

# **K-8 Parent - Student Handbook**

**Peace Lutheran School**

**2022-2023**



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## **WHO WE ARE AND WHAT WE BELIEVE**

### **MISSION STATEMENT:**

The mission of Peace Lutheran School is to equip students for lives of Christian witness, servant leadership, and academic success.

### **OUR PHILOSOPHY:**

God commanded us to "Train up a child in the way he should go, and when he grows old he will not depart from it." (Proverbs 22:6) The members of Peace have established and maintained a Christian day school to help carry out this command. We believe this school to be an essential arm of the church in the instruction of the youth and the promotion of the kingdom of God through witness and service.

To that end, Peace Lutheran School believes that the philosophy of our Christian education is built on the following principles:

- Led by the Holy Spirit, we lead students and parents to worship the Triune God and to build a personal relationship with our Lord and Savior, Jesus Christ, as stated in the Lutheran doctrines and confessions based on Holy Scripture.
- Led by the Holy Spirit, we challenge and equip students to achieve the highest academic standards while in the embrace of God's love and focused on Jesus Christ.
- Led by the Holy Spirit, we ignite a passion in students and parents to serve the Lord by cherishing

the Gospel and sharing it with others in our family, the community, and the world.

### **OUR OBJECTIVES**

#### **Spiritual:**

- To increase each child's knowledge and love for God and His Word.
- To inspire each child to live in response to God's Love.
- To teach all secular subjects in the light of God's Word.
- To discipline in such a way as to develop true Christian character.
- To help each child develop an appreciation of God's Word and Christian education.
- To teach children to use their time, talents, and treasures to glorify God in a life of faithful service.

#### **Cognitive:**

- To provide a Christian learning atmosphere.
- To develop skills and habits of thinking logically and creatively.

#### **Physical:**

- To teach each child the functions of the human body as a temple of the Holy Spirit.
- To instill in each child a love for a wholesome life dedicated to serving God.
- To provide for a well-balanced program of physical education and recreation.

### **Emotional:**

- To provide a Christian atmosphere in which to learn and grow.
- To treat each child as a precious gift of God.
- To aid each child in developing a positive self-image.
- To promote prayer and Bible study as an expected part of our daily walk.

### **Social:**

- To have daily student fellowship in building character and training of Christian living.
- To lead each child to see all people as equal.
- To develop a respect for authority, property, and the rights of others.

### **PEACE LUTHERAN CHURCH & SCHOOL HISTORY**

Peace Lutheran was formally organized on April 1, 1959. Under the guidance of the Holy Spirit, the congregation has been encouraged to "let its light shine" in this community and to share the Gospel of Christ.

In the spring of 1966, the congregation voted to add a Christian elementary school to its education program. The formal opening of the school occurred in 1967. The school had an enrollment of 34 students in its first year. Three additions have enhanced the building since that time. The Preschool program was initiated in 1974.

Over the course of time, Peace Lutheran School has been blessed with

many dedicated teachers, principals, and support staff. Through their hard work and God's grace, Peace Lutheran School has experienced a steady growth since its opening.

Peace belongs to the Lutheran Church-Missouri Synod (LCMS). Today, the LCMS operates almost 2000 elementary and Pre-K schools and 87 Lutheran high schools throughout the United States. These schools enroll more than 200,000 students who are taught by almost 22,000 teachers. Peace Lutheran is proud to be a part of the Lutheran school system and its great heritage.

Doctrine and practice of the Lutheran Church Missouri Synod are the basis of our teaching, and the entire program of curricular and co-curricular activities is planned with prayer that the faith of students and teachers is nurtured and strengthened each day of the school year.

### **OUR PURPOSE:**

Peace Lutheran Church is committed to the discipling of all of its members. As Christians, we understand that Christian education works best when it is understood, integrated, and practiced as part of the Christian home. For this reason, Peace supports and maintains a Christian Day School.

Our desire is to make Christian education available to all in order for our families to utilize the day school to strengthen and assist them in preparing our children for life in this world. The primary focus for the school is to provide a faith-centered environment in which our children are nurtured and taught. In

addition, our hope is that the day school will be an outreach effort for those who do not yet know Jesus. Our school is open to children of all faiths.

## **NEWS AND INFORMATION**

Our Peace website has the most up-to-date information and activities. The site includes the most accurate school and athletic calendars.

Our new Student information system called Gradelink, is where you can communicate with the people of Peace School and find information regarding your financial obligations, attendance, and your child's graded assignments.

A weekly newsletter, Panther Tales, is posted to the website and Gradelink weekly. In it will be all the information for the next week, upcoming special events, days off, lunch menu, sports activities, etc.

E-mail addresses are requested by the school office. Please stop by the office to let the school know if you do not have electronic access and require paper communications.

## **CREDENTIALS**

### **ACCREDITATION**

Peace Lutheran School is one of over 1,500 Lutheran elementary, pre-k, and high schools in North America and one of almost 150 Lutheran Schools in the state of Michigan. Nationally, about 20% of all schools have received recognition as nationally acclaimed schools. Peace Lutheran School has been re-accredited and holds accreditation status from the National Lutheran School Accreditation Association. The school also is accredited by the Michigan Association

of Non-Public Schools. Our school was most recently accredited in July of 2018.

Peace Lutheran School is a state-approved educational institution, operating within the framework of the Michigan School Law, and is under the jurisdiction of the Lutheran Church Missouri Synod as well as the State Superintendent of Public Instruction.

### **THE SCHOOL ADMINISTRATION**

The Board of Christian Education, elected by the Voter's Assembly, is the controlling authority in the operation procedures of the school.

The Board of Christian Education promotes the cause of Christian education in all phases within the congregation's school.

The principal of the school is the executive administrator for the Board of Education and acts as chief director of the school. The principal suggests changes in policies and procedures and administers the directives of the Board of Christian Education.

Parents may request a meeting with the Board of Christian Education by calling the school office to make an appointment with the principal and the chairperson of the Board of Education.

### **THE FACULTY/STAFF**

All Peace teachers are qualified, state-certified instructors dedicated to furthering professional development; the majority of whom are synodically trained in the LCMS. They provide a learning environment which allows for interpersonal relationships among all students, parents, and faculty. They proclaim the Gospel and serve the

student and the parent, understand and are concerned about the students' lives, and are committed to presenting quality education with strong morals and self-discipline.

## **TUITION & OTHER MONEY MATTERS**

### **CHURCH ATTENDANCE POLICY**

When combined with the family's regular attendance at worship services and the regular reception of the Lord's Supper, the family in its responsibility for taking the lead in religious instruction is strengthened.

#### **Part I – Being Active In Worship**

Peace Lutheran Church encourages a 100% attendance for all our membership. At minimum, a 75% annual Peace worship attendance is required for church members in order to maintain an active member status. It is expected that all Peace member families (parent(s) and their children) faithfully attend at least 75% of Peace weekend worship opportunities (Sunday). Attendance will be recorded and evaluated on a quarterly basis. The primary method for documenting attendance for Peace members is the "Friendship Pad.", found in the Gathering room, use of the QR code, or the Peace mobile app.

#### **Part II – Tuition Reduction as it Relates to Member Status**

**Peace members are afforded a tuition reduction as a result of their active member status.** In the event a family's status falls below the 75%, the following process will be followed:

- When a family initially falls below

75% Peace worship, a formal letter will be issued to the family to document this initial shortfall and inform the family that its active member status is in jeopardy. Attendance will then be monitored for an additional quarter to validate improvement.

- A second shortfall by a family in worship attendance will result in the family being contacted by the principal or pastoral staff in writing and at this time the family will be charged community rates for the next quarter. Active member status and member tuition rates will not be reinstated until a minimum of 1 quarter of 75% Peace worship attendance is documented weekly.
- If a family situation develops in which these guidelines cannot be met, a parent should contact the principal or Pastor Klemm or the chairperson of the Board of Christian Education.

### **TUITION**

When a child is accepted into Peace Lutheran School, parents agree to a financial support program. All school families will be on a tuition payment basis.

- All tuition payments are due the first of each month.
- Tuition payments are to be paid monthly, unless paid in full prior to the school year.
- Tuition payments may be made by cash, check, echeck or credit card.
- A late fee of \$25 per payment due will be added if payment is not made by the 10th day of each

month.

- The business manager shall notify the school principal when a family is in arrears of tuition payment by two months. The parents/guardians will be advised that their child will not be admitted to school until such time as the account is brought up to date. A fee of \$50 per payment will be assessed for all checks that do not clear bank or savings and loans due to insufficient funds.

### **DEBTS AND BORROWED SCHOOL PROPERTY**

Students and parents are responsible for paying, in a timely manner, any debts incurred at school. This includes lunch charges, library fines, tuition, and all other monetary obligations. Students and parents will also be responsible for returning borrowed school property in a timely manner and without any unusual wear and tear or abuse. This includes library books, athletic uniforms, and school equipment of any kind.

Report cards will be withheld from those students who have outstanding debts or obligations exceeding \$25.00 at the end of the quarter. The report card will be released upon proof of payment of the debts and/or return of the property.

### **HOT LUNCH**

Hot lunch is served on each full day of school. It is a healthy balance of good, nutritious food choices including fresh fruits, vegetables, and lean meat choices catered by Vince & Joe's Catering, Lettuce Feed You, and Jet's Pizza. All of our hot lunch items can be made gluten-free for \$1.00 extra.

Our daily lunch is an a la carte menu. Families may choose one, two, or all of the menu items for each day Monday, Tuesday, Thursday, and Friday. Each menu item is individually priced.

Jet's Pizza is served each Wednesday. Students may choose one or two pieces of pizza. Each pizza day lunch includes two breadsticks and a salad bar. White or chocolate milk is served each day for lunch.

Our milk is farm-to-table and is brought to school each week from Crooked Creek Farms. Milk is included with each entrée and can also be paid for separately at 40 cents per 8 oz. glass. Milk does not need to be preordered .

Families pre-order and prepay for lunches 30 days in advance through Gradelink. Lunch balance may not have a past due date balance greater than \$10.00

## **ENROLLMENT PROCEDURES & POLICIES**

### **NON-DISCRIMINATION POLICY**

Peace Lutheran School believes that discrimination is contrary to the philosophy, nature, and mission of the school. Therefore, Peace Lutheran School does not discriminate on the basis of race, color, national or ethnic origin in its admission policies, education, or other school administered programs. As a Christian school, we carry out the mission of our Church. We promote the faith growth initiated by the Holy Spirit. We are dedicated to making our school an avenue of gaining disciples as well as nurturing those who are His own.

### **ENROLLMENT POLICIES**

Peace Lutheran School's purpose is to give a Christian education to as many children as possible, and therefore, we are anxious to offer the educational program of our Christian day school to all parents who desire a Christ-centered education for their children. However, staff and building capacity limit the number of students that can be enrolled.

Re-enrollment may be done according to the yearly published enrollment schedule.

Enrollment eligibility follows these categories in order:

1. Children of one or both parents who are active members of Peace Lutheran Church.
2. Children of unchurched parents who are mission prospects.
3. Children of parents from Peace Lutheran Preschool, whose parents do not belong to Peace Lutheran Church.
4. Children of parents from other Lutheran congregations.
5. Children of parents from other denominations.

Once a child has been accepted and has maintained his/her good standing academically and spiritually and the the family is in good financial standing with the school, the child may be re-enrolled for the following school year.

All students who are new to Peace Lutheran School will be placed on both academic and behavioral probation for a 6-week period. During the probationary period, students will be evaluated on an ongoing basis. At the end of the probationary period, a meeting may be requested with the principal, the classroom teacher, and parents to

determine if the student shall be admitted to the school on a permanent basis.

Re-enrollment may be done according to the published enrollment schedule.

### **ENROLLMENT ON ACADEMIC PROBATION**

- The student will be officially admitted into school membership if the student's academic ability is considered successful by recommendation of the classroom teacher and school principal.
- If the student fails to improve satisfactorily, the student will be withdrawn (excluded) from the school.
- In borderline cases, an extension of three weeks' academic probation may be granted. If, after the three week extension, there is not satisfactory improvement, the student shall be withdrawn (excluded) from Peace Lutheran School.

### **ENROLLMENT ON BEHAVIORAL PROBATION**

- The student will be officially admitted into the school membership if the student's behavior is considered satisfactory by the classroom teacher and school principal.
- If the student exhibits severe or unusual behavioral problems during the probationary period, the student will be withdrawn (excluded) from Peace Lutheran School.

After the student has successfully



completed the probationary period, he/she is responsible for maintaining the academic and behavioral standards of Peace Lutheran School.

### **ENROLLMENT FEE**

All students will be charged a yearly registration fee, which covers the cost of textbooks, workbooks, supplies, etc. The fees are reviewed annually by the Board of Education.

### **AGE REQUIREMENTS**

Peace Lutheran School requires that, to be admitted to Preschool 3s, a child must be three years old by **September 1st**. To be admitted to Preschool 4s, a child must be four years old by **September 1st**. Young 5s children must be five years old by **December 1st**. Kindergarten children must be five years old by **September 1st**. A copy of the child's birth certificate is required for enrollment for all students.

### **PROCEDURE FOR NEW STUDENT ENROLLING IN THE SCHOOL**

1. Enrollment Application needs to be completed and non-refundable enrollment fee paid.
2. Once enrollment fee is paid, an academic assessment will be scheduled.
3. Interview with the principal, parent, and student .
4. Examination of existing student records and/or discussion with the current school's academic staff.
5. Acceptance of the student by the principal

The school does not usually accept

students from other schools in cases of previous unacceptable work or a serious academic, disciplinary, or social problem. Each child accepted for admission will be placed in the grade and class group that best meets his/her individual needs as determined by Peace Lutheran School. In all cases when a child transfers from another school, a conference between parents and principal is required.

### **TEACHING & LEARNING EXPECTATIONS**

Peace Lutheran School's curriculum complies with the high standards of the Lutheran Church Missouri Synod and is aligned with the standards set forth by the Michigan Department of Education. Teachers use a variety of tools to teach the lessons, which vary from subject to subject and teacher to teacher. Technology, differentiation, STEM, hands on activities, online platforms & apps, are some of the different tools used in the classroom.

Students that learn in unique ways may qualify for extra attention and help from the Lutheran Special Education program, as well as some limited help from Utica Community Schools.

### **CURRICULUM:**

#### ***Daily Religion:***

Religion classes are taught daily as an integral part of the curriculum. Each child is required to participate in religion classes, daily prayer, Chapel services, and faith-based teaching across the core curriculum. The content of the classes is consistent with the teachings of the LCMS (see [www.lcms.org](http://www.lcms.org) website for further explanation for the beliefs of our church.) A special booklet is

available which outlines these doctrines for those who do not belong to the Lutheran church. The confirmation program (preparation for church membership) is held outside of school hours and is required only for Peace Lutheran Church member families.

### **Chapel Services:**

Each Wednesday a specially designed worship service for all students and staff is held in the church. These chapel services give the students and staff an opportunity to worship in a structured setting and put into practice the lessons learned in their religious training. Parents, families, and friends are encouraged to worship with us. Our Chapel service time is 9:10-9:45am. Each child is encouraged to bring a weekly offering to support the designated mission.

### **Core Classes:**

**Religion:** doctrine and Catechism instruction, Bible history, Bible stories, Christian living, memory work, curriculum and legacy verses, comparative religions

**Language Arts:** reading, phonics, English, spelling, literature, creative writing, research, handwriting

**Math:** general math, pre-algebra, and algebra

**Social Studies:** geography, history, civics, current events, and map skills

**Science:** general science, life science, physical science

**Non-Core Classes** (offered through our Share-time program with the public school):

**Physical Education:** physical fitness and testing, team sports, individual skills

**Fine Arts:** music, band, choirs, art, school programs and assemblies.

**Foreign Language:**  
Spanish (K-8)

**Computer Education:** Google Apps for education, Digital Citizenship, Keyboarding, Word Processing and STEM.

## **PRESCHOOL PROGRAM**

**Please refer to the Preschool Handbook for information about this program.**

## **FINE ARTS**

All K-8 classes will receive Art education during the week. K-4 receives music and choir instruction as well. 5th through 8th grade students are required to be in at least one music class, either choir or band. A student may be in both choir and band as well.

## **BAND**

Students in Grades 5-8 are invited to be part of the band program. Peace offers two bands, the Beginning Band (consisting of 5th graders and first-time band musicians) and the Advanced Band (composed of 6th, 7th and 8th graders). Both bands will meet two times a week. A child who commits to band must remain in band until the end of the first semester.

Each band will perform several times throughout the course of the year, and band members are expected to be at those performances.

## **CHOIRS**

Peace Lutheran School establishes school choir opportunities for our students for the purposes of edifying God in the worship of Peace Lutheran Church and school learning choral techniques, and becoming familiar with good sacred and secular music.

Since we are a part of Peace Lutheran Church, it is expected that children will attend rehearsals and services in which the choir or class is scheduled to sing. This expectation is the same for both Peace Lutheran Church members and non-member families. We encourage and invite our non-member families to worship with us whenever their children are scheduled to sing.

- Students in Grades 1-4 participate in the Sonshiners Choir.
- Students in Grades 5-8 may participate in the Unashamed Choir. A student who commits to the Unashamed Choir must remain in choir until the end of the semester. A student who would like to join the Unashamed Choir after the start of the year may join at the beginning of the second semester. Participation and attendance are reflected in grading.

## **PHYSICAL EDUCATION CLASSES**

Physical Education classes are taught in grades K-8 and meet twice a week per class.

Students must wear socks and tennis shoes.

In order for a student to be excused from physical education class, a doctor's note is required.

## **STUDENT PROGRESS**

Teachers consistently monitor the progress of students in the classroom. In those cases where there are concerns over performance, the teacher will communicate the concern to the parent. Gradelink Online Management program allows for daily parent and student access to student performance in grades 2-8. Report cards are issued at the end of each of the four quarters of the school year. Parents are encouraged to engage with teachers at any time regarding their child's academic or social progress.

## **REPORT CARDS**

Report Cards may be viewed on Gradelink Online Management. Printed copies are put into a student's file at the end of the year. If a parent needs a printed copy of the report card, please request it from the office. A report card may be held back and not given out in the event that any financial items have not been paid, a library book is missing, a uniform has not been returned, etc.

## **HONORS AWARDS**

Each year a valedictorian, a salutatorian, and a Walk With Jesus Award winner will be chosen to represent the graduating 8th grade class. Students must have been enrolled at Peace Lutheran School or in another Lutheran School in Grades 5-8 to be eligible for an award. Grades from the 5-8th grade report cards will be averaged to establish the students with the two highest grade point averages.

## **HONOR ROLL**

At the end of the first, second, and third quarters, students in Grades 5-8 who have a grade point average on their

report cards of 3.25 or better, with no grade lower than B-, will be placed on the Honor Roll. Any student with a grade point average of 3.75 or better, with no grade lower than B+, will be placed on the Principal's List. This is based on core subjects only. A 4-point (+,-) system of grade point averages will be used to determine each student's grade point average. The names of all students who make the Honor Roll or the Principal's List will be published quarterly

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences are scheduled during the school year. In addition, parents are urged to consult with their teacher regularly concerning their child's progress. Appointments are to be made with the individual teachers but are not to be scheduled during the school day. Parents are asked to not disrupt or interrupt the classroom teacher prior to the 9:00 A.M. school opening to discuss a child's progress. After-school or evening appointments are preferred.

### **PROMOTION AND RETENTION**

A child is promoted to the next grade level if he/she has clearly demonstrated an understanding and mastery of his/her comprehension and completion of the work designed for the current grade level.

### **KINDERGARTEN**

While academics and basics are important at this level, we also concern ourselves with the child's growth socially, physically, and emotionally. If a child is not developing at a satisfactory rate in one or more of these areas, the teacher may recommend that a student be retained at the present level to permit

time for the child's balanced development in all areas. The teacher, through progress reports and conferences, will keep the family informed about the child's progress. The teacher will notify the parents/guardians at the end of the first semester if concerns in the child's progress may require retention at the Kindergarten level. At that time an action plan will be initiated to ensure all efforts will be made to provide success for the child.

### **GRADES 1-3**

Of primary concern at these levels is the child's development in Math, Reading, Spelling and English. These subjects serve as a foundation from one grade level to the next. If a child is experiencing difficulty during the first semester in any of the previously mentioned subjects and receives a letter grade of D or F, actions should be taken at the beginning of the second semester to correct the identified weaknesses. Parents and teachers should draw up specific action plans. If the child fails any of these subjects at the end of the second semester, it will be required that the child enrolls in a summer program or receives tutoring to improve the deficiency. A child's participation and performance in such programs must be reported to PEACE LUTHERAN SCHOOL no later than August 10<sup>th</sup>. The child will be retained if he/she does not enroll in such a program or does not satisfactorily complete the summer program. If a child fails two or more of the listed subjects at the end of the second semester, the child will be retained at that grade level.

## **GRADES 4-7**

The following requirements apply to grades 4-7:

- All core subjects: Religion and Memory, Language and English, Spelling, Reading and Literature, Math, Science, and Social Studies are included in promotion requirements.
- If a student has an average below 60% in a core subject area for the entire school year, the student must enroll in a summer program or obtain intensive tutoring instruction (minimum of 30 hours with a certified teacher), as directed by the principal.
- If a student receives an average below 60% in the 4<sup>th</sup> quarter in a core subject area but passes for the year, he/she will be required to receive 15 hours of tutoring with a certified teacher during the summer before actually receiving a passing grade in that subject. If a student fails the second semester but passes for the year, he/she will be required to enroll in a summer program or receive 30 hours of tutoring with a certified teacher during the summer, as directed by the principal.
- If requirements are met satisfactorily during the summer (unless three or more courses have been failed), the student will be promoted to the next grade. Peace Lutheran School would need to have written notification

no later than August 10<sup>th</sup> indicating student participation and satisfactory performance in the summer program or tutoring class.

- Retention/promotion requirements may be modified or waived due to special circumstances, focusing on the best long-term benefit for the student's future. Special circumstances may include, but are not be limited to, such instances as a prolonged illness, accident, unusual family situations that may affect the performance of the child in the educational setting, or significant improvement of academic performance during the last one and one-half quarters of the school year. A collective decision to waive or modify the requirements will be made by a group consisting of the principal, the student's homeroom teacher, and any other professional staff member(s) directly involved in the classroom education of the child.

## **GRADE 8 INCLUDING GRADUATION**

- All core subjects including English, Literature, Math, Religion, Science, and Social Studies are included in promotion requirements.
- A student must have a passing average for the year (a year consists of 4 quarters) in order to graduate with the class.
- If a student has a failing average in a core subject for the entire school year, the student must enroll in a summer program or

obtain intensive tutoring instruction (minimum of 30 hours with a certified teacher), during the summer, as directed by the principal. He/she will not be allowed to graduate with the class. Two such failures will result in retention in the eighth grade.

- If a student fails a core subject in the 4<sup>th</sup> quarter but passes for the year, he/she may be part of the graduation ceremony but will be required to receive 15 hours of tutoring with a certified teacher during the summer before actually receiving a diploma. If a student fails a core subject in the second semester but passes for the year, he/she may be part of graduation but will be required to receive 30 hours of tutoring with a certified teacher during the summer, as directed by the principal, before actually receiving a diploma.
- Failure to graduate with the class does not mean the student will not be promoted to Grade 9. If requirements are met satisfactorily during the summer (unless two or more courses have been failed), students will be promoted to Grade 9. Peace Lutheran School would need to have written notification no later than August 10<sup>th</sup> indicating student participation and satisfactory performance in the summer program in order for a diploma to be issued.

A child is retained at a particular grade level if he/she is unable to satisfy the requirements for promotion. In all cases of retention, careful individual

consideration is given to the effects and benefits of this decision. If the teacher finds it necessary to recommend retention of a child in a given grade, he or she will hold a special consultation with the child's parents or guardians, along with the principal and any other professional staff member directly involved in the classroom education of the child, before making a final decision. Christian love will always be the guiding principle upon which such decisions will be made.

### **AFTERSCHOOL ATHLETICS**

Our school is a participating member in the North Suburban Lutheran Athletic Association. The following activities make up the athletic program: boys' and girls' soccer, girls' volleyball, boys' basketball, girls' basketball, boys' and girls' track. Participation is for students in grades 5-8, however, if numbers warrant, 4th graders may participate with league approval.

It is expected that the students, parents, and coaches will abide by the rules of this agreement:

- A number of athletic events are held in our gym and on our soccer field. Parents and students are asked to be Christian examples in their behavior. Overzealous parents, relatives, friends, and students may tarnish the image of our school as well as their own if they display inappropriate behavior.
- A mandatory parent meeting is held before each of the sport seasons to share information about the coach's philosophy, parental involvement, code of

conduct, practice times and expectations.

- The Board of Education has established an Athletic Fee of \$25 per sport per student for participating in any sport offered by the school. This fee is due prior to inter-school competition, and will be used for the needs of the Peace athletic program.

### **ATHLETICS ELIGIBILITY POLICY**

Standards for Eligibility:

- Students cannot have a grade below 70% in any core subject (Religion, Memory, Math, Literature and Reading, Language and English, Science, Social Studies, and Spelling).
- Students cannot have any outstanding incomplete work in any subject area.
- Students cannot be experiencing recurrent disciplinary problems.
- Students serving a detention will be ineligible to participate in any athletic game or practice until that detention is terminated.
- Student evaluation will take place before the start of each sport season and at mid-season. If a student athlete has been declared ineligible, he or she will be reevaluated weekly from that point.

During the first week of ineligibility, the student will be required to attend practices and may practice with the team during the first week of ineligibility, but will not be allowed to participate in games or tournaments. It is expected the student will seek out the teacher to determine what is needed to improve.

If the student has not regained eligibility by the end of the first week, he or she will also still be required to attend and observe practices/games or tournaments but will not be allowed to play during the second week of eligibility.

These requirements will continue until the student is deemed eligible to play or subsequently terminated from the team for the remainder of that sports season at the discretion of the principal.

The principal will have the discretion to review and determine eligibility requirements after consideration of extenuating circumstances.

Parents have the right to expect and enforce higher standards for their child and can count on the support of teachers and coaches in their decision.

Our student athletes are encouraged to be faithful about worship attendance, and are expected to demonstrate Christian conduct and behavior in all classroom and school activities.

### **ATHLETIC BOOSTERS**

All parents of children who participate in athletics are Boosters. This group strives to fulfill the following objectives:

- to promote Christian fellowship;
- to promote and develop physical fitness in order to serve our Lord to the best that our physical bodies permit;
- to promote interest in all of the church and school athletic programs;
- to aid in the development of facilities and the purchase of uniforms and needed equipment.

- Boosters help with concessions, scorer's table, or line judging.

## **VOLUNTEERING**

### **VOLUNTEER SERVICE HOURS**

Every Kindergarten-Grade 8 family is required to participate in 15 hours of school-designated volunteer service hours. Yearly services are greatly needed and appreciated. Families are subject to a \$200 fee if volunteer hours are not met.

**Please note that only 5 of the 15 volunteer hours can come from class field trips.**

#### **Steps to Take to Complete Hours:**

- Parents select volunteer hours from a list of published needed tasks or as teachers, staff request.
- Parents complete a volunteer event.
- Parents submit a Volunteer Hours record with the Volunteer Supervisor's signature and return it to the school office (NOTE: It is not the Volunteer Supervisor's responsibility to turn in hours for parents).
- Hours are logged in by a Peace staff member monthly and monitored for 15- hour completion by **May 1, 2022**.

### **GUIDELINES FOR VOLUNTEERS**

- It is highly recommended that volunteers always work with two or more children at a time.
- Volunteers who may provide direct supervision or serve as

chaperones on overnight field trips must agree to submit to a criminal background check through Michigan State Police I-Chat Program

- Volunteers will model Christian speech and respect for all people.
- Volunteers must be eighteen years old or older.
- Volunteers will follow teachers' directions.
- Volunteers will be informed of and abide by all appropriate classroom procedures and school policies.
- Children will address volunteers by the proper titles of respect, i.e. "Mr.", "Mrs.", "Miss".
- Volunteers will avoid discussing students, parents, or teachers.
- Volunteers will not be responsible for discipline of students. Concerns should be brought to the attention of the teacher.
- Volunteers will be prompt. If an absence is necessary, volunteers will inform the teacher in advance.
- Volunteers will adhere to the school's tobacco-free and alcohol-free policy at all times.

### **PARENT TEACHER LEAGUE**

Each family is an automatic member of the Parent Teacher League (PTL). Our PTL supports the school in various ways. We encourage all parents to participate in the various PTL activities throughout the year. It is a great way to support the school as well as to be in fellowship with other families of Peace.



## **SIBLING POLICY (K-8)**

We value our parents' attendance at classroom activities such as field trips and parties. It is our hope that they use those opportunities to focus on the children whose classroom activity they are attending.

**\*\*For that reason:**

**siblings are not permitted to accompany parents/volunteers attending classroom parties, volunteering in office/facility activities or chaperoning field trips**

## **FIELD TRIP POLICY**

A number of excursions and field trips during the school year are planned as an extension of the learning that takes place inside the classroom. We encourage parents to accompany the class on field trips when possible. At times, there may be a charge for students and adults for a field trip.

- Drivers/chaperones are to follow teacher guidelines/directions to ensure a safe and productive outing.
- Trip locations will be selected by the teachers and must be approved by the principal.
- Transportation will generally be in private vehicles furnished by the parents.
- The driver will serve as designated chaperone of the vehicle.
- The driver/chaperone must be at least 21 years of age.
- A vehicle will take only as many passengers as can be restrained by safety belts in approved seats.

- The seat belts provided must be used by all passengers.
- The teachers will inform the parents of all field trip details.
- Students who misbehave on field trips may be barred from future field trips.
- Chaperones and drivers are not allowed to bring additional children on the school sponsored field trip.
- Since field trips are official school functions, no use of tobacco and/or alcohol will be permitted.
- Because of air-bag safety, front seat passengers must weigh at least 85 pounds or be at least 12 years old.
- Drivers are not to make unscheduled stops en route to or from the field trip location.  
*State Law requires that until children are eight years old or 4'9" tall, they use a booster seat.*

## **REQUIREMENTS FOR VOLUNTEER DRIVERS**

For added safety of your children, the Board of Education policy requires all parent drivers who transport children other than their own on field trips and school activities to:

1. undergo a background check through the Michigan State Police I-Chat Program.
2. submit a copy of a valid driver's license.
3. provide a certificate of current automobile liability insurance.

The results of the background check shall remain confidential with the principal's office, but offenses which pose safety and liability concerns will

exclude the volunteer from transporting Peace students other than one's own children.

## **THE SCHOOL DAY**

### **THE SCHOOL HOURS**

For students in Grades K-8, school begins at 9:00 am and dismisses at 3:40 pm. All students are to be picked up by a parent or specified adult who is listed on the emergency card.

### **SCHOOL ATTENDANCE POLICY**

All students are required to attend school each day unless excused by illness, emergency, or necessity. In the case of an absence, the parent is required to call the school office **(586) 731-4120** between 8:00 and 9:30 am to report the absence.

Any student who misses school is required to make up all missed homework, as determined by the classroom teacher.

Students who are absent for more than three days must obtain a doctor's note and present it to the office prior to the student's return to school.

A student who comes to school and then leaves for a scheduled medical appointment is not to be counted absent from school if he or she returns with a doctor's slip and:

- a) the student returns to school after the appointment, or
- b) the student leaves school after 3 pm. Missing up to three hours is considered a half-day absence. Missing more than three hours is considered a full-day absence.
- c) Whenever possible, plan appointments on days outside of

the school day and calendar.

***A parent must report to the school office to sign his or her child out or in at all times during the school day.***

According to Peace Lutheran School policy, students who miss more than 20 days of school during the semester or 30 days during the school year can be subjected to retention in that grade. A meeting between teacher, principal, and parents shall be held to discuss the absenteeism and the determination of makeup days or grade placement.

"Make-up days" could be any one of the following:

- a. parent-assisted required homework, turned in for non-graded credit
- b. homebound program, arranged and paid by the parent, approved by Peace
- c. tutoring sessions outside of the school day, paid by the parent
- d. retention

### **TARDINESS**

Students are expected to be in class at the beginning of the day and at the beginning of each class.

Students who are late arrivals by car, bicycle, or walking are recorded as being tardy after 9:00 A.M. Any student arriving after 10:00 A.M. will be marked a 1/2 day absence. (Tardiness by bus is excused and not recorded as tardy).

All students who are tardy must report to the school office to pick up a tardy slip, which is to be given to the teacher.

After four unexcused tardies per semester, parents will be contacted by the principal to discuss a plan to

improve punctuality and the consequences of continued tardiness.

### **EMERGENCY SCHOOL CLOSING**

In the event of inclement weather, school may be cancelled or dismissed or emergency early. Peace families will be contacted through the school email system. Also, please note that Peace Lutheran School generally closes whenever the Utica Community School System is closed.

### **SAFETY & SECURITY**

For the safety of our students, we maintain security rules and procedures. Peace Lutheran School operates a closed campus policy. This means that students must stay on the school grounds from the time they arrive until dismissal of school. Parents must sign out their children from the school office. Any student arriving late or returning from an authorized departure must report and sign in at the school office before returning to the classroom.

Parents and guardians may bring children to school and walk them to the classroom in the morning after the bell rings at 8:50a.m. However, all parents and guardians are asked to leave the classroom immediately after dropping off the children and not loiter in the hall. Also note, walking to class is an important step in gaining independence and growth. Please adjust your actions according to the appropriateness for your child's age.

During the school day, all entrances to the building will be locked. When parents come to school during the day, we ask that they please check in at the office first in order to receive approval to be in the building. A parent who comes

to pick up a child early is asked to come to the office to sign out the child and then wait in the school entryway near the office. The child will be sent to meet the parent at the school entry.

### **RECESS**

All students in Grades K-8 are expected to go outside for recess with their class, if weather permits. The students will remain in the classroom for a break during extreme inclement weather. It is the responsibility of the parents to make sure the students have appropriate dress for the weather, especially hats, gloves, snow pants, and boots during snowy weather.

### **TEXTBOOK POLICY**

The school furnishes books to all students with the exception of Bibles, catechisms, and out-of-school confirmation materials that are purchased from Peace by the parent.

- Textbooks are to be kept clean and handled carefully. A fee will be assessed for any unreasonable damage to textbooks and workbooks. All school hardcover textbooks must be covered in order to preserve the longevity of the book.
- Covers may be either purchased or made. If using a soft cover, students must use x-large. The student's name and grade must appear on the cover for aiding in locating and identifying misplaced books.

## **ITEMS BROUGHT TO SCHOOL**

Students are not to bring articles to school which will interfere with school procedure or are potentially harmful or dangerous. Skateboards, toy guns, squirt guns, knives, weapons, matches, etc. should not be brought to school. Such items will be confiscated. Please consult with the school administration before allowing any questionable items to be brought into the building. Board games, handheld electronic games of appropriate nature, and other small toys may be brought for indoor recess periods at the discretion of the classroom teacher.

Gum chewing is entirely banned from the school and church building, as well as the church and school grounds, as an unnecessary hindrance to proper maintenance of floors, drinking fountains, furniture, books, and the like.

## **TELEPHONE**

Students will be allowed to use school telephones in emergency situations only. All calls (including those made on cell phones) must be approved by either the classroom teacher or the secretary in advance. Parents who find it necessary to call their child during the school day may do so by calling the school office. The secretary will take the message and forward it to the student. Only in extreme cases will the student or teacher be called from the classroom for a telephone call.

## **CELL PHONES AND ELECTRONICS:**

Cell phones and other electronic devices can become a distraction from learning. The school can assume no responsibility for damages to personal electronics, nor any loss or theft.

Students who bring these devices to school are to turn the devices off and store them in their student lockers, or in another location directed by the teacher. Devices may not be used during school or latchkey hours. Violation of these guidelines or unacceptable use will result in confiscation of the device. Parents will be required to claim the item from the principal.

## **LOCKERS**

School lockers are the property of Peace Lutheran School. Care and cleanliness of the locker are expected. If there is a reasonable cause to believe that a student has in his/her possession an article which the school believes could endanger the student's own health and safety or the health and safety of others, a school may search. Locks are generally not an option for student lockers. Nothing of value that needs to be locked should be in the locker. Parent request to have a lock on their child's locker must be discussed with the principal before a lock is added.

## **LATCHKEY**

Peace offers a before and after school service for students. Hours are 7:30-8:50a.m. and 3:45-6:00p.m.

***Any child dropped off before 8:40am or left at school past 4:00pm will be placed in Latchkey.***

Guidelines and a rate schedule are available in the office.

## **HOMEWORK POLICY**

Home study is a necessary part of each student's educational program. Generally, "homework" is work that has not been completed at school or work done on a special project. Parents can expect about 10 minutes of homework

each night per grade( first grade 10 minutes, 2nd grade 20 minutes, etc.), not including reading minutes, studying for larger tests, and projects.

All students in Grades 2-8 will be required to purchase from the school, and make use of an assignment notebook during the school year. Intentional efforts will be made to encourage our students to take responsibility for organizing their homework, projects, and test preparation schedules as we continue to assist the children in becoming responsible and independent learners. Assignment notebooks are distributed to students by their classroom teacher and will be charged to the family's account.

When children find work difficult or need additional study time, work at home can be helpful. When unfinished work is not completed at home, an explanation from the parent is expected. Parents should regularly review the work each child brings home.

### **MAKE UP WORK**

It is the student's responsibility to obtain all make-up assignments from his/her teacher immediately upon returning to school. Failure to obtain make-up assignments is no excuse for not doing the work missed.

If a child is absent due to sickness, it is important to complete the missing work in a timely manner. One make-up day per sick day will be allowed. Individual exceptions may be approved by the teacher.

**Family vacations during the time that school is in session are discouraged. Classroom instruction cannot be**

### **replicated, and students suffer loss of instruction time.**

If a student is planning to be absent due to a vacation, the family is responsible for informing the school in writing two weeks in advance of the vacation. If requested, teachers may give general school work information prior to the student's vacation, but will not be required to give specific assignments until the student returns. *Any work assigned ahead is due upon return or as coordinated by the teacher.*

*Assignments given after the vacation are due when the teacher requires.*

### **INCOMPLETE WORK POLICY FOR Grades 3-8**

- Any work not completed when class begins on the day it is due, as well as absent work not completed within the time specified by the teacher, is considered incomplete work.
- A percentage penalty is assessed in the event of incomplete work. The work must still be completed and turned in to the teacher promptly. Notification of outstanding incomplete work is available on the parent gradebook view. Excessive incomplete work will be reported to the parent.
- In Grades 3-5, work that has not been completed and turned in to the teacher, within the time frame specified by the teacher, will be scored a zero.
- In Grades 6-8, work not completed to hand in on the day it is due will receive a 10% deduction. If the work is not done

on the second day, it will be recorded as a zero until the work is handed in. When the work is handed in, the grade will reflect the student's work and not be higher than 59%.

- Any student receiving an "incomplete" in any class must clear that incomplete before a decision is made as to promotion. If the incomplete still exists by June 30th, that child will not be re-enrolled for the coming year. The parents will be notified of such action. If the child completes the assignment after June 30th, that child may be re-enrolled provided: a) there is an opening in that class, and b) all other obligations are current.

### **STUDENT DRESS CODE POLICY**

As a Christian school, we encourage and expect proper speech, dress, and manners. All clothing should be modest, neat, and clean. The principal and faculty retain the right to address fashion trends that are not specifically addressed in the handbook.

\*\*Parent cooperation is essential if our school is to maintain a quality educational environment. The principal and faculty retain the right to address fashion trends that are not specifically addressed in the handbook.

### **General Dress Code Guidelines:**

- **Solid color** leggings or tights may be worn under a skirt or dress. Leggings must be ankle length. Capri length leggings may be

worn only during shorts season. Leggings may not be worn without a skirt or dress over them.

- Dress, tennis/athletic shoes, or sandals may be worn at any time. Footwear without backs is not allowed. Heels or platforms must not exceed 2 ½ inches. **No light-up shoes** are permitted.
- Roller shoes are not permitted.
- Tattoos, body piercing, and bandanas are not permitted.
- No extreme haircuts or coloring, unnatural hair colors, designs, or tails are permitted.
- Jewelry may be worn in moderation. Makeup (in moderation and good taste) may be worn by girls in Grades 6-8. No makeup, hairspray, etc. should be brought to school. Post earrings only are permitted for girls in Grades K-5.
- Non-dress code clothing may be approved for special days, school spirit days, and school picture day. Students will be notified as to what is approved on those days.
- Boys must be clean-shaven, and hair must be clean, well groomed, natural in color, and cut so that it does not hang over the eyes or shirt collar.
- Scarves are not to be worn during the school day, with the exception of outdoor time/recess.
- All clothing should be neat, with no holes or frayed material.

### **Pants:**

A student may wear solid properly sized dress pants or solid non-blue denim.

Blue denim is not allowed. No cargo style pants. Refrain from wearing tight pants.

For Grades 2-8, a belt is required if pants have loops. Capri-style pants may be worn only during shorts season.

**Shorts:** Walking shorts no shorter than 4 inches from the middle of the knee, all the way around, measured while kneeling, and of the same color and material as dress code pants, may be worn in August, September, October, April, May, and June.

**Shirts/Blouses:**

A student may wear any solid color polo shirt, dress shirts, oxfords, turtlenecks and mock turtlenecks. All shirts (excluding turtlenecks) must have buttons or snaps for closure, sleeves, and a folded collar. They must be properly sized, fastened, and tucked inside the pants/shorts/skirts. No layering of any shirt is permitted. No names are permitted. Small logos (not exceeding a 2" square) and the Peace Panther emblem are permitted. Left-side pocket on polo shirts may be worn.

**Sweaters:** A student may wear solid-colored, long sleeve crew or v-neck pullovers, cardigans, or vests without names or emblems. An approved shirt must be worn under a sweater. Any trademark logo on either the sweater or outer layer must not exceed a 2" square. Peace long-sleeve Spiritwear (ie: jacket, sweatshirt and hoodie) purchased through the school is allowed to be worn daily with dress code approved shirt underneath. T-shirts, fundraiser or field trip related clothing can be worn on Fridays and Principal created special occasions. No sweatgear, fleece, or polar-style

outerwear, except for the approved, official Peace Spiritwear is allowed during the school day. It is recommended that students keep school sweaters and hoodies in lockers when not being worn.

**Skirts:** A student may wear solid skirts, skorts, jumpers, and split skirts. Blue denim is not allowed. They shall be no more than 4 inches from the middle of the knee all the way around, measured while kneeling.

**PROCEDURES FOR DRESS CODE**

**VIOLATION ENFORCEMENT**

Dress code offenses will be recorded, and a notification of a minor violation will be sent home to the parents.

- The **first** minor offense in a quarter will serve as a warning with a notification sent home.
- The **second** minor offense in a quarter will result in a parent phone call to bring proper dress code attire. Students remain in the office until clothing arrives.
- The **third** minor offense, or beyond, in a quarter, will result in the step 2 procedures as well as an after school detention being issued.

## **TRANSPORTATION**

### **BUS SERVICE INFORMATION**

Peace students who live in the Utica School District are privileged to ride the Utica Community School buses at no additional expense to their parents. School buses are available to transport students to school in the following circumstances:

1. if the student lives more than 1½ miles from school and is within the boundaries of UCS district (address verified) ,
2. walking to school is deemed hazardous by Shelby Township police,
3. if medical reasons are given by written report from a physician, or
4. if a kindergarten student lives north of Hall Road.

All students will board the bus at the designated bus stop. A child may be required to walk up to 1/2 mile to the bus stop. Students should ride the bus the first day bus service becomes available in the fall so that the driver is aware that they will be utilizing requested bus service. Children must ride their assigned buses.

At the end of the school day, if the office has not received any communication, the child will be placed on the bus to return home. In case of emergency, contact must be made via phone to the school office to have a child removed from the take-home bus.

### **BICYCLE RIDERS AND WALKERS**

Bicyclists and walkers are reminded to enter at the east driveway and walk themselves and their bicycles on the

sidewalk when arriving on school property. During dismissal, walkers and bicyclists should walk via sidewalks to the bus pick-up area (west driveway) and will be supervised off the school property by the staff person supervising bus dismissal.

### **CAR RIDERS**

- Parents who transport children by car are encouraged to use the drop-off and pick-up lane. Children can be dropped off anywhere along the sidewalk on the south side of the building.
- Cars and other personal vehicles should stay out of the bus lane.
- Parents and students must use the crosswalk, if they are not using the drop-off or pick-up lane.
- Thank you for helping us make sure that parents and students are safe in our parking lot.

## **HEALTH INFORMATION**

All students are required to have filed the proper health requirements (in accordance with Macomb County Health Department) to remain in school. Student Health Records are reviewed periodically to determine the student's health and immunization status.

The following are the required immunizations necessary for admission to the school and for 6th graders:

- 1 each of measles, rubella & mumps
- 3 doses of polio
- 4 doses of DPT
- Hepatitis B series
- 2 doses of Chickenpox vaccine (or the date child had chickenpox)



State guidelines require parents/guardians seeking a non-medical waiver for their child to go to their local health department for education and waiver certification. State laws also require all 3-year-old to 5-year-old students to be screened for hearing and vision problems before entering school.

### **PHYSICAL EXAMINATION**

Peace requires a doctor-certified physical examination for all preschoolers, Young 5s, and kindergarten students, as well as all students who are new to our school. ALL students in Grades 4-8 must have a yearly physical examination to ensure proper health for strenuous activity in physical education classes and athletics. This physical exam must take place on or after April 15 to be valid for the coming school year and be completed by the first day of school. Each student who participates in physical education classes must have a copy of this exam on file. Health forms are available on the school's website. Students without current health forms will not be permitted to participate in gym class or athletics.

### **MEDICATION POLICY**

Children are, from time to time, required to take medication at school. Prescription medication, as well as over-the-counter medication (including Tylenol and cough drops), MUST be stored in the school office and brought in to the school office BY THE PARENT. A Student Medication Form must be completely filled out and kept on file in the school office for all medication.

All distribution of medicine will be administered by the school office personnel. No teacher will administer any type of medication. The parent, not the student, must deliver medicines to the school office. Prescription medication containers must carry the original pharmacy label with the instructions clearly exposed.

Parents are responsible for filling out a medication form for all inhalers. Students are to keep their inhalers in the office unless special permission is given for the inhalers to be kept with them. Parents should make sure to label a child's inhaler clearly.

### **ILLNESS POLICY**

Children who are recovering from any illness should not be sent back to school before they are ready. They must be fever-free for 24 hours.

Communicable disease protocols are determined by the Macomb County Health Department. Peace Lutheran School expects parents to keep students home when a symptom of any communicable disease is present, and the student needs to be no longer contagious to return to school. Further information is available on the MCHS website.

### **FOOD ALLERGY ALERTS & SAFETY**

Parents will notify both the principal and teacher if their child has a food allergy. A letter from their allergist or physician as to the accommodations necessary in the school environment is also requested. The following actions are designed to care for our students.

- Parents, in conjunction with their child’s physician, are to complete an Allergy Action Plan. The plan should indicate the potential allergen(s) and the course of action to be taken by the school should exposure occur.
- The Allergy Action Plan is shared with teachers and the office.
- Peace is a Peanut/Nut Free campus.
- Parents will follow the Medication Policy.
- Teachers and staff of the school will continue to receive training in First Aid, CPR, AED, and EpiPen® use.
- Teachers will communicate with parents of students in the classroom regarding allergy sensitivities present and will also communicate decisions regarding the use and presence of acceptable foods for snacks, birthday celebrations, and class projects.
- Parents will provide safe peanut/tree nut-free lunches and snacks to eat during daily snack time and student birthday celebrations. If the staff member in charge becomes aware that an unsafe situation exists, she/he will either remove the unsafe items or ask for help to make the environment safe.

**SCHOOL SAFETY & SECURITY**

Peace Lutheran School is committed to continuously working to improve security and to provide training to the staff for emergency situations. The ten Michigan mandated drills are performed annually as required. Shelby Twp Police and Fire Department collaborate with these as well.

The Peace Lutheran School Emergency Operations Plan (EOP) is submitted to the Macomb County Emergency Manager. The School Board has made the following statement in regards to the EOP:

The Peace Lutheran School Board recognizes the value of having an Emergency Plan. While we understand that any plan cannot foresee all possible circumstances in an emergency, we believe this plan provides clarity to our faculty and staff as they work diligently to keep all our students, staff, and visitors as safe as possible in case of an emergency. To this end, the board will partner with the administration to regularly evaluate and revise this plan, receive appropriate training, and trust them to make sound judgements in those circumstances.

**STUDENT INSURANCE**

It is required that all students be protected by accident insurance either through the parent's insurance or by a separate policy. Peace Lutheran School does not provide accident insurance; however, you may purchase it from any insurance company. MI Child is a health insurance program for uninsured children of Michigan’s working families. MI Child can be reached at **1-888-988-6300** to see if your family qualifies.

**PEACE LUTHERAN SCHOOL CODE OF CONDUCT**

The purpose of this conduct code is to provide regulations governing the behavior of students in order to prevent actions or activities interfering with the school program and/or prohibited by law, and to provide for students' rights, responsibilities, and safety. It is the responsibility of all students and their

parents to become familiar with the Student Code.

### **CONFLICT RESOLUTION AND DUE PROCESS IN SCHOOL CONCERNS**

When working toward a solution, consider Philippians 2:4-5: "Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus."

Students, parents, and teachers are to act in accordance with the following procedures in addressing and resolving classroom, instructional, and administrative problems.

#### **1. Talk with the individual involved.**

(students, any member of staff-teachers, principal, coach, etc.)

If the concern is very important to you, schedule a time when you and the person involved can sit down and give the matter undivided attention. Sometimes "mentioning" is misinterpreted as having met with the individual for a conference.

#### **2. Request a repeat and/or follow-up meeting.**

Indicate to the person that you believe the concerns have been satisfied, that you would like to revisit the concerns, or that you are not satisfied and want to meet with the principal.

#### **3. Meet with the principal.**

If steps 1 and 2 have not resolved the problem, ask to have a meeting with the principal and the other party to review the history of the problem and the written accounts. The principal will direct further course of action and attempt to bring closure to

the incident.

#### **4. Meet with the Board of Christian Education.**

Do this only when you've completed steps 1 through 3 and feel deeply dissatisfied. Ask the principal to schedule a meeting with the Board of Education Chairman. The Board will call in all concerned parties and review the previous four steps. All decisions of the Board shall be final. Our objective is to work through all concerns in an efficient and God-pleasing manner. This policy has been developed along guidelines set for us by God as found in:

**Matthew 18:15-17**, "If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses."

**1 Corinthians 14:40**, "But everything should be done in a fitting and orderly way."

**Philippians 2:4-5**: "Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus."

### **NON-SOLICITATION POLICY**

Please be advised Peace Lutheran School implements the following Non-Solicitation Policy (hereinafter, NSP). This NSP applies to all students, faculty, non-faculty employees, volunteers, non-profit organizations, and any non-Peace Lutheran organization or

individuals.

For the purposes of this policy, soliciting or solicitation shall include, but is not limited to, canvassing or seeking to obtain membership in or support for any issue by requesting contributions, posting flyers of any kind, distributing materials to with: handbills, pamphlets, petitions, or advertisements of any kind.

At no time shall any of these items stated above be distributed or placed on school property, nor should any individual utilize school resources, including, but not limited to, bulletin boards, computers, mail, e-mail and any other telecommunication system, photocopiers, and telephone lists supplied by or prepared for school purposes without the express permission and approval of the principal and the Board of Education (BOE). Further, there shall not be any type of peddling, selling, purchasing, or offering goods or services for sale by distributing advertising materials, circulars, or product samples or any outside business interests, for profit or personal economic benefit on school property, or utilizing school resources, during any school event without the express permission approval of the principal and the Board of Education (BOE).

### **STUDENT RESPONSIBILITIES AT PEACE LUTHERAN SCHOOL**

1. **Respect for God:** Students have the responsibility of honoring God and His commandments. By God's command, students are asked to live a Christian lifestyle of respect, obedience, penitence, forgiveness, and love.
2. **Participation:** Students have the

responsibility of participating fully in learning. To that end, students must report to school and all scheduled classes regularly and on time, remain in classes until excused, pay attention to instruction, complete assignments to the best of their ability, and request help when it is needed.

3. **Behavior:** Students have the responsibility of avoiding any behavior that negatively impacts their own educational goals or the goals of others. Students must cooperate in maintaining reasonable orderliness in the school, classroom, and playground, and take reasonable care of the books, equipment, and instructional materials.
4. **Respect for Teachers and Others in Authority:** Students have the responsibility of showing respect for teachers and others who have been placed in authority. Students are to respect and obey the directions that are given by teachers and others in authority. Students are to use only acceptable and courteous language and avoid actions that show contempt.
5. **Respect for Other Students:** Students have the responsibility of recognizing the rights and human dignity of their fellow schoolmates. This means that students will refrain from name-calling, fighting, harassing, belittling, or engaging in deliberate attempts to embarrass or harm other students. Students must show concern and care for

fellow schoolmates.

#### 6. **Acceptable Use of Technology:**

With access to computers and people all over the world comes the availability of material that may not be Christ-centered or considered of educational value. While Peace attempts to educate and monitor our students on acceptable uses of technology, including the Internet, and has installed screening software, it may be impossible to control all materials that a user may discover. Parents are advised that the responsible use of the Internet ultimately lies with the student, not the school.

Access to this technology is a privilege, not a right. Individual users of the school's computers are responsible for their behavior and communication over those computers. It is presumed that users will comply with school standards and will honor all guidelines for computer and Internet use that have been established. Consequences for violation of Peace's Technology Use Policy may include any or all of the following: withholding privileges including computer access, in-school isolation, out-of-school suspension, or expulsion.

#### **UNACCEPTABLE STUDENT ACTIONS**

- **Assault:** An attempt or threat to inflict corporal harm upon another, under such circumstances as denote at the time an intention to do, and

present ability to carry such intention into effect. No actual body contact is necessary.

- **Battery:** The unlawful intentional touching or application of force to another person, done in a rude, insolent, or angry manner.
- **Possession of weapons or other dangerous objects:** Carrying, using or having in their possession any weapons or other dangerous objects while on the school grounds. Weapons, by law, are defined in two categories:
  - an article commonly used or designed to inflict bodily harm or to intimidate others
  - an article designed for other purposes that could be easily used to inflict bodily harm and/or intimidate
- Sale, use, possession, or distribution of illegal drugs, materials, substances, or alcoholic beverages, or bringing such items onto the school grounds for another person or having them in a hiding place.
- **Burglary, theft, robbery, and larceny:** the stealing of money or property.
- **Arson:** The willful and malicious burning or attempting to burn any part of the building and its contents.
- **Extortion, blackmail:** A student obtaining money or other property from another unwilling student by physical force or threat.
- **Vandalism:** Destruction of or defacing of property belonging to,

rented by, or on loan to the school or property of persons employed by the school.

- **False Alarms:** Activating the fire alarm system when no fire exists.
- **Other felonious conduct:** Any and all conduct that constitutes an offense under the laws of the State of Michigan.

### **DISCIPLINARY ACTIONS**

The following are disciplinary actions to which students who violate the code will be subject. Please note that the appropriate discipline is determined by the degree of the actual offense as well as the age of the offender. For example, a preschool student who violates one of the above situations would be handled differently than an 8th grade student.

#### **In-School Suspension**

The student will not be allowed to return to class until permitted by the principal. In-school suspensions can be up to three days.

#### **Out-of-School Suspension**

The student will be asked to leave the school grounds and will not be permitted to return to school until a determination is made by the principal. This can be up to five school days.

#### **Expulsion**

The student is excluded from the school and not permitted to return. Expulsion can only be accomplished by action of the principal and chairperson of the Board of Education.

#### **Detention**

Detentions may include work in and around the building as determined by the principal.

### **DUE PROCESS**

The Right to Due Process must apply to any instance in which behavior or rights of students are being evaluated.

- a) the student has the right to be fully informed about the breach of behavior.
- b) the student must be given the opportunity to respond to the charges.
- c) if a student's misconduct is to be reviewed by others, he/she should be informed of the opportunity for such a review.
- d) any permanent record that results from the student's actions or consequences should clearly state whether the charges were substantiated.

### **NUISANCES**

- Students are not to bring articles to school which will interfere with school procedure or are potentially harmful or dangerous. Skateboards, comic books, toy guns, squirt guns, knives, weapons, matches, etc. should not be brought to school. These items, as well as any other that would cause an issue, will be confiscated to be picked up by a parent.
- Board games, handheld electronic games, and other small toys may be brought for indoor recess at the discretion of the classroom teacher.
- Gum chewing is entirely banned from the school and church building, as well as the church and school grounds.

### **TELEPHONE (586) 731-4120**

Students will be allowed to use school telephones in emergency situations. All calls (including those made on cell

phones) must be approved by either the classroom teacher or the secretary in advance. Parents who find it necessary to call their child during the school day may do so by calling the school office. The secretary will take the message and forward it to the student. Only in extreme cases will the student or teacher be called from the classroom for a telephone call. **Phone calls or texts to a student on their cell phone is not allowed.**

#### **CELL PHONES AND ELECTRONICS:**

Cell phones and other electronic devices can become a distraction from learning. The school can assume no responsibility for damages to personal electronics, nor any loss or theft. Students who bring these devices to school are to turn the devices off and store them in their student lockers, or in another location directed by the teacher. Devices may be activated after school hours. Violation of these guidelines or unacceptable use will result in

Report Cards are handed out to students after the first, second, and third quarters, and mailed to parents at the end of the fourth quarter. A report card may be held back and not given out in the event that any financial items have not been paid (such as tuition payments), a library book is missing, a uniform has not been returned, etc.

#### **STUDENT PROGRESS**

Teachers consistently monitor the progress of students in the classroom. In those cases where there are concerns over performance, the teacher will communicate the concern to the parent. Fast Direct Online Grade

confiscation of the device. Parents will be required to reclaim the item from the principal.

#### **STUDENT EVALUATIONS**

Students are evaluated through the report card each quarter. The grade is derived from the grading system below.

#### **GRADING SYSTEM**

Following is the grading system used for students in Peace Lutheran School in Grades 2-8:

94-100%	= A
90-93%	= A
87-89%	= B+
84-86%	= B
80-83%	= B
77-79%	= C+
74-76%	= C
70-73%	= C
67-69%	= D+
64-66%	= D

Management program allows for daily parent and student access to student performance in grades 2-8. Report cards are issued at the end of each of the four quarters of the school year. Parents are encouraged to engage with teachers at any time regarding their child's academic or social progress.

#### **HONOR ROLL**

At the end of the first, second, and third quarters, students in Grades 5-8 who have a grade point average on their report cards of 3.25 or better, with no grade lower than B-, will be placed on the Honor Roll. Any student with a grade point average of 3.75 or better, with no

grade lower than B+, will be placed on the Principal's List. This is based on core subjects only. A 4-point (+,-) system of grade point averages will be used to determine each student's grade point average. The names of all students who make the Honor Roll or the Principal's List will be published quarterly in "Panther Tales."

### **HONORS AWARDS**

Each year a valedictorian, a salutatorian, and a Walk With Jesus Award winner will be chosen to represent the graduating 8th grade class. Students must have been enrolled at Peace Lutheran School or in another Lutheran School in Grades 5-8 to be eligible for an award. Grades from the 5-8th grade report cards will be averaged to establish the students with the two highest grade point averages.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences are scheduled during the school year. In addition, parents are urged to consult with their teacher regularly concerning their child's progress. Appointments are to be made with the individual teachers but are not to be scheduled during the school day. Parents are asked to not disrupt or interrupt the classroom teacher just prior to the 9:00 A.M. school opening to discuss a child's progress. After-school or evening appointments are preferred.

### **PROMOTION AND RETENTION**

Students are promoted to the next grade level at the end of each school year on the basis of progress in many areas which influence total development of the child, including but not limited to the following: spiritual, academic, social, physical, and emotional developmental

maturity; also factors of general health, age level, and attendance.

A child is promoted to the next grade level if he/she has clearly demonstrated his/her comprehension and completion of the work designed for the current grade level.

### **KINDERGARTEN**

While academics and basics are important at this level, we also concern ourselves with the child's growth socially, physically, and emotionally. If a child is not developing at a satisfactory rate in one or more of these areas, the teacher may recommend that a student be retained at the present level to permit time for the child's balanced development in all areas. The teacher, through progress reports and conferences, will keep the family informed about the child's progress. The teacher will notify the parents/guardians at the end of the first semester if concerns in the child's progress may require retention at the Kindergarten level. At that time an action plan will be initiated to ensure all efforts will be made to provide success for the child.

### **GRADES 1-3**

Of primary concern at these levels is the child's development in Math, Reading, Spelling, and English. These subjects serve as a foundation from one grade level to the next. If a child is experiencing difficulty during the first semester in any of the previously mentioned subjects and receives a letter grade of D or F, actions should be taken at the beginning of the second semester to correct the identified weaknesses. Parents and teachers should draw up specific action plans. If the child fails any of these subjects at



the end of the second semester, it will be required that the child enrolls in a summer program or receives tutoring to improve the deficiency. A child's participation and performance in such programs must be reported to PEACE LUTHERAN SCHOOL no later than August 10<sup>th</sup>. The child will be retained if he/she does not enroll in such a program or does not satisfactorily complete the summer program. If a child fails two or more of the listed subjects at the end of the second semester, the child will be retained at that grade level.

### **GRADES 4-7**

The following requirements apply to grades 4-7:

- All core subjects, including English, Literature, Math, Religion, Science, and Social Studies are included in promotion requirements.
- If a student has a failing average in a core subject area for the entire school year, the student must enroll in a summer program or obtain intensive tutoring instruction (minimum of 30 hours with a certified teacher), as directed by the principal.
- If a student fails 4<sup>th</sup> quarter in a core subject area but passes for the year, he/she will be required to receive 15 hours of tutoring with a certified teacher during the summer before actually receiving a passing grade in that subject. If a student fails the second semester but passes for the year, he/she will be required to enroll in a summer program or receive 30 hours of tutoring with a certified teacher during the summer, as directed by the principal.

- If requirements are met satisfactorily during the summer (unless three or more courses have been failed), the student will be promoted to the next grade. Peace Lutheran School would need to have written notification no later than August 10<sup>th</sup> indicating student participation and satisfactory performance in the summer program or tutoring class.

Retention/promotion requirements may be modified or waived due to special circumstances, focusing on the best long-term benefit for the student's future. Special circumstances may include, but not be limited to, such instances as a prolonged illness, accident, unusual family situations that may affect the performance of the child in the educational setting, or significant improvement of academic performance during the last one and one-half quarters of the school year. A collective decision to waive or modify the requirements will be made by a group consisting of the principal, the student's homeroom teacher, and any other professional staff member(s) directly involved in the classroom education of the child.

### **GRADE 8 INCLUDING GRADUATION**

- All core subjects including English, Literature, Math, Religion, Science and Social Studies are included in promotion requirements.
- A student must have a passing average for the year (a year consists of 4 quarters) in order to graduate with the class.
- If a student has a failing average

in a core subject for the entire school year, the student must enroll in a summer program or obtain intensive tutoring instruction (minimum of 30 hours with a certified teacher), during the summer, as directed by the Principal. He/she will not be allowed to graduate with the class. Two such failures will result in retention in the eighth grade.

- If a student fails a core subject in the 4<sup>th</sup> quarter but passes for the year, he/she may be part of the graduation ceremony but will be required to receive 15 hours of tutoring with a certified teacher during the summer before actually receiving a diploma. If a student fails a core subject in the second semester but passes for the year, he/she may be part of graduation but will be required to receive 30 hours of tutoring with a certified teacher during the summer, as directed by the principal, before actually receiving a diploma.
- Failure to graduate with the class does not mean the student will not be promoted to Grade 9. If requirements are met satisfactorily during the summer

(unless two or more courses have been failed), students will be promoted to Grade 9. Peace Lutheran School would need to have written notification no later than August 10<sup>th</sup> indicating student participation and satisfactory performance in the summer program in order for a diploma to be issued.

- A child is retained at a particular grade level if he/she is unable to satisfy the requirements for promotion. In all cases of retention, careful individual consideration is given to the effects and benefits of this decision. If the teacher finds it necessary to recommend retention of a child in a given grade, he or she will hold a special consultation with the child's parents or guardians, along with the principal and any other professional staff member directly involved in the classroom education of the child, before making a final decision. Christian love will always be the guiding principle upon which such decisions will be made.

## **STATE OF MICHIGAN MANDATED PARENT NOTIFICATIONS**

### **ASBESTOS - COMPLIANCE NOTICE**

On **December 7, 2010**, Peace Lutheran School was re-inspected for asbestos hazard by TTS Asbestos Inspections of

Eagle, MI. This re-inspection is required by law every 3 years. TTS Asbestos is an Environmental Protection Agency accredited and Michigan Department of Public Health licensed as inspectors and management planners. This re-inspection was performed in compliance with AHERA-Asbestos Hazard Emergency Response Act.

Because of extensive renovations over the recent years we are assured that there is no asbestos present in our building, pending re-examination of our older fire doors. Six-month periodic surveillance and response actions eliminate possible hazards to our students, staff, parents or guardians, custodian, part-time workers, and contractors.

Re-inspection of these materials shall be conducted at least once every three years.

Annual notification shall be issued, and updated information shall be made available.

The Re-inspection Report is available for your inspection, by appointment only, with the principal or the head of the Board of Trustees.

#### **PESTICIDE/PEST MANAGEMENT**

*As per Licensing Rules for Child Care Centers, Omitted Rule Text:*

*R 400.5940 Maintenance of premises on page 42*

Notification shall be provided by Peace Lutheran School and Preschool to parents or guardians informing them that they will receive advance notice of pesticide applications. This advance notification will be provided in Panther Tales (our school weekly newsletter) and in the Monthly Preschool Newsletter.

#### **NEWS AND INFORMATION**

Our Peace website

**([www.peaceshelby.org](http://www.peaceshelby.org))** has the most up-to-date information and activities.

The site includes the most accurate school and athletic calendars. A weekly newsletter, Panther Tales, is posted to the website weekly. In it will be all the information for the next week - upcoming special events, days off (if

any), lunch menu, sports activities, etc. Email addresses are requested by the school office. Please stop by the office to let the school know if you do not have electronic access and require paper communications.