH THE GREAT COMMISSION. (Matthew 28: 19-20)

**WE BELIEVE** that the purpose of Christian education is to teach the Christian faith through instruction in God's Word as found in Holy Scripture, and learning to live a life of discipleship. (Ephesians 4:15; Matthew 7:24; John 1:12)

**WE BELIEVE** God's people need to learn their proper relationship to God and their fellow men.

**WE BELIEVE** that effective education is carried on through quality learning programs that relate the Christian faith to all activities and areas of life.

**WE BELIEVE** in emphasis on a thorough academic training, on developing morally responsible citizens for this life, and on the nurturing of souls on their path to eternity.

**WE BELIEVE** that a Christian educator is committed to provide, to the best of his/her ability, a complete education for God's people by meeting their spiritual, mental, social, physical, and emotional needs. (Genesis 2:7; Matthew 4:4)

**WE BELIEVE** that the uniqueness of our Christian education rests in this: Christian education views the pupil through the cross of Christ; Christian education has the Father's given reasons for educating man. (Proverbs 22:6; Isaiah 54:13) Christian Education is empowered by the Spirit for accomplishing its purpose. We but plant, water, and nurture.

**WE BELIEVE** that the Lutheran school's uniqueness lays in:

- adequate time for Christian instruction;
- the impact of professional teachers who are Christians teaching in a day-to-day Christian environment necessary for Christian education;
- the plus of the "Body" of Christ at work; and
- the fact that the Lutheran school tries to meet the learner's needs in a single school setting.

**WE BELIEVE** that a program of Christian education built on a philosophy of its curriculum on the basis of the physical, mental, social, and spiritual forces and needs of the local, national, and world communities -- a Christian world view for Christian children.

**WE BELIEVE** that the *FAMILY* exerts the basic influence on the child's total education, and that the Church and school must equip adults for their important role in Christian education.

To these ends Peace Lutheran Church operates without profit this elementary school to provide children instruction in all subjects in accordance with the tenets of Biblical faith and in the interest of good citizenship.

#### **D. CHRISTIAN HOME**

The prime responsibility of training the child still remains with the home. While Peace Congregation has provided for a program of systematic Christian instruction for its children, it does not intend to remove any of the obligation of the parents. Home devotions, parental interest in the attitudes toward church and school, regular attendance at divine services as a family unit, as well as the example of good Christian living set by parents are all very important factors in the total Christian training of the child.

#### **E. ADMINISTRATION**

The Lutheran School system is an integral part of the American educational program. The elementary schools of the Lutheran Church--Missouri Synod date back to the decade of the 1830's, when a number of Lutheran congregations were organized in Midwestern states and established Christian schools for their children. The first of these schools is older than the public schools in most states.

Peace Lutheran School was established in 1941. Peace is a part of the Michigan District of the Lutheran Church--Missouri Synod. The Michigan District has 84 Lutheran elementary schools, 9 high schools, and 155 early childhood centers. Over 16,000 students attend these schools and over 1,200 teachers serve in ministry in these Lutheran education facilities.

Peace Lutheran School follows curricular standards comparable to public schools. Peace Lutheran School meets the educational standards of the state, and is recognized by the Michigan Non-Public School Association as a fully-accredited school in meeting State of Michigan educational standards. Its graduates are accepted in any high school of the state.

Peace Lutheran Church has delegated the responsibility for the operation of the school to the School Board. This group consists of lay members of the congregation elected by the Voter's Assembly. The Pastors, Principal, and teachers serve as advisory members of the Board.

The School Board formulates, implements, supervises, and evaluates all policies that pertain to the operation of Peace Lutheran School. The Principal is the administrative agent of the Board and is responsible for the day-to-day operation of the school.

#### **F. FACULTY**

Teachers at Peace Lutheran School are certified by the Michigan State Department of Education as required by state law. In addition, they are also certified by the Lutheran Church - Missouri Synod. A number of the faculty members have also earned Masters Degrees.

Our teachers are dedicated men and women who are committed to full-time teaching in a Lutheran Christian school, and, as such, are interested in and concerned about the personal welfare of each pupil under their care.

### **G. ACCREDITATION**

Since 1990 Peace Lutheran School has been accredited with the National Lutheran School Accreditation program. This process also provides accreditation with the Michigan District of the Lutheran Church - Missouri Synod as well as with the Michigan Association of Non-Public Schools (MANS).

### **H. RELATION TO PUBLIC SCHOOLS**

We greatly respect the public school system for the work they do. Peace Lutheran School does not exist in opposition to the public school system, but for the purpose of supplying the Christian education, which the public school by its very nature is unable to provide. Rather than being in competition with the public schools, we seek to work closely with them in fulfilling the responsibilities of education in the community.

## **II. ENTRANCE POLICIES**

### **A. WHOM WE SERVE**

Though Peace Lutheran School is maintained primarily for the children of Peace Lutheran Church, we offer our program of Christ-centered education to as many as we can accommodate. Enrollments will be considered in the following order:

1. Children of the congregation when one or both parents are members of Peace
2. Children of sister congregations. (Missouri Synod)
3. Children whose parents have no church affiliation.
4. Children of other churches.

The school policy is to accept no more than a maximum of 25 pupils in our larger kindergarten classroom and no more than 18 in our other kindergarten room. Maximum class sizes are 25 in grades 1-3, and 30 in grades 4-8. (These figures are subject to School Board adjustments.)

Since we are not equipped for Special Education, we must limit our instructional program to children who have been making a reasonably good adjustment to school and to life in general.

## **B. AGE**

As required by state law, children enrolling in Kindergarten must attain the age of five on or before December 1st. Those entering first grade must have reached their sixth birthday on or before December 1.

## **II. ENTRANCE POLICIES, Cont.**

### **C. CERTIFICATE OF BIRTH**

State law requires us to see a copy of the child's birth certificate at the time of registration for Kindergarten.

### **D. APPLICATION AND DEPOSIT**

Those wishing to enroll in Peace Lutheran School will need to complete and sign an Application for Enrollment, which includes the Parental Agreement. A Registration Fee equal to the Educational Fee for the coming school year must accompany the Application. This fee is non-refundable if a student does not attend. However, it is credited against the Educational Fee for fall registration. If we are unable to accept the student(s), the Registration Fee would be returned.

### **E. PREVIOUS SCHOOLING**

Peace Lutheran School will send a Release of Records form requesting records from the previous school. Acceptance is conditional upon the receipt of those records and their indication of probable success in the grade for which the student is enrolling.

### **F. IMMUNIZATION**

It is the requirement that any student entering school for the first time in either Kindergarten or Grade 1 or by transfer from another state, as well as **all** sixth grade students, must have his/her immunization program brought up to date as required by Act 12, Public Acts 1960. This law includes immunizations against diphtheria, tetanus, pertussis, poliomyelitis, rubella, measles, mumps, varicella (chicken pox) and hepatitis B. The principal is required by law to suspend any student who does not meet the state's requirements by a certain date. A parent or guardian wishing to exempt his or her child from a particular vaccination must provide a written statement (waiver) indicating the religious or philosophical objections to the vaccination(s).

## **III. FINANCIAL INFORMATION**

### **A. SUPPORT**

The cost of a full-time Christian education is considerable. The cost of building, maintenance, salaries, materials, etc., added up to over \$5,000 per student for the 2009-10 school year. The majority of these costs are shared by all members of Peace Lutheran Church. They do so because they realize the importance of Christian Education for all.

The following Member Support Policy applies to members of Peace Lutheran Church:

### **MEMBER WORSHIP AND TUITION POLICY**

Active members of Peace Lutheran Church have the privilege of discounted tuition rates for Peace Lutheran School and Saginaw Valley Lutheran High School.

Rationale:

A. Peace Lutheran Church contributes a significant percentage of the offerings received in worship services to the cost of operating Peace Lutheran School.

B. Peace Lutheran Church is an association member of Valley Lutheran High School (VLHS). As such, Peace gives a “per communicant member” assessment to VLHS on a yearly basis from the offerings received in worship services. Therefore, the Member Tuition Policy outlined below applies to VLHS tuition as well.

C. Regular participation in worship and encouragement toward Biblical principles of stewardship will continue to move members of Peace Lutheran Church to support these important Christian education opportunities.

D. Because the contribution to Peace Lutheran School and VLHS change from year to year, you may contact the Parish and School Administrator for the financial details.

To qualify for the member tuition discount the following criteria must be met:

A. A parent/guardian and the student must be active members of Peace Lutheran Church. To be considered an active member of Peace Lutheran Church, the parent/guardian will have completed adult confirmation classes, or his/her membership will have been transferred from another LCMS congregation. The membership is effective when it is confirmed to the Board of Elders in the pastor’s report. (Please note that the Board of Elders typically meets the fourth Monday of each month.)

B. An active member family is defined as having one parent/guardian and an enrolled student who attends weekly (including Lent/Advent/special) worship services 50% of the weeks on a semester basis. The number of worship services in any given semester is defined by the number of Sundays that fall within the semester from the opening to the closing of the school year. Specific dates are published in the School Calendar.

C. Children Kindergarten – Grade 5 may attend either Sunday School or a worship service; Grades six through twelve must attend worship services to meet attendance requirements.

The member shall be responsible for filling out an attendance card at each worship service attended.

D. If a member family attends less than the 50% requirement in one semester the member tuition discount will be on probation for the following semester. Families on Tuition assistance are expected to meet the 50% minimum as well. Should the family choose to neglect worship and fail to meet the requirement during the probationary semester, they will be placed on full tuition status for the following semester.

E. Exceptions due to illness or other unavoidable circumstances may be taken to the Sr. Pastor for consideration and consultation with the Principal and Parish/School Administrator.

F. A pastor or elder will contact the family in question before action is taken regarding member tuition status.

### **MEMBER WORSHIP AND TUITION POLICY, cont.**

Consistent with the vision for which Peace Lutheran School was established, all pupils are encouraged to attend worship and Sunday school or Bible class each week. This is a vital extension of the school ministry in the lives of the children and their families.

In the event that a school family does not attend or hold membership in a church, we will actively invite them to attend Peace. The Pastors hold classes regularly explaining the teachings of the Lutheran Church-Missouri Synod. You are cordially invited to attend. The Pastors or Principal of Peace would be happy to discuss this with you.

#### **The Worship Schedule is as follows:**

<b>Saturday Evening Service:</b>	<b>6:30 PM</b>
<b>Sunday Worship Service Traditional:</b>	<b>8:00 AM</b>
<b>Sunday School &amp; Bible Class:</b>	<b>9:30 AM</b>
<b>Sunday Worship Service Traditional:</b>	<b>9:30 AM</b>
<b>Sunday Worship Service Contemporary:</b>	<b>11:15 AM</b>
<b>Sunday Evening Youth Worship:</b>	<b>5:30 PM</b>
<b>Sunday Evening Youth Bible Study:</b>	<b>6:00 PM</b>
<b>Monday Evening Worship Traditional</b>	<b>6:30 PM</b>

### **III. FINANCIAL INFORMATION, Cont.**

#### **B. TUITION**

The School Board has established tuition rates so that those receiving direct benefits will share in the costs. The tuition charged does not cover the full cost of education for each child. The difference is made up by members of Peace Lutheran Church. Tuition and fee rates are listed in Appendix A.

Tuition payments are due to the SMART tuition program on the tenth day of the month, September through May. Any payment that is late will be subject to a late fee. Students may be excluded from school if payments are over sixty days past due. Promotions, report cards, and

transfer of records will be withheld until all bills are paid in full. *All bills MUST be paid by the Friday before the last week of school. Latchkey for the final week must also be pre-paid at that time. If any fees are outstanding after that Friday, report cards, diplomas and promotions will be automatically held. Parents will then need to make an appointment with the school office during summer hours to take care of fees and pick up report cards.*

### **C. REGISTRATION FEE**

At the time of initial enrollment, new students will pay a Registration Fee equal to the Educational Fee for the coming school year. This fee is non-refundable if a student does not attend. However, it is credited against the Book fee for fall registration.

## **III. FINANCIAL INFORMATION, Cont**

### **D. EDUCATIONAL (BOOK) FEE**

Hardbound books used during the school year are provided on a rental basis. The Educational or Book Fee pays for their cost as well as for workbooks, art supplies, audio-visual fee, library materials, P.E. equipment and supplies, and other instructional items. This fee is due on Registration Day at the beginning of the school year. Bible, hymnal, and catechism are purchased separately by students and become their own property.

### **E. RE-ENROLLMENT FEE**

Students indicating an intention to re-enroll for the following school year have a Re-enrollment Fee equal to the Educational Fee due on February 15. This fee is non-refundable if a student later decides not to return. For the returning student, it is credited against the Educational Fee for the coming school year. Only one re-enrollment fee is needed for each family. If that fee is not paid by February 15, the student's name is removed from the Roster. The fee to re-enroll after February 15 is \$15 higher than the Educational Fee, and students will be accepted on a "space available" basis.

### **F. P. T. L. FEE**

Each family pays a membership fee to the Parent-Teacher League, which helps it to maintain its programs and services to the parents, students, and school.

### **G. PARTY FUND**

Each student pays a fee, which provides money for the parties held in the classroom throughout the year. The charge for students in grades five through eight is slightly higher to better provide for their needs.

## **H. DAMAGES**

Children are expected to keep their books, desks, classrooms and playground clean and in good order. They will be asked to reimburse the school for loss as well as for any careless or willful damage to textbooks. Pupils will also be held responsible for school furniture, equipment or school property, which is carelessly or deliberately defaced, damaged, or marred. Textbooks are required to have a book cover.

## **I. FINANCIAL INFORMATION, Cont**

### **I. HOT LUNCH**

Hot lunch is served daily by the Saginaw Township Community Schools Food Service Department. Parents deposit funds in each student's account which is then debited each time they eat hot lunch. Questions about account balances should be directed to the Saginaw Township Community Schools Food Service Department at 793-9713. Free and reduced-price lunches are available for those who meet the guidelines established by the National School Hot Lunch Program.

### **J. KINDERGARTEN MILK**

Kindergarten students pay a flat fee to cover the cost of milk for the year.

All fees are reviewed on an annual basis relative to the costs involved. Current fee amounts are listed in Appendix A. All fees must be paid before students may receive their final report card for the year.

### **K. RETURNED CHECKS**

A \$35.00 charge will be added for any check returned to us by the bank for non-sufficient funds or other non-payment to become effective September 30, 2010. This charge covers our costs assessed by the bank as well as administrative costs. (This charge may be raised should our bank raise their fees for NSF checks.)

## **IV. CURRICULAR MATTERS**

### **A. CURRICULUM**

In keeping with the purpose of Peace Lutheran School, the curriculum is based on the Word of God. The pupils have the opportunity of hearing the Word of God taught daily in its truth and

purity. The truths of the Bible are taught not only during the Religion period, but they permeate into all teaching and thereby they inculcate in the children a truly Christian philosophy of life.

A brief devotion begins each class day, which includes instruction in Christian doctrine and Bible study. In the lower grades the Religious instruction consists chiefly in learning Bible stories, together with their application to life situations. Systematic instruction in Christian doctrine as outlined in Luther's Small Catechism is added in the upper grades. Memorization of Bible selections, hymn verses and prayers is carried on in all grades.

## **II. CURRICULAR MATTERS, cont.**

In keeping with the Christian philosophy of education and with respect to the educational requirements of the State of Michigan, our children receive a thorough education in the following subject areas:

### **RELIGION AND WORSHIP**

Bible study, Voyages Curriculum, Memorization, Church History, Confirmation Instruction, Morning Devotions, Wednesday and Sunday Services and Special Services which involve the children.

### **LANGUAGE ARTS**

Handwriting, Spelling, Language, Reading, Phonics, Literature

### **GENERAL SCIENCE**

Concepts of Biological and Physical Sciences, Health, Safety.

### **SOCIAL STUDIES**

Geography, History, Civics and Current Events.

### **MATHEMATICS**

Number Usage, Arithmetic, Elementary Algebra, Geometry and Metrics.

### **FINE ARTS**

Music, Music Appreciation, Band, Choir, Drawing, Painting, Crafts, Art and Art Appreciation.

### **PHYSICAL EDUCATION**

Skills, Games, Sports, Physical Fitness, Rhythm, and Recreation.

### **COMPUTERS**

Computer assisted instruction in other subject areas with some computer literacy, keyboarding, and word processing. Internet access is available in all classrooms.

## **B. CURRICULUM REVISIONS**

The curriculum and textbooks are reviewed on a rotating, six-year plan. The areas considered are:

<u>Year</u>	<u>Subject area</u>
2010-2011	Art, Religion
2011-2012	Mathematics, Music
2012-2013	Science, P.E.
2013-2014	Social Studies, Computer
2014-2015	Language, Handwriting
2015-2016	Reading, Spelling

## **C. LIBRARY**

Our school has a central media center with a large number of books in many fields of interest and learning. An extensive periodical file contains articles grouped by subject area. Students in each class have regularly scheduled library periods. In addition to this, they have access to the library at other times according to their needs and their teacher's direction.

## **IV. CURRICULAR MATTERS, cont.**

### **D. INSTRUCTIONAL MEDIA**

Peace Lutheran School holds membership in the Regional Educational Media Center of the Saginaw Intermediate School District. Through it classes have access to a huge number of audio-visual resources which assist in the learning process. In addition the school equipment includes computers, VCR's, DVD players, tape recorders, overhead projectors, computers, recordings, and many other learning aids. Science equipment and maps and globes are available for those areas.

### **E. HOMEWORK / LATE PAPER POLICY**

There will generally be some homework each evening. The amount depends on the grade level, ability and study habits of the child. Parents can help by providing encouragement and a quiet place for study. If your child is unable to complete his assignments, kindly send an explanatory note to his teacher. If assignments are consistently burdensome, the teacher should be contacted so the matter can be adjusted.

Unless communicated otherwise, assignments are due the next day after being given. Each day an assignment is late, there will be a 10% reduction in the grade. If a student is absent, he/she will be given one extra day for the number of days absent to turn the absent work in. Late work and absent work should be turned in as quickly as possible to avoid an accumulation with the daily assignments when the student is present. If an absence occurs, it is the responsibility of the student to

find out what the assignment(s) was during the absence. It is not the teacher's responsibility to pursue the student for absent / missing / late assignment(s). If a pattern develops of work not turned in, the teacher will be making personal contact with the parent(s).

### **F. REPORTING TO PARENTS**

Report cards are issued four times each year, at the end of each quarter (approximately nine weeks). They are a report to the parents of how the child has progressed during that period. For a better understanding of the report card and the individual child, parent-teacher conferences are scheduled at the end of the first and third quarters. All parents are expected to attend the fall conference, while the spring conference is optional. Parents are urged to consult the teacher at any time whenever the progress of their child seems unsatisfactory.

### **G. GRADING SCALE**

#### Grades 4 - 8

A	100 - 93 - Excellent	C	76 - 73
A-	92 - 90	C-	72 - 70
B+	89 - 87 - Good	D+	69 - 67 - Below Average
B	86 - 83	D	66 - 63
B-	82 - 80	D-	62 - 60
C+	79 - 77 - Average	F	59 - 0 - Failure

Grades 1 - 3 are graded as follows:

1 = Outstanding	2 = Good	3 = Average
4 = Below Average	5 = Needs Improvement	

### **H. HONOR ROLL**

Honor Roll awards are given to students in grades 4-8 in recognition of excellent classroom work and as an encouragement to work harder and to improve their grades.

Honor Roll is awarded in two phases. Recognition is given upon the completion of each quarter of the school year based on the grades for that quarter. A final Honor Roll is awarded on the last day of school in June based on grades compiled from all four quarters. In order for a student to

be considered for the year end Honor Roll, he/she must have achieved a standard of High Honors (A or A-), Honor Roll (B or B+), or any combination thereof, at least three of the four quarters. The standards for achieving either type of award are the same.

Grades to be included in determining Honor Roll awards are memorization, religion, reading-literature, language, spelling, social studies, math, science, history, and civics. Subjects not used are any of the above for which a teacher has no grade, any of the above for which a teacher gives a +, /, or - grade, and subjects such as handwriting, music, band, art, computer, physical education and electives. However, a student will not be considered for Honor Roll or High Honors if he/she has an unsatisfactory or a grade lower than a C- in any subject.

To determine quarterly Honor Roll status, the grades for the eligible subjects are averaged. To determine yearly Honor Roll status, the four quarterly grades for each subject are averaged and those averages are averaged to determine a final grade. In these calculations, only the whole number percentage will be considered without any rounding.

There are two levels of achievement in the Honor Roll system. To achieve High Honor Roll a student's average grade must be 100 - 90%. To achieve Honor Roll a student's average must be 89 - 85%.

All High Honors and Honor Roll recipient names will be published quarterly in the Thursday Parent Note.

#### **IV. CURRICULAR MATTERS, cont.**

##### **I. PROMOTION AND RETENTION**

Whenever a student is having problems achieving success in the classroom, the teacher will work closely with the parent(s). If it appears doubtful that the student will be able to be promoted to the next grade, the parent(s) will ordinarily be informed of that at the end of the first semester. The teacher, parent(s), and principal will seek to determine whether promotion or retention would be in the best interest of the child. The ultimate decision of whether or not to promote a student lies with the school.

In order for a student in grades 1 - 8 to be eligible for promotion, he/she must:

- 1) Maintain an overall grade average of 60% or better in the core curriculum classes. Core curriculum classes include memory, math, religion, social studies, spelling, science, literature, and English.
- 2) In addition, the student must have a minimum grade of 70% on his/her "term paper" as part of the English requirement for eighth grade. Failure to meet these minimum requirements

may jeopardize participation in the eighth grade class trip and eighth grade graduation.

This policy is subject to review, and each student is dealt with on an individual basis.

### **J. TESTING**

In addition to regular subject testing, Achievement Tests are administered to all children in the spring of the year. Through them the school is able to draw a comparison of its pupils with a national average or standard. The results point up strengths and weaknesses in the teaching program, methods, and materials as well as with individual students. School Ability Index tests are administered to students in grades 2, 4, and 7 to help determine the level of ability of each child. The test results are shared with the parents as well as entered into the child's permanent record.

### **K. PHYSICAL EDUCATION**

Every child at Peace is included in some phase of the physical education program. All grades have several gym classes per week, the number depending upon the grade of the child. In these classes they learn various skills and work on physical fitness.

### **L. COMPUTER EDUCATION**

Students have at least two computer classes in the computer room each week. They are taught to use the computer as a tool to assist them in their education. Keyboarding skills and word processing are an important part of the program. Computers are also available in the classrooms. Students also use the computers for testing in the Accelerated Reader program.

### **M. OUTDOOR EDUCATION**

On alternating years our fourth and fifth graders spend three days at the Hartley Nature Center in St. Charles during the fall, winter, or spring of the year. They are under the direction of their teacher and the staff from the Center. Their activities are devoted to nature study, geology, and other areas of interest, which can be taught most effectively in an outdoor setting.

### **N. MUSIC EDUCATION**

Students in Grades 1 - 8 receive two half-hour classes per week of general music instruction. Kindergarten and pre-school use music frequently in their learning process. Students also have the opportunity to participate in band and/or choir.

### **O. TOURS AND FIELD TRIPS**

Individual classes usually take tours and field trips during the school year to help enhance their learning. Parents are asked to assist with transportation and supervision for these activities.

Parents attending field trips will be responsible for their own expenses, including any admission fee and transportation costs. Parent drivers must abide by state regulations regarding seat belts, booster seats, insurance, etc.

## **P. SPECIAL NEEDS**

### **Criteria for Students Receiving Special Needs Assistance:**

Parental notification and contact will be made throughout the remediation process.

1. Teacher referral
2. Assessment test given by school personnel
3. Team work between school, parents, and student
4. Reinforcement at home.

Termination of special needs services will be determined by special needs teacher and classroom teacher.

## **V. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES**

### **A. CHOIRS**

In addition to the general music curriculum, students are given the following vocal music opportunities. These various choirs perform at chapel and worship services: Students are expected to be present at the worship services during which their choir is scheduled to sing.

## **V. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES, cont.**

### **B. BAND**

Students in grades five through eight have the opportunity to participate in the band program. A Beginner, Intermediate, and Advanced Band meet twice a week under the direction of an instructor. A special fee is charged for this instruction. Students are responsible for purchasing or renting their own instruments.

### **C. MUSIC FESTIVAL**

Since 1966 the Saginaw Valley Lutheran schools have sponsored a Music Festival each spring. Soloists, ensembles, large groups, etc., share their talents with others and are rated on their performance.

### **D. SPELLING BEES**

Each spring Spelling Bees are held for the students of Peace Lutheran School in grades 3 & 4, and 5 - 8. Students are selected through a competition held in each classroom.

Also in the spring, the Saginaw Valley Lutheran Schools sponsor a Spelling Bee. Representatives for Peace compete with students from other Lutheran schools in the area.

Peace may also compete with other area schools in the Saginaw County Spelling Bee. This contest can lead to participation in the National Spelling Bee held in Washington, D. C.

## **E. ATHLETICS**

Peace Lutheran School is a member of the Tri - County Lutheran League and participates with neighboring Lutheran schools in a variety of interscholastic sports. Most sports opportunities are on the seventh and eighth grade level, although some things are also available for the lower grades. Peace fields teams for both boys and girls in basketball and track. Girls also have volleyball and cheerleading/pom pons. The league has also held one-day tournaments for boys' volleyball and girls' soccer.

### **Extra-curricular Eligibility**

**(for specific athletic eligibility, please see Peace Lutheran School Athletic Handbook)**

Besides their relationship with their Savior, a first priority of students of Peace Lutheran School is academic Christian education. Participation in school sponsored extra curricular activities such as athletics, operettas, class trips (i.e. 8<sup>th</sup> grade class trip) 8<sup>th</sup> grade graduation service, etc. is a privilege granted to students who are making satisfactory progress in their academic and Christian growth.

In order to participate in extra curricular activities a student must be putting forth satisfactory effort toward his/her academic and Christian growth. Falling grades, incomplete assignments, or lack of concern for academic performance are some evidences of an unsatisfactory effort in the area of academics. Inappropriate classroom behavior, excessive checks/warnings for disturbances or disrespect, or removal from the classroom are some things that give evidence of unsatisfactory effort in Christian behavior and growth.

A student observed displaying a problem in any of these areas may be encouraged by any or all of the following means:

- Admonition by the teacher, which may include a private conference with the student
- Parent(s) are informed of the problem
- If the student has not corrected the problem in the allotted time, the student and parent(s) /guardian will be notified that extra curricular privileges are being withheld. The removal will last until the problem is corrected, but not less than one week.
- Continued ineligibility may result in dismissal from the activity.

## **VI. ATTENDANCE MATTERS**

## **A. ATTENDANCE**

In accordance with the laws of the State of Michigan, it is the parent's responsibility to see to it that each child of school age is in attendance whenever school is in session. Students are expected to be in school unless circumstances arise such as illness, funerals, doctor's appointments and the like. If a student is absent, for 5 consecutive days due to illness, a doctor's excuse is necessary for re-admittance to school. Parents must exercise discretion and good judgement when keeping a child home. Likewise, for their own sake as well as concern for others, students should not be in school when they are ill. Students may return to school 24 hours after a fever has returned to normal or 24 hours after vomiting has subsided.

Students who are not present in homeroom when school begins, will be marked tardy. When a student arrives late, the student should report to the school office. Students missing three class periods any given day will be marked ½ day absent. Four or more missed class periods constitutes a full day of absence. Unexcused tardiness after 10:00 A.M. makes one ineligible for extracurricular activities that day. If a student arrives after 10:00 A.M. or leaves prior to 1:00 P.M. the student will be marked absent ½ day.

Students needing to leave before school ends must have permission supplied by the parent/guardian. Prior notification of absences is appreciated. Before leaving school property, the parent/guardian is required to sign out the student in the school office.

Twelve (12) tardies or twelve (12) unexcused or excused absences in a semester may initiate an inquiry by the School Administration. Absences of twenty-four (24) per school year, without a doctor's note, may jeopardize promotion. A warning letter will be sent to parents after five (5) absences or tardies in a semester has been reached.

## **B. SCHOOL CALENDAR**

The school provides the necessary school days each year as required by the State Department of Education. Emergency closing days (snow days, ice storms, flooding, etc.) are determined for the safety of all concerned. Where possible, the schedule attempts to coincide with other school systems in the area. The calendar for the current school year is in Appendix C.

## **C. SCHOOL SCHEDULE**

The daily schedule of Peace Lutheran School provides the number of hours of instruction to meet state requirements. Classes begin at 8:10 AM and students are dismissed at 3:10 PM.

## **D. EMERGENCY SCHOOL CLOSINGS**

Peace Lutheran School will follow the decision of the Saginaw Township Community School district when closing or delaying the opening of a school day due to inclement weather (snow days, ice storms, fog, etc.) For closings necessitated by reasons other than weather, Peace will make an independent decision and announce it separately. If by chance there is a delay because of fog, grades K – 8 will begin at 10:15 A.M., (there is usually a 2 hour delay), and the 3 yr. old or 4 yr. old pre-school class scheduled for that morning would be canceled.

Announcement of such closings or delays will be made on radio stations WSGW, WIOG, WSAM, WKCQ, WHNN, and WUGN (Family Life Radio) as well as TV channel 5, 12 and 25. The TV stations also have web sites that post this information. The web site for Channel 5 is *wnem.com*, Channel 12 is *abc12.com* and Channel 25 is *NBC25.net*. If announcement is not made, school is presumed to be in session. It would be wise to check more than one source, since sometimes mistakes are made which are beyond our control.

### **E. ABSENCE**

Whenever a child is absent from school, it is the parent's responsibility to call the school with this information prior to 9:00 AM. When the child is absent for more than one day, it is necessary for the parent to inform the school office every day.

### **F. EXCUSES**

In addition to bringing a written excuse for absence(s), each child is required to bring a note explaining his tardiness as well as permission for medical, vision, and dental appointments and for non-participation in physical education or recess activities. Parents are asked to exercise care not to remove children from the classroom during the time of achievement testing.

### **G. STUDENT VACATIONS ON SCHOOL DAYS**

If at all possible, a one-week notice must be given to the teacher for unexcused absences. Depending upon the teacher preference and availability of assignments, homework may be given before the absence. Makeup work is due in accordance with the late paper policy. The teacher will give and grade all makeup tests missed during the absence. These have to be taken within one week after the student returns.

### **H. EARLY ARRIVAL/LATCHKEY**

A latchkey area is provided for those students who need to arrive between 7:00 AM and 7:55 AM. Students arriving during that time are to go to the Latchkey area in the cafeteria where they will be under supervision until classroom doors are open at 7:55 AM. After school latchkey services are provided until 6:00 P.M. Students must be registered in advance in order to participate in this program. Emergency forms and other paperwork need to be on file for each participant. Parents are billed every two weeks for the number of days that their child has used the Latchkey area.

## I. TRANSPORTATION

Saginaw Township Schools will provide bus transportation for residents of the Township who live more than 1.5 miles from our school. Final determination of eligibility to ride the bus rests with the Township Transportation Department. Routes and pick-up points are also published in the Township Times. A detailed copy of regulations for bus riders and their parents is provided by the Saginaw Township Schools. Failure to follow those rules may result in suspension of bus privileges.

## VII. DISCIPLINE MATTERS

### A. DISCIPLINE

It is important that both parents and teachers have the same understanding about discipline. Both must be working with the child toward common goals by common means, with open and prompt communication between parents and teachers.

The goal to be worked for is always self-discipline. For a Christian, this self-discipline is something special, because the Christian is disciplined also by the Holy Spirit. Self-discipline means having a sense of responsibility, but a Christian in a democratic society has added responsibilities. He must be responsible not only to himself, his community and country, his family, and the rest of the world, but also to God. All of these responsibilities are seen in the light of God's forgiving love shown to us in Christ. The ultimate source of our power to love others and act responsibly is God's Holy Spirit.

Christian discipline can be thought of as having four parts:

1. Admonition
2. Repentance
3. Forgiveness
4. New Life

The words are not important, but what they mean is. The reason for each step and the method must always be love. A child must be able to see what he has done wrong; this is the function of God's word of law. Such admonition is to lead to repentance, real sorrow over what is wrong. Forgiveness must follow. But, if new life, a fresh relationship with God and fellow believers, doesn't happen, real Christian discipline has not taken place.

The new life of the Christian is not just a slight changing of the old life, or the natural ways, but it is an entire transformation, done by the power of the Holy Spirit. Working through the Gospel, the message of God's love, the Spirit creates new life in the believer. The activity of this new life is love-powered.

This new love-powered behavior comes as a result of the Gospel, the Word of forgiveness, never just the Work of law alone. We as parents and teachers can never count on a scolding or punishment to give truly Christ-centered behavior. If we do, we have left out a major portion of what Christian discipline is all about.

Do we seek out a Christian elementary school just because it seems to have better “discipline” or orderliness? A Christian school is, rather, a place where a child’s disorder can be forgiven each day. If we fail to think of discipline as a process of confessing and forgiving, we pass up God’s power. We must never forget that the words “discipline” and “disciple” come from the same root, and that a disciple of Christ is what he is because of God’s forgiveness. This must be the process happening at home and at school.

## VII. DISCIPLINE MATTERS, cont.

### B. RULES OF CONDUCT

The most basic rule for Peace Lutheran School is God’s rule of love in Christ Jesus. In following Him we want to show respect for ourselves, teachers, students, and property. The following are general, basic rules for conduct and demeanor; the principals of Christian love and respect apply in all circumstances. Such respect requires that we:

- **Speak kindly** and **act kindly** so as not to hurt anyone on the inside or the outside.
- Be **honest** at all times.
- **Touch** others only in appropriate ways, whether with hands, feet, or objects.
- **Obey** anyone in authority without showing disrespect in words, tone, or actions.
- **Avoid disturbing** others with noise, tardiness, running, or other distraction.
- Maintain **cleanliness** and clean up messes whether caused by you or someone else.
- **Cooperate** and **work together** to learn and achieve goals.

### C. STEPS OF DISCIPLINE

In dealing with problems of discipline and violations of the basic rules of conduct (for matters short of misconduct, as discussed below), the following steps will be followed:

1. Admonition by the teacher, which may include a private conference with the student.
2. Parent(s) are informed of the problem.
3. Principal and parent(s) are informed of the continuing problem.
4. If the problem persists, the student will be temporarily suspended from classes and may ultimately be expelled from the school.

### D. CATEGORIES OF MISCONDUCT

The specific categories of misconduct which will result in penalties for misconduct include without limitation the following:

1. Continued Violations of the Basic Rule(s) of Conduct - the act of not conforming one's behavior to the basic rules of conduct and discipline, and principals of Christian love and respect for persons and property, as described above.
2. Theft - the act of dishonestly acquiring, and/or knowingly and willfully having in possession, the property of another or others.
3. Arson - the intentional wrongful burning of, or attempt to burn, any building, contents, or property on school or church property, or at a school function.
4. Physical Assault/Battery - the act of intentionally touching another individual in a wrongful manner on school property, going to or from school, or at a school function.
5. Fighting - the act of quarreling, which may include fisticuffs or other wrongful bodily contact, on school property or at a school function.
6. Sexual Harassment - unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that substantially interferes with an individual's peace and happiness at school or at a school function, or which creates an intimidating, hostile, or offensive environment at school or at a school function.
7. Threats - the act of intentionally threatening another individual's mental or physical well-being, or willfully causing fear or apprehension in another, whether by words, graphic depiction, or conduct.
8. Bullying - the act of intentionally intimidating, harassing, or demeaning another student, by words or conduct.
9. Insubordination - the willful failure to obey a reasonable request by a staff member or other person placed in a position of authority.
10. Vandalism - the act of willful destruction of school or church property or property belonging to another or others on school property or at a school function.
11. Profanity and Obscenity - the act of using profane or obscene language (oral or written), gestures, pictures, or conduct on school property or at a school function.
12. Weapons and Incendiary Devices - the possession of any weapon, using, or threatening to use any weapon, including but not limited to guns, knives, bombs, incendiary devices etc. is not allowed. Students in possession of such weapons may be suspended immediately and could face expulsion after a hearing with the Peace Lutheran School Board.

13. Controlled Substances – the possession, use, or transfer of drugs, alcoholic beverages, or other controlled substances as well as the wrongful possession, use, or transfer of other substances that alter behavior (e.g. glue-sniffing). Any substance that mimics a controlled substance (e.g. near beer) is also included. Students in possession of such substances may be suspended immediately and could face expulsion after a hearing with the Peace Lutheran School Board.
14. Tobacco – the possession, use, or transfer of tobacco in any form.
15. Disruption – the continued disruption of the educational process or the continued disruption of orderly procedures involved in any school activity.
16. Cyberbullying – includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, defaming or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web-site postings (including blogs).

#### **E. RESULTS OF MISCONDUCT**

Misconduct, as defined above (and such other misconduct not specifically defined above but as may be determined by the principal after consideration of all the circumstances), will result in penalties. The penalty(s) which applies will be determined depending on the severity of the misconduct and after consideration of all of the circumstances underlying the matter. Misconduct will result in one or more of the following consequences:

1. Admonition – A warning to the student with notification to the parent(s).
2. Separation from Class – The student is separated from the class for a period of time determined by the teacher or principal (if involved).
3. In-School Suspension – The student is suspended from classes but remains in the building under supervision. The parent(s) or legal guardian is notified and the suspension is recorded on the students' permanent record.
4. Suspension – The student is removed from class for the balance of the school day, and the student shall after a decision by the principal be suspended from attending school for a specified period of one to five school days. A meeting is held between the student, parent(s), teacher (if involved), and the principal as soon as possible to discuss the nature and severity of the matter, and to take steps to ensure that no further misconduct will occur, and the principal solely shall make a determination as to an appropriate term of suspension. The suspension is recorded on the student's permanent record. A student suspended from school (OSS) will not

participate in or attend any Peace-sponsored activity or event for the duration of the school suspension.

## **E. RESULTS OF MISCONDUCT, cont.**

A suspension, whether in-school or out of school, is a serious consequence. The homework and the grading of it will be affected by the suspension.

All homework that is assigned while a student is serving a suspension will be subject to a 10% penalty for each day of the suspension with a maximum penalty of 30%. If a one-day suspension occurs, a 10% penalty will be assessed to all work. If a two-day suspension occurs, a 20% penalty will be assessed to all work. If a three-day suspension occurs, a 30% penalty will be assessed to all work. Any penalties beyond three days will have a 30% maximum reduction. This will be applied to all daily work, quizzes, tests, and projects that are due during the suspension.

5. Automatic Suspension - Misconduct which is determined by the principal, after consultation with the teacher (if involved), to be particularly serious, or a threat to the well-being of others, may result in an automatic suspension of up to five days. The student is removed from class for the balance of the school day, and suspension shall commence the next school day following the incident. A meeting shall thereafter be held between the student, parent(s), teacher (if involved), and principal as soon as possible after suspension is imposed to discuss the nature and severity of the matter, and to take steps to ensure that no further misconduct will occur. The suspension is recorded on the student's permanent record.
6. Expulsion - Defined as the removal of a student from the school for a minimum of the remainder of the school year. The principal will set up a meeting with the student, parent(s), teacher (if involved), and the Board for Christian Day School. After hearing the evidence, and having given all concerned the opportunity to speak, the Board for Christian Day School will determine whether or not the student will be expelled. The student will be suspended until this hearing is held and a determination by the Board for Christian Day School is made.
7. Law Enforcement - In appropriate cases, a referral of the matter to law enforcement authorities also may be made.

## **F. RULES FOR CHILDREN**

1. Children entering the school prior to 7:55 A.M. are required to proceed to the Latchkey area. Only students with special permission (such as safety patrol) are allowed in other areas of the building.
2. Running in the school building is not permitted at any time.
3. Gum chewing is not permitted anywhere in the building or on school grounds at any time.

4. Children moving in organized groups from place to place in the building are asked to do so quietly and orderly.
5. All children are expected to keep school and church property neat and clean.
6. Washrooms, corridors and locker rooms are not to become places for congregating and loitering.
7. All children are expected to leave the building and grounds promptly after dismissal. The only students remaining past 3:20 P.M. should be in scheduled activities or by special arrangement. Students who remain on the school grounds after 3:20 P.M. are required to proceed to the Latchkey area.
8. Snowballing is not permitted on the school grounds or in the general school vicinity, including during non-school hours (e.g. evening activities).
9. Children are not to leave school grounds during the day without written permission. Parents picking up children during school hours must do so at the child's classroom after completing sign-out in the office.
10. "Heelies" in shoes are not allowed in the school.
11. It is the duty of all teachers to correct any child out of order.

#### **G. NUISANCES**

Such as comic books, objectionable magazines, CDs, squirt guns, electronic entertainment devices (ex.: I Pods, DS systems, etc.) and the like should not to be brought to school, however, some parents allow their children to bring these for usage when riding the bus. If this is the case, these items should be kept in their book bag or locker. Teachers are not responsible for monitoring the loss of these items. The best policy is to leave them home. If such items are being used during the school day inappropriately, they may be confiscated and may not be returned. The use of certain of these items at school for educational purposes must have the prior approval of the teacher.

#### **H. CELL PHONE AND ELECTRONIC COMMUNICATION DEVICES**

A student may possess a cellular telephone or other electronic communication device (ECD) in school, on school property, at after school activities and at school-related functions provided that during school hours the cell phone or other ECD remains off and in the student's locker.

The use of cell phones and other ECD's in locker rooms and bathrooms is prohibited.

If an ECD is confiscated, it will be turned in to the school office, and will be returned only to a parent or guardian.

## **VIII. WORSHIP SERVICES**

### **A. CHAPEL**

Each week grades one through eight meet together in the gym for a worship service. The service is usually on Wednesday at 8:20 A.M. The exception would be special occasions such as Maundy Thursday, Ascension, etc., when the week's worship would be held on those special days. The services are conducted by staff personnel or individual classes. Offerings are gathered at the services for special mission and home projects. Parents and friends are encouraged to attend these services and worship with us.

### **B. CHRISTMAS SERVICE**

Students in Kindergarten through eighth grade annually present a Christmas worship service for the congregation prior to Christmas. All students are expected to take part in this service.

### **C. WEEKEND WORSHIP**

Peace Lutheran Church provides an opportunity to worship on Sunday mornings at 8:00, 9:30 and 11:15 A.M. The 11:15 A.M. service uses a more contemporary format. A 5:30 P.M. youth service is also available on Sunday evening. In addition, a traditional service is also available on Monday evenings at 6:30 P.M. as well as a service, which is held on Saturday evenings at 6:30 P.M. at the Lawndale campus. Regular family attendance at these services is an essential part of the worship life of every Christian family. Our school choirs take part in some of these services.

## **IX. MISCELLANEOUS**

### **A. HEALTH AND SAFETY SERVICES**

A systematic program of vision and hearing testing is conducted by the County Health Department. All immunizations required and made available to all children as a public service are likewise available to our students. If a child contracts certain communicable diseases (pink eye, impetigo, etc.) he may not attend school until the doctor has granted permission.

### **B. MEDICATION**

Special procedures must be followed in order for a student to take medication while at school. When a child is in need of medication, parents must fill out forms, which are available in the school office. Such medication will be stored in the school office.

### **C. DRESS CODE**

In order to maintain an efficient educational climate, a dress code is enforced. The current dress code is printed in Appendix B.

#### D. TELEPHONE

The phone number of our school is 792-2581. Parents are kindly requested to use their good judgment in calling teachers and students, and when possible, calls should be made before school, during the noon hour, or at recess time. Only in cases of extreme emergency should a teacher or pupil be called from the classroom. The school secretary is available daily from 8:00 AM to 4:00 PM.

Parents are encouraged to use the voice mail system to contact students or teachers during school hours. This will minimize the disturbance in the educational process for all students. The voice mail system is accessed by calling 792-8266. Teachers will periodically check for messages throughout the day. After 2:00 P.M. parents can get messages to students by calling the office number. You are encouraged to make arrangements for pick-up, etc. before the beginning of the school day.

The phones in our school office as well as those in the classrooms are not “pay phones”, but each student using a phone for outgoing calls is expected to pay \$ .10 per call. Permission to use the phone must be obtained from the child’s teacher.

#### E. Parent and Teacher Communication and Visitation

Peace Lutheran parents are welcome to visit classrooms at anytime provided they have approval first from the office and then from their child’s teacher. Advanced notification is appreciated by all parties, in that a particular day may have planned activities (field trip, assemblies, practices, etc.) that do not follow a regular schedule and is not conducive to a classroom visit.

There are times also, when a parent may need to speak with a teacher regarding a particular classroom concern, such as homework, procedures, etc. **The appropriate time to do this though is not during the teaching periods of the day.** Please call to set up an appointment or stop by **AFTER 3:10 P.M.** We welcome the opportunity for communication, but prefer it not cause an interruption during the teaching day. Please be considerate of our teachers so they can give you the time you need for communication and address the concerns you have.

#### F. PICTURES

A photograph of each student will be taken in the fall for records purposes. Copies of these photographs may be purchased from the photographer.

#### G. YEARBOOK

A school yearbook is published each spring. It includes individual pictures of students as well as various school activities.

## H. PARENT'S NEWS

A "School Notes" is published bi-monthly in the church "Prints of Peace" and contains information appropriate to school life. Each week a "Panther Prints" is sent via e-mail to everyone who has registered. Those needing a printed copy should inform their student's teacher at the beginning of the school year. "Panther Prints" is also available on the school website ([www.peacesaginaw.net](http://www.peacesaginaw.net)).

## I. PARENT- TEACHER LEAGUE

Our school is affiliated with the National Lutheran Parent-Teacher League and holds regular events throughout the year. The PTL serves to bring families together for sharing and Christian fellowship. Fundraisers are conducted to raise funds for programs and for school improvement.

## J. LOST AND FOUND

Each year various items of clothing and other belongings accumulate here at school, because they were either misplaced or neglected. Parents are urged to label all clothing so there is minimum confusion as to the owner, and please insist that your child brings home all items each night. Unclaimed articles are sent to a charitable institution at the end of the school year.

## K. PRE-SCHOOL

Our school maintains a pre-school program for 3 and 4 - year olds. If interested, contact the school for more information. This program is supported by a tuition fee charged both members and non-members.

## L. HOT LUNCH

A daily hot lunch program is provided through the Saginaw Township Community Schools Food Service Department. Menus are published on a monthly basis.

Money for multiple meals may be added to a student's hot lunch card on the first day of the week. Those wishing to do so should put the proper amount of money in an envelope with the student's **complete** name and class on the outside of the envelope. This envelope is to be given to the teacher at the beginning of the school day. The teacher will have the cards available at lunch time. Checks should be made payable to "Saginaw Township Food Service" or "STFS". Students may also pay the cashier on a daily basis.

If a student fails to have money or money on their card on a given day, the student may receive lunch on a charge basis. The student will be asked to fill out forms recording the charge, which will include a notice to the parent that the charge was made. That charge needs to be paid **the**

**next school day.** Students who accumulate more than three (3) IOU's will be given a peanut butter sandwich until the IOU's are paid.

Account balances can be accessed via the Internet by logging onto the website at <http://lunch.stcs.org> after obtaining a log-in and password from the township.

### **M. GRIEVANCE PROCEDURE**

As Christians we are bound by what our Lord tells us in Holy Scripture. In Matthew 18:15 Jesus said, "If your brother sins against you, go and show him his fault, just between the two of you." Thus, the first step whenever there is a disagreement involves working directly with the person involved. If that does not resolve the issue, other people are available to help. Students certainly have the opportunity to request their teacher's help. The principal may be contacted for help with issues that are not resolved previously. Some items that cannot be dealt with in other ways may be brought to the attention of the School Board. Since their area of responsibility involves the policies of the school, things referred to them should deal with a policy concern.

### **N. PETS**

Please be aware that pets (dogs, cats, etc.) should not be brought into the school unless prior arrangements have been made with the classroom teacher for "Show & Tell" programs, speeches, etc. Some of our students, for example, are very afraid of dogs in general, no matter what the size, type, etc., and there is the issue of allergies as well with some students and certain animals.

### **O. COLD WEATHER RECESS POLICY**

Be sure your child is dressed appropriately for the weather. We expect all children to go outside during recess periods. A warm jacket or coat, hat, snow pants, gloves or mittens, and boots are strongly suggested to be worn in cold weather.

Students will be kept inside during recess if:

- the temperature is below 0 degrees with the wind chill factored in;
- there is rain, excessive wind, hail, or other conditions that make it unsafe

### **P. DISMISSAL DURING SCHOOL DAY**

Occasionally it becomes necessary for a student to leave school during the school day. At such times it is necessary for the parent or other adult providing transportation to come into the building for the student. If the child is ill, he/she will usually be in the school office. Otherwise the adult should go to the child's classroom. This helps us to know who is picking up the child and that the

child did indeed leave with an adult. A sign-out sheet is maintained in the school office for this purpose.

### **Q. FUND-RAISERS**

Any fund-raising activities of the school or any related group (Eighth grade, PTL, Athletic Association, etc.) must have the approval of the Principal before any commitments are made or information made public. Fund-raisers where someone connected to Peace (faculty, staff, parent, etc.) would make a personal profit will not be considered. Rebates and cash gifts are to be included in the funds for which the fund-raiser was intended. Merchandise gifts may be kept by the person responsible for the fund-raiser or the person doing the major work on the project. If a merchandise gift can be used as reward to participants, that should be done.

### **R. PARKING**

## **Student Drop-off and Pickup**

### **Drop-Off**

Morning drop-off of students will be by a continuous line around the circle in front of the building. Students will enter through the main door under the canopy. If parents need to come into the building or there will be another delay, please go into the south parking lot. The doors closest to that lot will be available at that time.

Students may exit the vehicle anytime that they are next to the sidewalk in the circle. Students should exit the right hand side of the vehicle so they won't need to cross traffic. Drivers should maintain a single file line so others are not surprised by a vehicle to their left.

Early arrival students will enter the door between the primary wing and the cafeteria, using the sidewalk from the south parking lot.

### **Pickup**

Afternoon pickup will take place primarily in the south parking lot. Only the bus will use the circle in the afternoon.

Primary students will exit the door between their wing and the cafeteria and follow the sidewalk along the west end of the parking lot. Middle grade students will go straight down their hall and out of the building, following the sidewalks to the west end of the south parking lot. Upper grade students with younger siblings or those riding with other younger students will come down the hall to the commons and then follow the middle grade exit. Upper grade students that do not have younger ones with them may be picked up from the north lot. They would use the exit at the end of their hall.

Students will go to vehicles using the safety zones between the rows of parking. Vehicles are not to cross those safety zones when students are present.

There will be no parking in the spaces closest to the building in order to allow students to see the parking lot better.

On the exit drive, vehicles needing to go north on Lawndale should be on the left hand side to allow those turning right out of the drive to do so without having to wait behind those needing to make the left turn.

We depend on everyone's cooperation to help keep all our students safe.

#### **R. REFORMATION DAY/OCTOBER 31**

This date has historically been the Lutheran celebration of the Reformation. It is also the day that many people recognize as the “secular holiday” of Halloween. Peace Lutheran School (Kindergarten – grade 8) will not sponsor parties or celebrations that specifically acknowledge, or are related to Halloween. It is understood that some parents may want to bring treats on that day. If that is the case, each classroom teacher will determine as to how he/she will distribute those treats should they be brought to school. It is a Biblical principle, if at all possible, to not give offense to others. Out of respect for that principle, Peace Lutheran School will not celebrate Halloween in any formal way.

**2010 - 2011 SCHEDULE OF FEES****A. TUITION**

Tuition will be payable on a monthly basis. Payments are due on the tenth of each month beginning in September. Students may not be enrolled for the second semester until first semester fees are paid.

**Non-Member Tuition**

	<u>Yearly</u>	<u>Monthly</u>
First Child	\$ 3,996.00	\$ 444.00
Second Child	3,195.00	355.00
Third Child	2,394.00	266.00

**Member Tuition**

	<u>Yearly</u>	<u>Monthly</u>
First Child	\$ 2,133.00	\$ 237.00
Second Child	1,710.00	190.00
Third Child	1,278.00	142.00

**B. EDUCATIONAL/BOOK FEE**

One per child - \$ 325.00

**C. PARENT-TEACHER LEAGUE MEMBERSHIP - \$ 15.00**

(Includes 1 P.T.L. handbook per family - \$ 5 extra for additional copies)

**D. PARTY FUND**

One per child - due Registration Day

Grades K - 4	\$ 5.00
Grades 5 - 8	8.00

**E. BAND FEE**

\$ 235.00 per year - \$58.75 per quarter

**F. HOT LUNCH/MILK (subject to change)**

Hot Lunch: \$ 1.60 per day

Milk: \$ .40 per carton (when purchased separately)

**G. KINDERGARTEN SNACK MILK - \$36.00 per year**

Items A - G are subject to change each school year.

## APPENDIX B

Peace Lutheran School  
3161 Lawndale Rd.  
Saginaw, MI 48603

### Dress Code

( Adopted for 2008-2009 and following school years)

As Christians, we are guided by a sense of responsibility to “*let our light so shine before men that they may see your good deeds and praise your Father in heaven.*” (Matthew 5:15)

In addition to the importance of spreading the Gospel and attracting others to Christ, we believe that the behavior of our children will also improve if they dress as though school is more important than play. Studies have shown that peoples’ attitudes change and behavior is modified by the clothing they wear. We have noted that increased self-esteem results among students who dress more formally. Therefore, our concerns are for neatness, cleanliness, modesty, and safety. The following guidelines are for all students (K-8<sup>th</sup> grade)

1. Under the guidelines of neat and clean, clothing should be in the purchased state (nothing cut off). Hems should be non-frayed. Rips/tears are not acceptable.
2. Midriffs, waists, and “below the waist” must be covered **AT ALL TIMES. PLEASE CHECK APPROPRIATE COVERAGE OF THESE AREAS BY ASKING YOUR CHILD TO RAISE THEIR HANDS** (to see if the midriff shows) **AND CHECKING THE WAIST OF THEIR JEANS/SLACKS IN THE BACK WHEN THEY ARE SITTING.**
3. Undergarments must be worn and concealed **AT ALL TIMES.**
4. Pants:
  - a. Any color of jeans, knit, cargo or carpenter style pants are allowed, as well as shorts and capris from April 15<sup>th</sup> to October 15<sup>th</sup>. Pants may not have rips or tears, and hems should be non-frayed.
  - b. Athletic pants are not acceptable in any grade. Athletic wear includes: sweatpants, wind pants, sweat suits, some drawstring style pants, Peace Lutheran School uniforms, nylon pants, tear-away pants, and athletic shorts (ex. Nike, Umbro)
  - c. Leggings (tights) may be worn under other appropriate skirt or shorts, but not alone.
5. Skirts/skorts/shorts:
  - a. Shall follow same guidelines as pants for color and material.
  - b. Must be hemmed.
  - c. Shall be no shorter than 7 inches from the floor when in a kneeling position, including any slits.
  - d. Skorts/shorts and capri pants may be worn April 15<sup>th</sup> through October 15<sup>th</sup> .
6. Shoes/socks:

- a. Tennis shoes, other shoes, and sandals are acceptable as long as they are in good condition.
  - b. Shoes without a closed back or strap may NOT be worn. This includes: flip-flops, slides, and sports sandals.
  - c. Socks and athletic shoes are needed for all gym activities.
  - d. Shoes must be worn at all times.
  - e. "Heelies" in shoes are not allowed in the school.
7. Dresses:
- a. May be worn on Chapel days.
  - b. Must cover the shoulder, and be of a modest cut.
  - c. Must be no shorter than 7 inches above the floor when in a kneeling position, including any slits.
8. Shirts:
- a. May be long or short sleeved. Sleeveless shirts are not acceptable.
  - b. Must be one of three styles: Polo-style, turtleneck or mock turtleneck, or front-buttoned dress shirt.
  - c. Any color or pattern is acceptable.
  - d. Single logos which are not of a Christian orientation (such as manufacturer's logos, or school logos such as CMU, SVSU, Heritage, VLHS) are acceptable. These logos cannot refer to profanity, alcohol, drugs, sex, non-Christian music/artists, professional wrestling or anything else which is contrary to our Christian beliefs.
  - e. Shirts/tops that are not tucked in are not to be longer than the start of the inseam of the pants/shorts.
9. Sweatshirts:
- a. Hoods are acceptable but must be worn off the head at all times inside the building.
  - b. Must be worn over an acceptable shirt (see item 8b) if they do not have their own collar. Hooded sweatshirts are NOT considered a collared shirt.
  - c. May be plain or have logos with a Christian orientation. Single logos which are not of a Christian orientation (such as manufacturer's logos, or school logos such as CMU, SVSU, Heritage, VLHS) are acceptable. These logos cannot refer to profanity, alcohol, drugs, sex, non-Christian music/artists, professional wrestling, or anything else which is contrary to our Christian beliefs.
  - d. The shirt must not be visible below the bottom of the sweatshirt.
10. Sweaters/cardigans/vests:
- a. Must be worn over an acceptable shirt (see item 8).
  - b. The shirt must not be visible below the bottom of the sweater or cardigan.
11. Appropriate outdoor clothing is necessary when weather conditions require them, but shall not be worn inside the building. [This includes sunglasses and hats.]

12. Hair should be neat and clean. Bangs to be above the eyebrow and not interfere with vision. Students' hair must be well groomed and not styled in a distracting or radical manner. Bandanas and sweatbands are not allowed. Boys are required to be clean-shaven.
13. Cosmetics may be used in moderation by sixth, seventh and eighth grade girls.
14. Chains, protruding rivets, and other items that have the potential of damaging property or causing personal injury are not allowed.
15. Boys are not allowed to wear earrings or nail polish.
16. Members of athletic teams/squads may have further dress code rules imposed by their coach. These rules may be stricter but will still follow the above guidelines.
17. Special dress days (pajama day, MSU day, etc) will be scheduled throughout the year as printed on the school calendar. Anyone participating in the special dress day may be excused from sections of the dress code that apply. Teachers may modify the dress code appropriately on field trip days.

Violations of the dress code will be handled in the following manner:

- ◆ The teacher will explain the violation to the students. The student may be asked to phone a parent/guardian to report the violation.
- ◆ If the violation is not immediately correctable by the student or parent, the student may be removed from the classroom for the remainder of the day.
- ◆ The fourth violation will result in a one-day suspension from school.
- ◆ Persistent violations will be handled according to the code of conduct, which could include further suspensions and expulsion.
- ◆ Violations during the last week of school may result in the student being removed from the awards ceremony and his or her report card being held.

Exceptions to these rules will be considered when made by parents for the health/physical conditions of their children, when presented to and after having met with the approval of the principal.

(adopted by the Peace Lutheran School Board  
July 2005 with revisions adopted in July 2008.)

# Peace Lutheran School

3161 Lawndale Road  
Saginaw, MI 48603

## 2010 - 2011 School Calendar

Registration Day - 11:00 A.M. - 1:00 PM, 5:00 PM - 7:00 PM	Wednesday	August 18
First Day of Classes - 1/2 day of school - Dismissal 11:15 A.M.	Monday	August 30
No School	Friday	September 3
No School (Labor Day)	Monday	September 6
District Teacher's Conference - No School	Friday	October 15
End of First Quarter - Full day of school (42)	Friday	October 29
Parent - Teacher Consultations - Full day of school	Tuesday	November 9
Parent - Teacher Consultations - Full day of School	Wednesday	November 10
Parent - Teacher Consultations - Dismissal 11:15 A.M.	Thursday	November 11
No School	Friday	November 12
Thanksgiving Recess - No School	Wed. - Fri.	November 24-26
Last Day Before Christmas Recess - Dismissal 11:15 A.M.	Wednesday	December 22
Classes Resume	Monday	January 3
End of Second Quarter - Full day of school (43)	Friday	January 14
Pastor - Teacher Conference - No School	Monday	January 17
Winter Break Day/Presidents Day - No School	Monday	February 21
End of Third Quarter (44)	Friday	March 18
Spring Break	Mon. - Fri.	Mar. 28 - Apr. 1
Maundy Thursday - Dismissal at 11:15 A.M.	Thursday	April 21
Easter Break	Fri. & Mon.	April 22 & 25
Classes resume	Tuesday	April 26
Eighth Grade Graduation - 6:30 P.M.	Thursday	May 26
Memorial Day - No School	Monday	May 30
Closing Service & Awards - Dismissal 10:00 A.M. (47)	Friday	June 3

# Peace Lutheran School

## Tuition Collection Policy

Approved by School Board - May 27, 2008

The purpose of this policy is to detail the steps that will be taken to collect tuition when a family has not met the tuition obligations.

The school presently contracts with SMART Tuition Management Services to administer the tuition collection process. SMART contacts the family by e mail and/or telephone whenever a payment is not made by the due date.

Payment status will be monitored by the School Office and Parish and School Administrator.

1. A letter will be sent to families who have fallen at least 60 days behind in their payments. This letter will remind them of this shortfall and urge them to pay the shortfall or, at a minimum, contact the Parish and School Administrator to commit to a plan to pay what is owed.
2. A 2<sup>nd</sup> letter will be sent to families that are 90 days behind in their payments. This letter will remind them again that they are behind in meeting their tuition obligation. It will also state that report cards will not be issued during the school year until the arrears are brought down to one month or less. Final report cards will not be issued until all payments are made.
3. Applications to enroll for the next school year will not be accepted from families whose tuition payments are more than 90 days past due until the arrears are brought down to one month or less. Payment of the re-enrollment fee will not be accepted until past due tuition is at the level of one month or less. Payments prior to that time will be applied toward the delinquent tuition. The 2<sup>nd</sup> letter referenced above will include a reference to this policy.

Special appeals due to unusual circumstances will be referred to the tuition sub-committee of the School Board. This sub-committee is empowered by the full Board to make exceptions to the policy as deemed appropriate.

**Please note: Tuition payments are due on the 10<sup>th</sup> of the month. Please allow sufficient time for the payment to reach SMART. Overdue payments are subject to a late fee by SMART.**