

**ST. PETER  
LUTHERAN SCHOOL**



**ST. PETER MACOMB**

**Parent - Student  
Handbook**

**2021 - 2022**

Dear Parents and Students,

What a blessing to start the 2021-2022 school year with Jesus Christ our Savior as the center of all we teach and learn! Our theme this year is "Sword of the Spirit". The Vision and Mission statements for both our church and school are located on the following pages.

This Parent-Student Handbook was established by the Board of Education, Faculty and Administrative staff (Principal and Vice Principal) of St. Peter Lutheran School. Please read over this material and discuss it within your family. It will assist you with becoming acquainted with our school procedures and programs.

It is our honor and privilege to proclaim the Gospel message of Jesus Christ as we enhance the educational/academic experience for each and every student. Each family should also be enriched and grow in their knowledge of God's Word through their use of Holy Scripture.

Our theme of "Come to Me" will be expanded as we embrace the new school year.

We look forward to working with our students and talking about ALL of their blessings but also teaching them how to "Bless" others with their thoughts, words, and actions.

All that we do and say as children of God comes from the teachings found on God's Word.

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

Matthew 19:14           Let the little children come to me and do not hinder them for the  
Mark 10:14               kingdom of heaven belongs to such as these.

May God's mercy and grace be with us all as we journey through this school year together. May we be reminded that it's *still* all about Jesus as we reflect His love in our actions and interactions.



In His Service,

Timothy D. Leinberger  
Principal

Sandra J. LaPerriere  
Assistant Principal

# **ST. PETER LUTHERAN SCHOOL**

## **Mission Statement**

The mission of St. Peter Lutheran School is to academically and spiritually prepare young people as Christian leaders who will go into the community, and through their everyday behavior, model the morals, values, and character of a life centered in Jesus Christ.

## **Philosophy**

St. Peter Lutheran School was established to aid and support parents in bringing up their children in God's discipline and under His instruction (Ephesians 6:4), and to carry out Christ's Great Commission (Matthew 28:19-20).

St. Peter Lutheran School endeavors to provide quality instruction in all subjects (language arts, math, history, etc.), teaching them from a Christian point of view because we believe that real wisdom can only be found in Jesus Christ. Knowledge, skills, and attitudes learned apart from Him cannot prepare one for eternity.

## **Purpose**

The purpose of St. Peter Lutheran School is to provide a Christian education for children of the congregation and community so that these children may through God's Word and Spirit:

- Know God and His forgiving love in Jesus Christ.
- Respond to God's love with lives of Christian faith, worship, service, love, and hope.
- Identify themselves as children of God, members of the one holy Christian Church.
- Relate respectfully to all that God has created.
- Acquire knowledge, attitudes, and skills for living in this world, serving God and one another.

## **Objectives**

St. Peter Lutheran School will provide teaching/learning and other educational experiences to enable children:

- To grow in love and faith toward God.
- To grow in love and service toward others.
- To develop Christian values and habits.
- To develop skills in language arts, mathematics, science, social studies, music, art, physical education, and computers.
- To become responsible citizens.

# St. Peter Lutheran Church and School

## 1 Peter 4:10-11 (ESV)

<sup>10</sup>As each has received a gift, use it to serve one another, as good stewards of God's varied grace:  
<sup>11</sup>whoever speaks, as one who speaks oracles of God; whoever serves, as one who serves by the strength that God supplies – in order that in everything God may be glorified through Jesus Christ.  
To him belong glory and dominion forever and ever. Amen.”

## Vision Statement

*“In everything God glorified through Jesus Christ”*

## Mission Statement

Our mission at St. Peter is to glorify God by making and growing disciples of Jesus Christ who...

- **Worship** God
- **Know** Him and **learn** His ways
- **Live** as Christians in our callings
- **Witness** in our places of influence

## Four Areas of Excellence

**Worship... Christian Education ... Service Events... Relational Outreach**

*Lord, be glorified in our...*

### Worship

We seek after weekly worship that truly glorifies God, radiates excellence and enables members and friends to experience deep fellowship and peace with God and with each other...

**All to the glory of God!**

### Christian Education

We seek to teach, shape, and equip children, youth and adults to know God and learn His ways for their daily living... **All to the glory of God!**

### Service Events

We seek to empower children, youth, and adults to live as Christians not only in their daily callings but also in and through local and national projects and trips to provide opportunities that will enable members and friends to experience joy in being Christians who give and serve... **All to the glory of God!**

### Relational Outreach

We seek to create and foster programs and affiliated events that will enable all of us to witness to our faith and to be leaders in our places of influence... **All to the glory of God!**

## What Lutherans Believe...

We don't know where you are in your faith walk, but we understand that questions are worth answering. While it's impossible to address every question you might have, we hope this overview will at least provide a start.

### About the BIBLE

Everything Lutherans believe comes from the Bible, God's message of love and hope for all people. The Bible is the written Word of God, handed down to us in order to point us to the truth that we are saved from our sin and eternal death by the life, death, and resurrection of Jesus Christ. We believe that the Bible is completely reliable and without error. In it we learn everything we need to know about God's love and His gifts to us.

### About GOD

There is only one true God - the Triune God - who exists in three separate but equal persons: Father, Son, and Holy Spirit. God the Father is our maker and the creator of all things. By the Father's word, all things were made, and we are His most beloved creation; we are closest to His heart. The Son is Jesus Christ, who came to earth as the perfect "go-between" between God and humanity. He has redeemed us and is the voice to the Father on our behalf. The Holy Spirit calls us to believe in Jesus Christ as our Savior, keeps us in the one true faith, and equips us for living out our faith. He is the whisper in our heart's ear.

### About US

We all fall short of God's expectations because we are all born "sinful" - and we aren't talking about "sinfully" rich desserts, we're talking about the serious side of sin. Sin can be summed up as all the things we say, think, do, and don't do, that fall outside of God's holy will for our lives and end up separating us from God.

Sin was brought into world when Satan lured the first people God created (Adam and Eve) into temptation through their own free will and weakness, breaking the perfect relationship between God and us. From that point on, sin became part of our very existence. Because God also demands perfect obedience, our ultimate punishment became death.

Yet God is a loving God whose will is not for us to live in eternal punishment. That's why He sent His Son, Jesus Christ, to live the perfect life He requires and to become our substitute. Christ never sinned - not even once - and then He took our sin upon Himself and died on the cross, on our behalf. When we believe in Jesus Christ as our Savior, He bears our sin and gives us His forgiveness.

"For God so loved the world that He gave His one and only Son, that whoever believes in Him shall not perish but have eternal life." *John 3:16*

### About "BEING SAVED"

There is absolutely nothing we can do to "be saved" - Jesus Christ has already done everything necessary. In His death and resurrection, everyone who believes in Jesus as Savior has been brought back into a right relationship with God. That means that, on because of Jesus, everyone who believes is "justified," or declared innocent by God. God has done justice to the world's sins; because of Jesus, all who believe are forgiven and will live eternally.

We do not cooperate in our salvation and there is nothing we could ever present to God to make our way into eternal life with Him, not money or even good works. Neither can we really feel it or prove it. We cannot reason our way to salvation, nor can we earn it. All we can do is to believe in Him, trusting that all that is necessary has been done for us through Jesus.

**About FAITH**

It is through faith in Jesus that we receive the forgiveness of sins and eternal life, by believing that He has freed us from the guilt, punishment, and power of sin. Faith is a gift worked in us by the power of the Holy Spirit; it doesn't come to us through anything we are capable of, but through what God does for us. We simply receive what is already being offered out of God's great love.

**About GRACE**

Lutherans often refer to grace. The word itself might remind you of the grace period you are given when paying bills, when your debt can be paid without further penalty. God's grace is even more wonderful; that's why it's called "amazing grace." While we deserved to pay the penalty for our sins, God had a different plan. Christ paid the debt and we receive forgiveness and eternal life from Him that is offered out of unconditional love. That's why it's called grace because it is truly undeserved.

"For it is by grace you have been saved, through faith-and this is not from yourselves, it is the gift of God-not by works, so that no one can boast" (Ephesians 2:8-9).

God has provided tangible ways through which He delivers His grace to those who believe, assuring us that the sins we commit are forgiven for Jesus' sake. These are called the "means of grace" and are God's Word, holy Baptism, and the Lord's Supper (Holy Communion). Through these means, God makes Himself known to us in a very personal way: God's Word reveals His faithfulness and love; Baptism is our rebirth and renewal in Jesus; the Lord's Supper is our closest communion with Christ as we receive His body and blood.

**About GOOD WORKS**

Since there is nothing we can ever do to earn salvation, we do not do good works in order to be saved; good works are done out of praise and thanks because we are saved. Such good works include, but are certainly not limited to, serving and caring for the needs of others, honoring and giving respect to those in authority, honoring our vows and commitments, and generally doing what is considered by many to be good and right. It's often said that Martin Luther expressed it this way: God doesn't need our good works, but our neighbor does.

**About LIFE AFTER DEATH**

On Judgment Day, we don't know when Jesus Christ is going to return. On that day, everyone who has died will be raised and those who are still alive will be bodily transformed. At that time, the final judgment will take place. Those who do not believe will go into eternal damnation in hell and all those who believe in Jesus as Savior will have eternal life in heaven.

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## **SPLCS FAMILY VALUES**

Lutheran doctrine and practice, as understood and taught in the Lutheran Church – Missouri Synod (LCMS), pervade everything that is done at SPLCS school. Christian instruction is not only carried out formally, but is integrated into the study of every subject. Students are immersed in a Christian atmosphere, surrounded by teachers, administrators, and school employees whose very presence is a testimonial to the Lutheran faith and way of life.

LCMS doctrine and practice are derived from the Christian Scriptures, the Lutheran confessions, and the applicable resolutions of the LCMS, along with documents published by the Commission on Theology and Church Relations of the LCMS. The LCMS is a creedal church, with definite beliefs on many points of Christian faith. For instance, the LCMS affirms the sanctity of human life, including the life of an unborn child; the importance of a stable family life and of fidelity in marriage; and abstention from illegal drugs

The LCMS opposes a homosexual lifestyle including same-sex civil unions/marriage as well as cohabitation or sexual relations outside the marital relationship. These are only examples of the LCMS's positions on a number of contemporary social issues of conduct and morals. Students and/or family members may not, in a way that may affect the school, promote beliefs/behavior that are contrary to those of the LCMS or otherwise weaken the LCMS Christian atmosphere at the school. If a family member of a student or applicant for enrollment challenges LCMS teachings at SPLCS, the school may exercise its religious prejudice that could result in the expulsion, suspension, or refusal of enrollment of a student.

## **RESPONSIBILITIES OF THOSE INVOLVED**

Establishing and maintaining a disciplined environment at St. Peter Lutheran are a responsibility of students, parents, teachers, and administrators. The following sections describe the process and procedure when a behavior problem exists.

### **Student Responsibility**

Students are to show respect for all people in the school. This includes other students, teachers, administrators, cooks, custodians, secretaries, volunteers, parents, and visitors. Students are to respect property and materials. This includes school property and the care of their own possessions and the possessions of others. Students are to present a Christian witness of themselves and their school at all times, whether at school or in the community.

### **Teacher Responsibility**

Teachers are to show respect for students as part of God's creation. They are to be caring and understanding of the student's needs. Teachers are to serve as role models for students. Teachers must create a disciplined environment that is reasonable, fair and consistent. Teachers are expected to establish and maintain Christian discipline in the classroom, hallway, cafeteria, athletic field, and at school activities both on and off school grounds.

### **Parent Responsibility**

The responsibility of educating a student is two-fold: part belongs to the home and part belongs to the school. The teaching of responsibility and respect begins in the home. When a student enters school this process becomes a shared responsibility. Christian values should be reinforced both in the home and at school.

### **Administrative Responsibility**

The principal is responsible for serving as the spiritual leader of the school. This includes both law (rules) and gospel (forgiveness). The principal is responsible for establishing and maintaining a well-disciplined environment in the school. Responsibility may be delegated to others such as the assistant principal, athletic director, or guidance director. The principal and assistant principal establish supportive roles with the teachers in maintaining discipline. In dealing with behavioral problems they make recommendations for handling such and establish procedures for using resource people to resolve behavioral problems.

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# 1. ADMISSIONS

Lutheran churches of the Missouri Synod have traditionally supported their own schools. St. Peter Lutheran Church has supported and maintained St. Peter Lutheran School since 1887! The main purpose of the school has been to provide a Christian education for the sons and daughters of congregation members. Therefore, applicants for admission to the school are considered in the following order:

1. First priority is given to church member school families (siblings in school) by church seniority.
2. Second priority is given to church member families (by seniority) who have not yet enrolled children in the day school (K-8).
3. Those who are considering membership either by being enrolled in a membership class or by being transferred to St. Peter from another LCMS congregation.
4. Other Lutherans who worship regularly.
5. Other Christian families who give evidence of their faith through regular worship (Christian families who already have children in our school (K-8) will have priority in this group).
6. Other applications

Admission to our school will be based on an interview with parent(s) and child, a completed registration form, and a perusal of previous school records and test results. Applications from members & re-enrollments of elementary school children will receive priority if received by the deadline. New applications will be accepted on a rolling admissions basis. The decision to accept or decline any applications is based upon the following:

1. Whether there is room for the child
2. Whether the child's previous record indicates he would have trouble adjusting to our school program
3. Whether the record of the child indicates that we would not be able to meet his/her needs
4. Whether their parent(s) have committed themselves to our philosophy, objectives, & policies

We recommend that parents do not change school during the school year. No spaces are kept open for members joining the congregation after the deadline. We will not ask families who are already accepted into the school to leave to make room for a new member family.

St. Peter Lutheran School 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, admission policies, scholarship and loan programs, athletic and other school administered programs.

Children entering Kindergarten for the upcoming school year must turn **five** by September 1<sup>st</sup> of the current year. All pupils new to St. Peter must provide a printed copy of their immunization record. At least 1 dose of every "State of Michigan" required vaccine is required before a child may start school. If parents are refusing vaccines or not following the state required vaccination schedule, an **approved** Macomb County Immunization Waiver Form must be obtained at the Macomb County Health Department and turned in to the school office before the first day of school.

All students will be reviewed annually by the Board of Education. Parents should recognize that a lack of support of our policies may force the Board of Education to deny enrollment of their student for the following school year. If such decision ever must be made, the parent of that student would be informed before August 1st to allow that parent time to seek a Christian education for that student elsewhere before the next school year begins.

We urge all other Christian congregations to help their members financially who desire Christian day school training for their children here at St. Peter. It is an investment that yields great spiritual dividends for the children, family, and their entire congregation. This is one of the reasons why people join together in a congregation, to enable each other to do what they would be unable to do alone.

## **2. FINANCE**

### **2A Tuition & Fees Policy – Member & Community**

A special voters meeting was held at St. Peter Lutheran Church and School on June 5, 2007 whereupon the following resolutions were approved:

- a. The Board of Christian Education (Day School) set tuition and fees for congregation members at a level to provide revenue not to exceed 35% of the school's expenses.
- b. The Board of Christian Education, in cooperation with the Church Council, reviews the cost of member tuition annually, prior to registration for the upcoming school year.
- c. Financial assistance will be provided for any member student based on the family's need. *St. Peter Lutheran School uses the services of FACTS for confidentially assessing and recommending the suitable level of support. See item #14 for details.*

People joining our congregation will pay the community tuition fee until they have been officially accepted by our Board of Elders. At that time they will receive a set of envelopes and are expected to give to the church as God has prospered them in addition to paying the member tuition fee.

#### **1. Registration**

Registration for the next school year will be provided in the spring of the current year. Information provided to each family includes:

- a. Tuition amount due for the next school year includes previously assessed tuition, book, lab and certain activity fees rolled together into a single tuition amount.
- b. Monthly tuition payment amount due per family is divided in twelve payments.
- c. Tuition payments are due the 1<sup>st</sup> or 15<sup>th</sup> of each month beginning July 1<sup>st</sup> following registration/re-enrollment and ending June 1<sup>st</sup> of the following year.
- d. A 3% discount will be applied on the full tuition amount if a family pays their entire amount due on July 15<sup>th</sup>.
- e. Optional fees which families can choose include such items as: milk, hot lunch, confirmation, donations, etc.

#### **2. Application Fee – All New Students**

An application fee of \$350 is required for each new student applying for enrollment. This would affect children enrolling in Kindergarten. This fee must accompany the application and is non-refundable. The fee assists in covering the costs associated with the admissions process.

In the event that a prospective student must be placed on a waiting list, the date that the application form was received by the principal will determine a student's placement on the list. The order of acceptance is also based on other factors listed in the Admission Policy "Section 1" within this Parent and Student Handbook.

#### **3. Re-enrollment Fee – All Students**

A re-enrollment fee of \$200.00 is required for each returning student in Kindergarten - 8<sup>th</sup> grade. Once received this re-enrollment fee will secure your child's placement for the upcoming school year. This fee is non-refundable. Your child will not be officially re-enrolled until we receive your re-enrollment fee. All Kindergarten - 7th grade students will be auto-enrolled for the upcoming academic year unless a written notice to withdraw is submitted to the Principal by January 31<sup>st</sup>. Returning students will have their re-enrollment fee automatically invoiced to their online billing account in FACTS. Beginning March 1<sup>st</sup> we will start accepting new students into the available openings. No family will be permitted to re-enroll if any preschool tuition, day school tuition and other fees are unpaid from previous years. Payments must be current at registration.

#### **4. Tuition Payments– All Students**

St. Peter offers a 12-month payment plan or an annual one-time payment. Tuition payments are divided into 12 monthly installments and are due the 1st or 15<sup>th</sup> of every month beginning July 1st through June 1st. Online tuition payment is required and completed through the FACTS system. A \$35.00 late fee will be assessed for tuition received after the billing date. We offer a 3% discount if the tuition is paid in full by July 15th.

FACTS charges a \$20.00 fee per family enrolled with a one-time tuition payment or \$50.00 fee per family enrolled in the 12-month installment plan.

Other fees that are the responsibility of families:

Late Payment Fee - \$35.00

Insufficient Funds/Payment Returned Fee - \$30.00

Credit Card Convenience Fee - 2.85%

Sibling Discount – All Students: St. Peter offers discounts off the stewardship member/community rate for a second child and third child and each additional child enrolled in the day school.

#### **5. Talent - All Students**

Each family will put in 20 hours of service to either the church or school per year. A \$25.00/hour fee will be charged in lieu of each service hour not completed by the end of the school year and would need to be paid by the last day of school. The service hours must be recorded on the Service Hours Form and submitted to the school office. Service hours are not transferable from one family to another. Eighth grade families must complete their service hours by May 31<sup>st</sup> of the current year. All others must be complete by June. St. Peter Lutheran Church and School seeks to provide a safe and secure environment for the children who participate in our programs and activities. If an individual plans to participate as a volunteer for the school, they must read and abide by the guidelines set forth in the SPLCS Child and Youth Safety Policy, authorize St. Peter to procure a background check through its independent contractor and Michigan ICHAT, and take child safety training course. Once these requirements are complete a volunteer badge will be given to the individual and must be worn on campus.

#### **6. Church Stewardship Member Tuition Reduction Policy – St Peter Member Students**

What it means to be a stewardship member of St. Peter Church and School. Each family will need to do the following in order to receive stewardship member tuition discount.

#### **7. Church Members – Stewardship Members**

At least one parent/guardian and children of a family need to belong to St. Peter Church for at least six months *and* complete the new member classes, before stewardship member tuition discount would apply.

#### **8. Treasure – Stewardship Members**

The total cost to educate each child at St. Peter is \$6,000 per year. Therefore, each family is highly recommended to tithe a minimum of \$1,500 per year to St. Peter Church to be eligible for a stewardship member discount. This tithing can be spread out through contributions each week at church. Stewardship tithing is something that our members strive to do annually. Remember that weekly, bi-weekly, monthly intentional electronic tithing is the best way to reach this goal. Also, the member's prior year giving will serve as the benchmark for whether or not each family is striving to meet their stewardship member goal with respect to Treasure. ***It is our membership's immediate prior year efforts at being good stewards that will enable the Board of Education to keep the rising costs of tuition under control. It is also the Board of Education responsibility to monitor all stewardship tithing and if necessary to adjust the tuition cost accordingly.***

## 9. Time – Stewardship Members

Time - St. Peter Lutheran Church and School strives first and foremost to be centers for the Christian family to worship, learn, and grow in their faith, with Jesus Christ. The primary mission of the school is to educate the students in a Christ-centered atmosphere. We believe regular church attendance (65% or more), complements this mission through family-centered corporate worship. Percentage of attendance is calculated by dividing the number of times in worship during a given semester by the number of Sundays in the given semester. The number of times in worship includes regular weekend or Monday worship services offered by St. Peter Lutheran Church, as well as any additional services such as Lenten Services, Maundy Thursday, Good Friday, Ascension Service, Thanksgiving Service, Advent Services, Christmas Eve, Christmas Day, and New Year's Eve. Therefore, it is possible for an individual to have greater than 100% attendance by attending extra worship opportunities. Weddings or Funerals do not count as regular worship services.

The school administration has the responsibility to enforce this policy. Therefore, members of St. Peter are asked to fill out the "We Care Cards," located in the pew racks in church. If your child visits a different church, they are required to bring a service bulletin from the church they visited. Only three (3) bulletins will be accepted per year. Students who do not achieve the minimum (65%) required church attendance in each semester (August and January) will not be eligible for the discounted Stewardship Member Tuition rates for the following semester. Students with less than minimum church attendance will be charged tuition at the Community rate starting immediately. Students that disqualify themselves from the Stewardship Member Tuition rate must comply with the minimum required church attendance for an entire semester before being eligible for the discounted Stewardship Member Tuition rate the following semester.

## 10. Tuition – Stewardship Member Students

### 2021-2022 School Year Stewardship Member Tuition Rates

Kindergarten	Half Day	\$3100 /year
Kindergarten	Progressive	\$3200/year
Kindergarten	Full Day	\$3300/year
Grades 1st through 8th:		
1st Child		\$ 3300 /year
2nd Child	additional \$3100	\$ 6400 /year
3rd Child	additional \$2500	\$ 8900 /year
Additional children	additional \$1200 each	

Family Church Tithing \$1500 per family is highly recommended (approximately \$30/week)

## 11. Tuition – Community Member Students

Community tuition rates are available to families in which neither parent is a registered member of St. Peter Lutheran Church.

There are instances in which other congregations in the area may choose to contribute a certain portion of the tuition fees for families belonging to the church. If any such congregation becomes unable or unwilling to contribute its committed share of a student's tuition, the financial responsibility for this cost reverts to the parents. Parents would be notified, should this be the case.

## 2021-2022 School Year Community Member Tuition Rates

Kindergarten	Half Day	\$ 3650 /year
Kindergarten	Progressive	\$ 4825 /year
Kindergarten	Full Day	\$ 6000 /year
Grades 1st through 8th:		
1st Child		\$ 6000 /year
2nd Child	additional \$5400	\$11400 /year
3rd Child	additional \$5400	\$16800 /year
Additional children	additional \$4400 each	

### 12. Delinquent Tuition – All Students

A \$35.00 late fee will be assessed for tuition payments received after the billing date each month. We encourage families who are experiencing financial difficulties to contact the principal to set up a reduced tuition plan. We want to help your children to receive a Christian education in your time of need!

**Nonpayment of tuition is not an option.** Reduced tuition is only possible if a parent has filled out a Student Aid Form and a lesser amount of tuition (based on need) is agreed upon.

FACTS will handle all delinquent accounts and work with the parents to fulfil the requirements. Removal from school and possible collections could take place in the event of nonpayment.

Let us help you provide a Christ-centered education for your child in difficult circumstances. Talk to the principal or pastor. Please allow us to help.

### 13. Withdrawal Policies – All Students

**Before the First Day of School** – An amount equal to two months family tuition payments will be retained by St. Peter Lutheran School to cover the administrative and operational costs associated with planning for the following school year. Funds received over and above this amount will be refunded.

**First Day of School or After** – Tuition prorated based on the number of days attended; plus, an amount equal to two months family tuition payments to cover the administrative and operational costs associated with planning for the school year, will be retained by St. Peter Lutheran School. Funds received over and above this amount will be refunded; and, any additional funds due must be paid before the release of student records can be processed.

### 14. Financial Assistance – All Students

St. Peter Lutheran School is committed to making financial aid grants available to as many eligible applicants as possible; however, there are many factors that influence financial assistance decisions, including the availability of school resources, the number of qualified applicants, and overall budgetary constraints. We use the services of FACTS to assist with determining financial assistance. Families can access FACTS at [www.factsmgmt.com](http://www.factsmgmt.com)

FACTS will assess a fee at the time of application and is the responsibility of applicant.

A FACTS application must be submitted in early May. Once FACTS has recommended financial aid, a confirmation letter will be mailed to parents within 30 days after a final determination has been made. Student tuition aid is awarded for a single school year and does not apply to future years. A FACTS application must be completed prior to each school year in which student aid is desired. Student aid requests must be submitted in early May for returning students of each school year to be considered for the next school year. The Board of Christian Education must approve any exceptions to this Tuition Aid Policy.

**15. St. Peter Employee Tuition Waiver Policies**

Full time paid staff of St. Peter shall have day school tuition, enrollment and book fees waived for their children enrolled in the day school. Part-time St. Peter Macomb staff who work **at least 10 hours per week** for at least 30 weeks in the year, who have children enrolled in the day school, shall receive a \$300 tuition discount for each child enrolled in the day school. *These benefits may have imputed income liability to St. Peter employees, which will be reflected on their W-2.*

**16. Employees of Other LCMS Organizations Tuition & Fee Waiver Policies**

**Full time** employees of other Lutheran Church Missouri Synod (LCMS) organizations receive a 30% waiver of member or community tuition assessed for their children attending St. Peter Lutheran School. Any individual seeking this waiver must provide a letter from the LCMS organization verifying that they are a full-time employee. The certification letter must be submitted on a yearly basis. Receipt of the letter will determine if the tuition discount can be used in the current fiscal year or disbursed in the next school year. This is governed by the annual budget process and if the spending guide for the current year has already been established. The Board of Education must approve any exceptions to this Tuition Waiver Policy.

**2B Sales & Fundraisers**

All sales and fundraisers must be approved by the Christian Board of Education.

### **3. HEALTH & SAFETY**

**NOTE: St. Peter does not carry accident or athletic insurance on the students. Under the Affordable Care Act all individuals are required to have healthcare insurance coverage. If an injury accident occurs on St. Peter's campus it will ONLY be covered by *your own medical insurance plan*. No out-of-pocket costs will be reimbursed.**

#### **3A Visitor Procedures**

1. Parents will not be permitted to enter past the school office between the hours of 8:00 am and 3:00 pm, unless signed in to volunteer. Volunteers must make prior arrangements with the classroom teacher. At no time should a classroom be entered unannounced, to avoid disruption in learning.
2. Visitors must sign in and wear a Visitor Pass at all times.
3. BEFORE SCHOOL, students are to be dropped off at the school entrance.
4. AFTER SCHOOL, use the designated pickup line and your child will be called to your car.

#### **3B Security Measures**

For the safety of our staff and students, visitors will not be permitted to enter the school during the hours of 8:00 am-3:00 pm. Parents of tardy students will sign their child in at the main entrance, and students will proceed to class independently.

Parents that must bring items to school will drop them in the designated bins (per grade level) in the main office reception area. Students that forget their lunch will receive a hot lunch. Parents are discouraged from dropping off lunches. Outside food deliveries will not be accepted for students.

#### **3C Emergency Drills**

**Fire Drills** (a total of 5) are conducted each school year for the prevention of injury.

Therefore, it is necessary that all students comply with the following procedures:

1. When the fire alarm rings, all talking ceases.
2. Leave the room in silence, walking rapidly (no running).
3. All windows and doors are closed and the lights are turned off.
4. Everyone must leave the building.
5. Teachers should account for all students present.
6. Remain outside until the "all clear" signal has sounded.
7. Return immediately and quietly to your classroom

**Tornado Drills** (a total of 2) will be conducted in early spring.

1. When the alarm rings, all talking ceases.
2. Leave the room in silence, walk to designated area (no running).
3. All windows and doors are closed and the lights are turned off.
4. Teachers should account for all students present.
5. Remain at designated area until the "all clear" signal has sounded.
6. Return immediately and quietly to your classroom.

**Emergency Lockdown Drills** (a total of 2) will be conducted each school year, per procedures developed by the administration in cooperation with local law enforcement officials.



### **3D Noncustodial Parents**

Divorced and separated families are realities of contemporary life, which affect the school's responsibilities to its students. The following guidelines have been adopted to assist the school in situations where a noncustodial parent wishes to become involved in school-related activities of a child or wishes to have contact with or take custody of the child while the child is at school.

1. Ordinarily, the school will not resist or interfere with a noncustodial parent's involvement in school-related affairs, or access to the parent's child or the child's records, unless the school is presented with a court order, or comparable legal document, which restricts such involvement or access. The school will not otherwise "choose sides" between parents.
2. A noncustodial parent may not take custody of a child or remove the child from school premises, unless the parent presents either a written court order, or a written authorization signed by the custodial parent, which permits such custody.
3. If the actions of parent(s) custodial, or noncustodial, become disruptive to the operations of the school, the school has the right to restrict access by such parent(s) and to take other reasonably necessary actions.
4. Concerning activities, which require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the noncustodial parent by a court order or comparable legal document.
5. In cases of divorce where there is not joint custody, the parent with custody needs to provide a copy of that legal documentation to the school office.

### **3E Medication**

**Regular medication** MUST be kept in the School Office in the original container and/or prescription bottle.

1. A file notice must be filled out and signed by the parents indicating name of medication, dosage, and administration requirements. Students who receive medication prior to the beginning of the school day must not come to school without taking their medication. This ruling is for the protection of the child, the teacher, and the other students.
2. In the rare case that a teacher is asked to administer the medication (they can by law refuse), a copy of the file notice is given to the teacher.

**Occasional medication:** Children are, from time to time, required to take medication for a short period of time. This information should be relayed to the school secretary so proper arrangements can be made. Children who are recovering from illness should not be sent back to school before they are ready.

### **3F Communicable Diseases**

Parents have a responsibility to inform the school that their child has any communicable disease. The best educational setting for a child with a communicable disease will be determined by a team approach involving school personnel, the child's parents, doctor and public health officials. Each case will be reviewed on a case-by-case basis where risks and benefits to both the infected child and other children in the school setting will be weighed.

The following are symptoms suggesting communicable diseases. Children these symptoms should be kept at home. If any of these symptoms are noted while children are in school, the school nurse, teacher, or main office will contact the parent immediately. Students should be kept at home until symptom free.

Symptoms common to communicable diseases:

1. Red or runny eyes, sneezing, and/or nose discharge
2. Cough, particularly if persistent and/or productive
3. Sores or crusts on scalp, face or body, particularly if red and swollen or draining
4. Any skin eruption or severe rash
5. Sore throat
6. Fever
7. Pain and stiffness in neck, and headache
8. Jaundice-yellowing of eyes and skin
9. Diarrhea
10. Vomiting

Students with any of these symptoms must be symptom free for 24 hours prior to return to school.

**Allergy Policy**

**Purpose:** The purpose for creating an allergy policy is to have a clear plan for handling all allergies with the overall goal in mind.

**Overall Goal:** The overall goal of the allergy policy is to help the family and school work together to assist the child with becoming independent in living with an allergy without stigmatizing the child.

**Procedures: Parents**

1. Parents need to indicate their child's allergy on the child's Health Appraisal form and on the "Food Allergy Action Plan". Both the Health Appraisal and the Food Allergy Action Plan form must be signed by the child's doctor.
2. Parents need to fill out a Medication Permission form and have it filed with the office. No prescription medication can be given unless the label appears on the medication and is prescribed by a physician. **One Epi-pen must be provided to St. Peter to be kept in the office. Other emergency medication would be provided in the same manner.**
3. Parents need to keep their child's teacher and the principal informed of any changes or concerns regarding their child's allergy.
4. Parents, who have a child in class, where a child with a life-threatening allergy is present, need to send in snacks that do not contain the allergic ingredients. Parents also need to refrain from bringing in things containing the allergic material (e.g. dogs, cats, hamsters, etc.)
5. Parents need to work closely with the staff to achieve the overall goal of helping their child become independent in identifying allergic situations that they need to avoid.
6. The parents of a child with food allergy will need to provide alternative snacks to the school.

**Procedures: Staff**

1. Staff members will be made aware of all allergies and their symptoms that exist in the school or preschool program.
2. Staff members will be instructed on how to implement any medical interventions that may be necessary for a child. (e.g. Epi-pen)
3. Staff members will be careful to properly clean all counters, tables, and areas where foods that can cause allergic reactions are present (e.g. milk, eggs, peanuts, nuts, nut oils, fish, etc.).
4. Staff members are responsible to assist the children in the class in learning about allergies that exist in the class.
5. Staff members will assist in helping a student with an allergy to understand why they are not permitted to eat that food, pet that animal, smell that plant, etc.
6. Staff members need to work closely with the parents in achieving the overall goal of helping the child become independent in identifying allergic situations that they need to avoid.

**Procedures: Classroom**

1. For airborne allergies (Dr.'s note required), reasonable measures will be taken to minimize any allergic material in the breathable air to the best of our ability.
2. For sting or bite allergies (Dr.'s note required), reasonable measures will be taken to keep the child away from any situation that may cause a reaction.
3. For food allergies (Dr.'s note required), reasonable measures will be taken to keep the food product out of the classroom, while the child is in attendance **only if the allergy is life-threatening** (e.g. milk may still be served in a classroom where 3 children are allergic to milk as long as none have a life-threatening allergy).
4. Alternate food and drink from home will be given to children who have allergies to the snack provided in their class. A supply of extra snacks, from home, should be kept readily available should the snack provided for the class be something that the allergic child cannot eat.

5. Classroom space will be cleaned in order to clear any allergic food products from the tables, counters, etc. Food areas will be cleaned with an appropriate sanitizing material (note #3 of Procedures: Staff). Special care will be given whenever any food allergy product is served, whether the allergic child is in the classroom at the time or not.
6. Students who have life-threatening allergies should sit in a designated area each day with a variety of other students. This helps ensure the eating area can be given special attention prior to each snack or lunch.
7. All medications for allergic reactions should accompany the teacher on any field trip.

#### **Procedures: Students**

1. Students should be informed of any allergies that exist in their class so that they can help in maintaining a safe environment for any child with allergies.
2. Students should be taught to love, respect, and enjoy each child in their class regardless of a child's allergy status.
3. Students will not trade food or utensils during any eating time.

#### **Procedures: Communication**

1. The allergy policy will be highlighted during the August Orientation Meeting and School Registration Day. The policy will be placed in the Information Packet and School Policy Handbook provided for each family in the program.
2. A notice will be sent to all families in the classroom at the start of the school year. The notice will inform all parents of what allergies exist in that classroom (no student names).
3. The principal will be responsible for reviewing the Allergy Policy and the procedures regarding the policy with the staff.
4. Parents and staff members need to communicate openly about any concerns with the classroom environment and their child's safety and well-being.

#### **Procedures: Emergency**

In the event that a child has any type of allergic reaction, the following actions should be taken:

1. The child's teacher should stay with the child. An assistant or another adult should notify the office to call the parents immediately.
2. Medication may be given to a child **only if a doctor has prescribed it and the parents have filled out "Medication Permission" form. WITHOUT A FILLED OUT FORM, NO MEDICATION WILL BE GIVEN TO ANY CHILD UNLESS EMERGENCY PROFESSIONALS DEEM IT NECESSARY.** Medication includes anything prescribed by a doctor for a child's condition (e.g. Epi-pen, Benadryl, inhaler, etc.).
3. 911 will be called if the child has a life-threatening allergy, if the child's condition is progressively worsening, or if the situation warrants emergency medical technicians.
4. Staff members receive FIRST AID training.

#### **Rationale:**

The rationale behind not having a total ban on food products that children are allergic to is that it:

1. creates a false sense of security for parents, staff, and students. (Food Allergy Network, 1999)
2. a ban can pit parents against parents. (FAN, 1999)
3. children want to be treated as normal by their peers. (FAN, 1999)
4. does not teach the child to live with the allergy, which is most important. (FAN, 1999)
5. it is not consistent with the overall goal of this Allergy Policy (see Overall Goal, p.1).

The rationale for creating such a policy is to safely and effectively achieve the overall goal (see Overall Goal, p.8). It is imperative that each child learns to avoid those things which they are allergic to whether it is foods, animals, plants, etc.

### **3H Pesticides**

On occasion pesticides will be applied to the school property. If parents want to be notified, call the school office at 586-781-9296 for inclusion on prior notification list. Pesticides may be applied in an emergency situation without prior notification. If this happens, parents on the notification list will be notified after application occurs.

### **3I Wellness Policy**

#### **NUTRITION EDUCATION**

Students in grades K-8 receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors. Students receive consistent nutrition messages throughout school, classrooms, community and media. Our health education curriculum standards and guidelines include both nutrition and physical education. Nutrition is integrated into health education or core curriculum (i.e. PE, science)

#### **PHYSICAL ACTIVITY**

Students are given opportunities for physical activity during the school day through daily recess periods, physical education classes, walking programs, and the integration of physical activity into academic curriculum. Students are given opportunities for physical activity through a range of afterschool programs including, but not limited to, intramurals, interscholastic athletics, and physical activity clubs. Our school encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events. Our school provides awareness and training to enable teachers and staff to promote enjoyable, lifelong physical activity among students.

### **3J Harassment Policy**

It is the policy of St. Peter Lutheran School (SPLS) to maintain a learning and working environment that is free from harassment. It shall be a violation of this policy for any member of SPLS Board of Christian Education, administration, faculty, staff, volunteer, parent or student to harass anyone.

**Definition:** Harassment occurs when an individual is subjected to treatment or creates an environment that is hostile or intimidating. This can occur at any time during school related activities and includes, but is not limited to, the following:

1. Verbal harassment – derogatory comments and jokes, threatening or obscene language and intimidating or inappropriate written communication.
2. Physical harassment – unwanted physical touching, contact, assault, deliberate impeding or blocking of movements. This includes bullying and picking on others.
3. Visual harassment – publicly displaying or making obscene gestures, including posters, cartoons, written words and drawings.
4. Sexual harassment – includes unwelcome advances, requests, touching of a sexual nature.

#### **Responsibilities**

1. The Board of Christian Education is responsible to:
  - a. Implement this policy through its regular Board meetings with the Administration to ensure an understanding of this policy.
  - b. Ensure that all faculty, staff, students, volunteers and parents are aware of this policy and the commitment of SPLS toward its strict enforcement.
2. The Administration is responsible for consistent, fair and timely enforcement of this policy.
3. Faculty, students, staff, volunteers and parents are responsible for:
  - a. Conducting themselves in a manner consistent with a Christian school environment.
  - b. Avoiding any activity that may be considered harassing.

### **Procedures – adult harassment**

1. The right of confidentiality, of all parties, will be respected consistent with SPLCS's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective actions as necessary.
2. Any parent, volunteer, staff or faculty who believes they have been harassed is required to bring a verbal or written complaint to the Assistant Principal. The assistant principal shall notify the Principal about the allegation. The complaint will be investigated.
3. A Harassment Form (attached) shall be completed and submitted to the assistant principal within two days of reporting the incident. The assistant principal shall institute an investigation of all allegations immediately after receipt of a complaint. Appropriate remedial actions will be taken as necessary.
4. All investigations will be completed within two weeks, which includes meeting with the parties, and development of a solution. All involved parties may submit written documents to the assistant principal detailing their view of the incident.
5. When the principal has completed the investigation, a mandatory meeting of all involved parties will be held. The purpose of this meeting is to develop an acceptable solution. All substantiated harassment charges against a parent, volunteer, staff or faculty will result in pastoral counseling, and if severe enough may lead to removal from their position at St. Peter or, in the case of a parent, removal of their children from the school.
6. If the person(s) reporting the allegation is not satisfied with the results of the investigation they can follow the Legitimate Concern Policy (Section 8B, step 3) found in the Parent/Student Handbook.

### **Procedures – student harassment**

1. The right of confidentiality, of all parties, will be respected consistent with SPLCS's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective actions as necessary.
2. Any student who believes they have been harassed is required to bring a verbal or written complaint to their teacher and/or assistant principal. A parent may bring this complaint instead of the student. If a complaint is brought to the teacher, the principal must be informed as soon as possible. The assistant principal shall notify the person(s) against whom the allegation is made to ensure all views of the incident are heard. This notification shall include the teacher(s) and the parents of the students involved.
3. A Harassment Form available in the school office shall be completed and submitted to the principal within two days of reporting the incident. The assistant principal shall institute an investigation of all allegations immediately after receipt of a complaint. Appropriate remedial actions will be taken as necessary.
4. All investigations will be completed within two weeks, which includes meeting with the parties, and development of a solution. All involved parties may submit written documents to the assistant principal detailing their view of the incident. The assistant principal will document all complaints and investigations and will share a summary of this documentation with the Board.
5. When the assistant principal has completed the investigation, a mandatory meeting of all involved parties will be held. The purpose of this meeting is to develop an acceptable solution/disciplinary plan. All substantiated harassment charges against a student will result in one or more of the following discipline:
  - a. Detention
  - b. Suspension
  - c. ExpulsionDependent on the severity/frequency of the offenses the Administration has discretion to utilize these steps in any order. This may include pastoral counseling.
6. If the person(s) reporting the allegation is not satisfied with the results of the investigation they can follow the Legitimate Concern Policy (Section 8B, step 3) found in the Parent/Student Handbook.

## **4. ARRIVAL , DISMISSAL, & TRANSPORTATION**

### **4A Arrival (7:40 AM Doors open)**

Please use the doors designated for the student in your family at the LOWEST grade level.

1. Grades K-2 - Enter the north parking lot and follow the path around on the west side of the building to the gym doors, (Door # 18 )
2. Grades 3-8--Enter the north parking lot and follow the path around to the main office doors (Door # 25)
3. Morning Drop-Off: Both doors for entry will be opened at 7:40 a.m. Students will exit the car and proceed into the building independently. Parents should not get out of their car at any time. Staff members will also assist if students have large items to carry to the classroom.

### **4B Dismissal (2:55 – 3:10 PM) Half-Day dismissal at 11:45 AM**

1. End of the day dismissal will begin at 2:55 p.m.
2. At the end of the day, follow the same route. Display your name card in the car window. A staff member will call your student's name and they will be dismissed from the building and load into your car. If younger students need assistance, there will be staff members present to help.
3. All pets must remain inside the vehicle at all times! Do not allow any pets out of the car or in the building even if they are leashed or caged.
4. Students who are not picked up by 3:10 p.m. will go to the Extended Care room. Parents will be charged the regular fee for this service.

### **4C Bus Riders**

Utica Community Schools provides free busing to St. Peter for students who live in the Utica School District. Unruly children may be the cause of accidents. Bus riders should conduct themselves as children of Christ, respecting their bus driver and being concerned about the condition of the vehicle and other's property aboard the vehicle. Improper behavior that is reported by the bus driver to the school principal will be dealt with in the following manner:

1. 1<sup>st</sup> offense behavior problems shall result in an automatic one day suspension from bus privileges and a conference with the child's parent(s).
2. 2<sup>nd</sup> offense shall result in a suspension of bus privilege for 3 days.
3. 3<sup>rd</sup> offense shall result in a suspension of bus privilege for the remainder of the school year. Only UCS district residents are allowed to ride on Utica school busses. If a bus breaks down, children are to remain on the bus until another bus comes to replace it. To ride a bus to a different stop (within your school district) requires a signed permission of the parent and principal.

## 5. ATTENDANCE

### 5A Church Attendance – Stewardship Members

**Time** - St. Peter Lutheran Church and School strives first and foremost to be centers for the Christian family to worship, learn, and grow in their faith, with Jesus Christ. The primary mission of the school is to educate the students in a Christ-centered atmosphere. We believe regular church attendance (65% or more), complements this mission through family-centered corporate worship. Percentage of attendance is calculated by dividing the number of times in worship during a given semester by the number of Sundays in the given semester.

The number of times in worship includes regular weekend or Monday worship services offered by **St. Peter Lutheran Church**, as well as any additional services such as Lenten Services, Maundy Thursday, Good Friday, Ascension Service, Thanksgiving Service, Advent Services, Christmas Eve, Christmas Day, and New Year's Eve. Therefore, it is possible for an individual to have greater than 100% attendance by attending extra worship opportunities. Weddings or Funerals do not count as regular worship services.

The school Administration has the responsibility to enforce this policy. Therefore, members of St. Peter Lutheran Church are asked to fill out the **"We Care Cards,"** online. **"The 'We Care' cards are the only means of tracking church attendance.**

If your child visits a different church, they are required to bring a service bulletin from the church they visited. **Only three (3) bulletins will be accepted per year.** Students who do not achieve the minimum (65%) required church attendance in each semester will not be eligible for the discounted Stewardship Member Tuition rates for the following semester. Students with less than minimum church attendance will be charged tuition at the Community rate starting immediately.

Students that disqualify themselves from the Stewardship Member Tuition rate must comply with the minimum required church attendance for an entire semester before being eligible for the discounted Stewardship Member Tuition rate the following semester.

**ST. PETER LUTHERAN CHURCH AND SCHOOL**  
**STATEMENT REGARDING ENROLLMENT**  
**AT A LUTHERAN HIGH SCHOOL WITH CONGREGATIONAL DISCOUNT**

This section is controlled and operated by the Board of Elders and is subject to change from year to year.

**INTRODUCTION**

Christian Education is a partnership; a three-way partnership between student, parent and church. This relationship is especially necessary in a Christian high school setting if it is to work well.

Students who wish to be part of a Lutheran High School will benefit, first and foremost, because of the CHRIST-centered emphasis of curriculum and student life. Enrollment at a Lutheran High School is an extension of the ministry of St. Peter Lutheran Church and School. Student participation is not a replacement or substitute for an ongoing spiritual life at St. Peter Lutheran Church and School and regular participation in Word and Sacrament.

We urge parents to encourage their sons or daughters in their academic and spiritual growth. As responsible members of the congregation, parents also understand the importance of a personal commitment to witnessing the Gospel and actively supporting the overall ministry of the church through regular attendance and tithing (that is, regular and intentional giving) to support the overall ministry of the church. Christian parents who commit to providing a Christian education for their children have the opportunity to witness in a unique way.

St. Peter Lutheran Church and School has a tradition of commitment to Christian education. This is easily seen in our own school and also in our support of our Lutheran High Schools. We believe Christian education at every level is a blessing. It is a blessing that we hold as an important privilege. The congregation, parents and students need to pray, work and give in ways that reflect our mutual commitment.

**St. Peter Lutheran Church and School is pleased to be able to support your child at a Lutheran High School. However, the child must be a baptized/confirmed member of the congregation in order to qualify.**

**STEPS TO ENROLLMENT [Two forms required: (1) LHSA Signature Card and (1) St. Peter Request Form]**

**Step I: If your child is in 7<sup>th</sup> grade and interested in attending one of the LHSA High Schools, an information package needs to be obtained from the church office.**

- **The Request Form needs to be signed and returned to the church office no later than December 31<sup>st</sup> of the 7<sup>th</sup> grade year.**

**Step II: For 8<sup>th</sup> graders, the student must obtain a LHSA Intent Card from the enrolling high school and bring the bottom section (Pastor's Signature portion) to the church office no later than April 1 of the 8<sup>th</sup> grade year.**



**Step III:**

- **Students at all levels who have joined St. Peter within the previous 12 months will be slotted at Level 3 for their first year in the program.**
- **Students who have not returned the required “LHSA Intent Card” or the “St. Peter Request for LHSA Student Financial Support” form to the church office by the deadline dates will be slotted at one level lower than indicated by their church attendance.**

We require that the student be an actively participating member of St. Peter Lutheran Church; i.e. attending worship services at a minimum of 12 times a year. In addition, he/she **is strongly encouraged to** be actively involved in at least some aspects of the overall ministry of St. Peter Lutheran Church and School. These activities could include Youth Ministries, Bible study, technical support, choir/praise group(s), instrumental, etc. **In the event special considerations are necessary, your active participation will be one of the determining factors.**

**LEVELS OF FINANCIAL SUPPORT**

For students who have been members of St. Peter for at least 12 months, financial support will be granted in a “Mixed Level” format, based on worship attendance. At the end of each attendance measurement year (now defined as April 1 through March 31) LHSA students will be granted financial assistance for the upcoming academic year based on their church attendance history from the completed measurement year. In addition, a discount will be applied by the LHSA based on the final level of support granted. Tracking for support levels will begin in April for all grades; therefore, seventh graders will begin their tracking period on April 1 of their spring semester to be considered for support for ninth grade, as the measurement period to determine the level of support will end on March 31 of the student’s eighth grade year. Financial support will be determined for each student based on the table below.

<b><u>Church Attendance Percent</u></b>	<b><u>Support Level</u></b>	<b><u>LHSA Discount</u></b>
(As defined in “Attendance” section following)		
95 – 100% (minimum 50 services)	Level 2 (\$1600 total)	\$400
75 – 94% (minimum 39 services)	Level 3 (\$1100 total)	\$250
50 – 74% (minimum 26 services)	Level 4 + \$250 (\$850 total)	\$200
25 – 49% (minimum 12 services)	Level 4 (\$600)	\$200
0 – 24% (less than 12 services)	Level 5 (\$0)	\$0

The LHSA will base tuition billing on the support level assigned for the following academic school year and mail tuition payment booklets in May as always.

**On April 19, 2015 the St. Peter Voter’s Assembly amended the LHSA Tuition Support Policy to deny financial support toward a student’s tuition if the family is in arrears on the student’s St. Peter tuition or that of his/her younger siblings.** If you believe this new policy affects your LHSA financial support in anyway contact the St. Peter Lutheran Church and School Business Manager.

## **CHURCH ATTENDANCE GUIDELINES**

**The “We Care” cards found in the pew racks are the ONLY means of tracking attendance at St. Peter.**

Any “worship service” offered by St. Peter Lutheran Church includes all regular worship services plus additional worship services defined as Lenten Services, Maundy Thursday, Good Friday, Ascension, Thanksgiving, Advent, Christmas Eve., Christmas Day and New Year’s Eve. **There are a total of 52 Sunday services and 16 additional qualified services totaling 68 services. The percent of services attended is figured using a base of 52 weeks, therefore making more than 100% attendance possible.**

**While we expect the majority of your worship experience to be at St. Peter, we fully understand that there are occasions when you may be worshipping elsewhere. In those cases credit will be given if a student is away on vacation or away from home and attends another Christian church, up to a maximum of four services per year.**

**It is the responsibility of the student to provide a worship folder or attendance card from the church attended to the St. Peter church office along with the reason attended. Credit will not be given if this is not done. These worship folders will only be accepted within 30 days of the date of the service.**

Credit will also be given to those students who belong to a musical group at their Lutheran High School and are required to participate at other locations during church service times. Credit will only be given if playing or singing takes the student away from St. Peter’s regular church services. **Again, it is** the responsibility of the student to send, in writing, all dates they will be missing a church service at St. Peter. Also, provide the name of the group you are in.

Types of services that do NOT count as a regular church service include weddings, funerals, playing in band/choir not related to LHSA activity, Baptism outside of a regular service and Youth gatherings held on Sunday evening or other times.

Questions regarding this policy may be directed to the Church Secretary or St. Peter Lutheran Church and School Business Manager at (586) 781-3434. All inquiries that need clarification related to this policy will be forwarded to the Board of Elders for resolution.

**Revised June 17, 2016**

***This policy is subject to change at which time a new “Intent” form needs to be signed and returned to the church office***

## 5B School Attendance

A student is considered to be absent a half day when he misses 1 hour to 4 hours of school. If he/she misses more than 4 hours of the day, that student is to be marked absent for that day. A half day absence or full day absence does eliminate the child from perfect attendance consideration.

**Parent(s) are expected to contact the school office (BEFORE 9:00 AM at 586-781-9296) each day their child is absent.** Children are to bring a note explaining the reason for their absence to their teacher when they return to school. **Students are expected to attend school each day St. Peter is in session. A letter will be sent home when a student has reached 5, 10, 15 absences. On the 20th absence, the Michigan Department of Child Services will be notified of the student's truancy. If absences exceed twenty in one year, being promoted is not assured.** It is expected that students be in school each day unless prevented by illness, doctor appointment, funeral or other family emergency.

**Planned Extended Absence:** Since the lessons and activities that occur in the class cannot be easily replicated and since each day's learning builds upon the learning from previous days, extended absences are strongly discouraged unless such absence is unavoidable. In cases where the planned absence is more than two days, a form for verification of a planned extended absence needs to be filed in the office a week prior to the absence. **Teachers will not be required to give assignments prior to the absence.** As a general rule, absentees are granted a day of grace to complete missing work for each day they are absent. This applies only to assignments that are made during the absence. Assignments made prior to the absence are due on the assigned date or immediately upon the student's return to class. Upon returning to class, the student is required to remain current on new assignments, while also completing make-up work as indicated above. In cases of excessive absence, the teacher may opt to give credit for completed make-up work rather than providing a letter grade for each assignment.

**\*Repeated tardies or early dismissals** will also accrue an absence. After 5 tardies or 5 early dismissals, or a combination of the two, a student will be marked with one full day absence.

**Dismissal during school hours:** Please attempt to schedule appointments outside of school hours. To excuse student during school hours, the following procedures are in place:

1. Written note to teacher in advance
2. Parent calls the office to request the student be called from the classroom
3. Secretary alerts teacher by intercom
4. Parent goes into the office to "Sign out" the student
5. Student released to office

## 5C Closing of School

If it should be necessary to close school because of weather (or other emergency) check the following media sources for St. Peter, Macomb: TV channels Fox 2, WDIV-4, WXYZ, WWJ-TV (CBS Detroit) and various Detroit radio stations or websites for same stations. Whenever possible, a message will also be sent to all parents through Email.

## 5D Calendar

Administration constructs a school calendar after reviewing the school calendars adopted by Lutheran High North and Utica Community Schools. This proposed calendar is reviewed by the staff before presentation to the Board of Education for approval.

## 6. ACADEMICS

### 6A Administration

St. Peter Lutheran School is owned and operated by all of the members of the congregation. Final authority for all decisions of property and policy is vested in the voters' assembly.

The policies of the school are administered by the Board of Christian Education which meets the first Thursday of each month. The board is elected by the voters' assembly and is responsible for the entire education process.

The principal and assistant principal act as executive officers. These administrators, with the help of the faculty, suggest changes and policies for the improvement and welfare of the school. It is then the administration's obligation to see that the policies and wishes of the Board of Education and the congregation are carried out.

Throughout the year the administrators will visit the classrooms and conference with teachers to discuss the visits.

### 6B Accreditation

Our school is accredited by the NLSA (National Lutheran School Accreditation, our national church body). It is also accredited by MANS (Michigan Association of Non-public Schools).

### 6C Computer/Internet Use

Parents and students will need to sign an "Acceptable Use Policy". Students that do not have a signed form on record at the school will not be allowed to log on to the internet at St. Peter.

### 6D Grading Scale

#### Grades 3-6 Letter Grades, Percentages, & Points

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
98	93	90	87	83	80	77	73	70	67	63	60	0
4.0	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0

#### Grades 7-8 Letter Grades, Percentages, & Points

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
100	93	90	87	83	80	77	73	70	67	63	60	0
4.0	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0

**6E**     **Honor Awards**

**Honor Roll for Grades 5-8:** Grade Point Averages (G.P.A.) will be calculated for each student each quarter (using 4 points for each A, 3 points for each B, 2 points for each C and 1 point for each D). Students achieving a 3.7 or higher will be listed as high honor students. Students achieving a 3.35 to 3.69 will be listed as honor students. Lists of high honor and honor students will be published in the Monday Update and the St. Peter Lutheran Church and School Newsletter. Students whose names are published in 3 of the 4 quarters will receive a Scholastic Achievement Award at the end of the year.

**Valedictorian & Salutatorian Awards:** Presented to the eighth grade students who achieve the highest grade point averages for all of grades 5 through the first semester of grade eight.

**6F**     **Homework**

Time is allowed by our teachers during the school day for students to do their work. But there will be times when the student will have work to do at home. We encourage our parents to provide a set time and place at home for students to complete their homework. (See Attendance Policy for absentee homework, Section 5B). St. Peter teachers will not assign major projects, term papers, reports, or other significant assignments that would be due the first week back after Christmas or Easter vacations.

**Teachers are required to contact parents when a failing grade is achieved by a student.**

**6G**     **Report Cards**

Quarterly report cards will be issued to all students. At the end of the first quarter there will be a mandatory parent/teacher conference. Report cards for the first quarter will be distributed at the conference. All other quarterly reports will be sent home with students.

**Teachers are required to contact parents when a failing grade is achieved by a student.**

**NO report card will be given to a student at the end of a school year if obligations are not fully met (unpaid fines, unreturned school property, etc.).**

**6H**     **Retention, Course Failure**

In case of course failure (defined as 3 or 4 "F" grades in a subject area in the four marking periods); students will be required to complete a summer course of study to return to our school in the fall. This course of study (whether it be at a tutoring center, through a private tutor, etc.) will address the material that the student didn't learn and will be mutually agreed upon by the parent, teacher, and administration. All costs for this summer study will be the responsibility of the parent. At the end of the summer course or study, the student will need to show his/her achievement by taking the end of the year book test in the subject(s) he/she failed. Should the student receive less than a 60% on the end of the year book test, he/she will need to begin the school year with a tutor. If there is still no progress with a tutor, a meeting with parent, teacher, and administration will consider the following options:

- 1)     Special Education Support
- 2)     Retention
- 3)     A different school

**6I**     **Special Needs**

Lutheran Special Education Ministries (LSEM) provides a full time and a part-time teacher to work with children who have special needs. The teachers from LSEM will be at St. Peter from 7:45-3:30. If you have any questions concerning your child or the program, appointment times can be set up before or after school through the school office. Individuals who wish to use the special education services will be assessed a testing fee – if such testing is done by LSEM.

**6J**     **Testing**

Vision and hearing tests are administered to various grades by the Macomb County Health Department free of charge. Students are tested every other year. MAP testing is administered three times a year. The results of these tests are placed into the student's permanent files which are accessible to the child's parents and teachers. Students in grades 3rd through 8th take a yearly "Growth" test which includes: Reading, Math, Language, & Science. These instruments are helpful for curriculum evaluation as well as for understanding individual pupils. Speech and psychological testing is also available to our students through the Utica Schools. This testing will be administered only with the combined consent of parent, teacher and principal.

**6K**     **CHEATING**

Cheating is the practice of deceptive behavior to obtain an academic advantage by claiming a resource or someone else's work as your own with no original thought. Conversely, to aid someone in that behavior is cheating.

These behaviors may include:

- Using cheat sheets, body parts, clothing
- looking across at someone else's work
- copying homework
- plagiarism
- using the internet inappropriately
- whispering/communicating
- telling students what's on an upcoming test

All acts of cheating will result in a 0 for that assignment/test/paper. **Students involved will also receive an afterschool detention at the teacher and administrator's discretion.**

## **7. PROGRAMS**

### **7A Extended Care**

Extended Care is for children enrolled in St. Peter Lutheran School. There is a \$25.00 per family sign-up fee and hourly charge for students who attend. Extended Care will provide the students supervised study and play time, following the same schedule as the school regarding vacation time and days off. **It does NOT operate in the afternoon on half days. All required paperwork must be completed and turned in before children can attend the extended care program.** Extended care packets can be accessed in the FACTS school management system.

**Extended Care Schedule:**           7:00 AM – 7:45 AM (Entrance at Door #12 under the carport)  
  3:00 PM – 5:30 PM

**Our Extended Care Program Provides a Schedule that is** structured and unstructured, informative and creative, active and quiet, indoor and outdoor. Please refer to the Extended Care Manual or contact the director for more details on the program.

### **7B Extracurricular Activities**

The expectations of each child follow:

1. Christian behavior
2. Desire to excel in the use of their gift
3. To submit a written excuse prior to the performance if attendance is not possible
4. Any student wanting to attend an activity at His Rock must do the following:
  - a. Cross the street with an adult
  - b. Be driven across the street by an adult
  - c. If the student missed the adult supervised crossing, he/she should report to the school office and an adult from the youth house will be advised to come and supervise the child across the street. After the St. Peter youth activity, the student should be picked up by parent or guardian at the St. Peter youth house. Any student not following these steps will be subject to discipline by the administration.

A student must be in school the day of after-school functions in order to participate in them. Students who go home during the day because of illness will not be allowed to participate in any after-school functions.

### **7C Choir and Handbells**

The purpose is to develop and use talent for the glory of God.

Opportunities provided are:

- a. Recognition of participation
- b. Opportunity to praise God in worship services

The qualifications are to attend practices and performances regularly.

The expectations of each child are:

- a. Christian behavior
- b. Desire to excel in the use of their gift
- c. To submit a written excuse prior to performance if attendance is not possible

## 7D **Band (elective)**

Psalm 150:3 "Praise Him with the sound of the trumpet: praise Him with the psaltery and harp". The Lord loves music and our band program seeks to give Him praise and glory. Commitment and regimen are two essential elements in a successful band program. Participants need to understand that they are in the program for the entire year. Students are expected to keep the following rules:

- a. Have your instrument ready to play each band day.
- b. Do not play instrument or talk when the instructor is speaking.
- c. Be responsible for all music, instruments, uniforms, and books issued to you.
- d. Practice faithfully and so take instrument home at night.
- e. Attend all band performances and rehearsals.

Students are evaluated for attendance with music and instruments, proper classroom behavior, effort, and demonstrated improvement in playing technique. Playing tests are administered to check student progress. Students striving to improve their playing ability should plan regular practice sessions at home; 15 to 20 minutes daily is recommended by the band director.

## 7E **Athletics**

- Girls - grades 5 - 8: Basketball, Volleyball, Cheerleading
- Boys - grades 5 - 8: Basketball
- Co-ed - grades 5 - 8: Soccer, Track
- Co-ed - grades 3 - 8: Cross Country

It is a privilege to play for St. Peter, and we don't take this privilege lightly. Therefore, any student athlete that has any disciplinary action taken against that student will be subject to loss of practices/games or removal from the team. **You represent St. Peter and your conduct in school is a direct reflection of how you act on the court/field. Any and All behaviors that occur in school could/may result in loss of participation in Athletics.**

Through participation in interscholastic sports, it is our goal that the student athlete will further develop spiritually, mentally, emotionally, physically, and socially. It is a further goal that the student athlete grow in his attitude toward cooperation, team concepts, and sportsmanship. Each athlete must be covered by sufficient health and accident insurance with a family policy or with a school insurance policy. Each athlete must also have an up-to-date physical examination on record.

### **Eligibility**

It is important that participation in extra-curricular and school athletic activities does not interfere with the student's academic progress. In order to be eligible to participate, a student must maintain an overall average of 2.00 (C) and not receive any failing (F) grades. The student will also demonstrate Christian conduct and behavior in all classroom and school activities. Students in extracurricular/school athletic activities will be monitored at midterm and at quarter end. Those who fall below a 2.00 or receive a failing grade will be put on a two-week probation. During this time, the student may attend all practices and competitions. However, the student will not participate in any competitions or tournaments during this period. At the end of the probation, he/she remains ineligible until the next mid-quarter or quarter end. Fourth quarter report card grades determine eligibility for participation in fall sports in the next academic year. *Students with special learning needs will be given case-by-case consideration when overall GPA falls below a 2.00.*

### **Student Spectators**

All students staying to watch athletic contests must remain in the gym if it is a gym activity or outside if it is an outside activity. Spectators who aren't watching the contests will be sent home immediately and denied the privilege of attending the next home game. Student spectators of after-school school athletic events must be accompanied by an adult when they return to school for that event. Students will not be permitted to stay after school unsupervised.



### **After School Gym Procedures**

Students may not go into the ballroom for any reason. If a teacher or coach is not around, they must sit and wait. They are not allowed to get equipment. These rules apply to non-school activities as well.

### **Sports**

Students playing on a team must be supervised. If a coach is not around, they must sit together in the gym and wait. **If students have a practice after school**, they must go directly to the gym. **If students are staying for a home game** they must be in the gym immediately after school. Students may not go out into the hall or out front to talk to car riders. Students may not stay for a later game without supervision. Brothers or sisters may not stay for a game without parental supervision, whether a sibling is on the team or not. Students wishing to be spectators must use Extended Care or come back for the game with parental supervision. If they remain for a game they must remain in the stands for that game. They may not leave the game to walk the halls or school property.

Students will be sent home for abusing these rules. Repeated abuse will result in removal from the team or the loss of the right to attend home games.

### **7F Annual Events**

Our students help to raise money for our school in two fund-raising efforts:

September:	Morley Candy Sales (grades 5 & 6 only) - Profits used for Outdoor Education
Oct. /Nov.	(grades 7 & 8 only) - Profits used for the Washington, D.C. trip

Other special student events may include the following: Grandparents' Day, Children's Christmas Worship, 5th-8th Spelling Bees, Children's Musical, Jump Rope for Heart, the Patriot Walk, Auction, Spaghetti Supper, Fun Fair

### **7G Library**

St. Peter Library is open to all those attending St. Peter Lutheran School. Each class through grade six has a scheduled library time each week. The library and computer stations are available for student use between the hours of 8:00 and 3:45 on school days. After 3:00 PM, all students must be accompanied by a parent.

**Book checkout:** Kindergartners, first graders, and second graders check out books for a one-week period. Third graders through eighth graders check out books for a two-week period. Books are to be returned on time so that they will be available to others. Reminder notes are sent for books that are not returned on time, and full library privileges are temporarily suspended until late books are returned. Books may be renewed twice. Unavailable books may be placed on hold.

**Adult checkout:** The resources of the library are available to parents as well as students. Adults should see the librarian if they wish to be library patrons. Adult patrons will not receive notices for books that are not returned by the due dates. It is their responsibility to see that books are returned on time.

**Damaged books:** A replacement fee of \$20.00 will be assessed when a book is returned too badly damaged to remain in circulation. Students should report existing damage at the time of checkout.

**Lost books:** A book which has not been returned six weeks after the due date is considered lost. A \$20.00 replacement fee is assessed, \$15.00 of which will be refunded if the lost book is found and returned after payment has been made. Library privileges are temporarily suspended until a lost book is paid for or returned. Any student with two lost books in one school year will lose library privileges for the rest of that school year.

**Library Behavior:** Anyone using the Library for any reason is to speak quietly. All library resources should be treated with care and respect.

**End of school year:** Books must be returned and lost or damaged books paid for before a student's final report card will be issued.

**7H Overnight/out of state Trips**

All overnight/Out of state trips must fill out the application and be approved by the Board of Education.

**7I Facility Use**

Use of all building facilities by groups must be approved by the Church Office, School Office, and/or Preschool Office.

## **8. STUDENT LIFE**

**8A Responsibility**

We believe that real wisdom can only be found in Jesus Christ. Knowledge, skills and attitudes learned apart from Him cannot prepare one for eternity. Education, for this life only, falls far short of our goals for the children entrusted to our care. Both our parents and our teachers want to see their children in heaven. Our Christian teachers realize that they are an aid and extension of the home in that vital work of “training up a child in the way he should go.”

**a) The parents’ responsibilities are as follows:**

Parents will be regular in prayer and worship, and use Christ-centered conversation and literature in their home. The responsibility of educating a student is two-fold: part belongs to the home and part belongs to the school. The teaching of responsibility and respect begins in the home. When a student enters school this process becomes a shared responsibility. Christian values should be reinforced both in the home and at school.

**b) The teachers’ responsibilities are as follows:**

Upon being installed, a teacher is authorized and obligated to instruct and train the children under his care diligently and faithfully in the Word of God; to accord them also a thorough Christian education in branches of learning prescribed by a course of study adopted or approved by the congregation; to maintain Christian discipline in the school and to this end employ such means as are in accord with the Holy Scripture and within the bounds of Christian reason and justice. He/she is further:

To serve the congregation as an example of Christian conduct, to endeavor earnestly to live in brotherly unity with his pastors, and his fellow teachers, to work under the supervision of the pastors, principal and the Board of Christian Education, and by the grace of God, to do everything possible within the sphere of his calling towards the promotion of the school and for the general advancement of the Kingdom of Christ, both locally and generally.

Teachers are to show respect for students as part of God’s creation. They are to be caring and understanding of the student’s needs. Teachers are to serve as role models for students. Teachers must create a disciplined environment that is reasonable, fair and consistent. Teachers are expected to establish and maintain Christian discipline in the classroom, hallway, cafeteria, athletic field, and at school activities both on and off school grounds.

To perform such other duties as are in the interest of Christian Education and the welfare of church and school and have been mutually agreed upon, as the circumstances of the congregation may require and as time and ability may permit.

c) **The student's responsibilities are as follows:**

A student should **respect** God at all times in his own personal daily living, using talents and time as best he can, to show thanksgiving for those spiritual, physical and mental blessings bestowed upon him as one of God's redeemed.

A student should respect God and his fellow students by using language which is becoming a Christian. No profane language, or any inappropriate language, such as sexual innuendos or slang, will be tolerated.

A student should respect God by honoring and obeying his teachers or adults who are placed over him as representatives of His. Therefore, back-talk and other conduct disrespectful to teachers should be eliminated. Toys or games should not be brought to school or to any school functions, because they tend to become nuisances. Disruptive items will be confiscated. Gum chewing is not permitted.

A student should respect God and his fellow man by respecting the rights and property of others. No students should ever degrade a fellow student by using harmful talk, do physical harm out of spite, or take other people's property without first asking to use it.

A student should respect God by controlling his anger and humbly taking his place among his fellow students by showing love and friendship to all his classmates. Politeness to all is a good virtue. When sin causes broken relationships between students and between students and teachers, the Christian student will be eager to ask for forgiveness and to forgive just as Christ has taught. Once forgiveness is spoken, the sin is forgotten – not to be resurrected again at some later date.

A student shows respect to God by doing his work in a Christian manner. Cheating and copying other people's work will only harm the student himself in his own individual achievement. Honesty is still the best policy. A student disciplines himself to get as much of his work done at school as possible. He sets aside a certain block of time each day at home for work that has not been completed at school. He does all his schoolwork completely, neatly, and on time – realizing that anything worth doing is worth doing well!

**8B A Legitimate Concern**

In order that we may foster a God-pleasing spirit of cooperation and willingness to work together, teachers, parents and staff must realize that all people are sinners, full of many imperfections and shortcomings. Teachers will think of children as precious souls for whom Christ shed His blood. They will love children entrusted to their care and endeavor to train, guide, lead, and to discipline them properly so that they will receive the best possible education.

The Board of Education has defined a "due process" procedure to handle concerns that do occur. This procedure follows:

1. Talk with teacher/parent to resolve concern. A parent should demonstrate courtesy when approaching a teacher. A parent should contact the teacher in one of the following ways:
  - a. Send a written note or email message to the teacher stating the concern, and/or requesting an appointment outside of school hours. Include dates and times that would work with your schedule.
  - b. Contact the teacher by telephone or email to schedule an appointment. A parent should not intrude on the daily function of the school day. If you have problems scheduling an appointment with a teacher please contact the principal or assistant principal for guidance.

2. If not resolved:  
Set up a meeting with the assistant principal to discuss issue; the assistant principal will arrange for a teacher/parent to attend.  
The assistant principal completes a resolution form; all parties agree on the resolution and sign the form.  
The parent, teacher, and assistant principal receive a copy of the form.  
The principal follows up on the resolution.
3. If not resolved:  
Set up a meeting with the principal to discuss issue; the principal will arrange for a teacher/parent to attend.  
The principal completes a resolution form; all parties agree on the resolution and sign the form.  
The parent, teacher, and principal receive a copy of the form.  
The principal follows up on the resolution.
4. If not resolved:  
Write letter to chairman of the Board of Education, listing all concerns and attach a copy of the resolution form from step 2. The Board of Education may arrange a meeting of all necessary parties (including child, if appropriate). A resolution should be agreed to by all parties, who would complete and sign a new resolution form.  
  
The principal and the Board of Education follow up on the resolution.

## 8C Discipline

Our purpose at St. Peter Lutheran School is to make disciples. As disciples, we are to be witnesses of Christ (Isaiah 43:10) in all we think, say, and do. Our Christian discipline means guiding behavior so that we may follow God's commands to "'Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And . . . 'Love your neighbor as yourself.'" Matthew 22:37-39

We strive to build a safe and positive school climate so that spiritual, physical, intellectual, social, and emotional growth can take place. In order to accomplish this, St. Peter Lutheran School has set expectations.

**Students are to be responsible.** (Colossians 3:23-24) "Whatever you do, work at it with all your heart, as working for the Lord . . . It is the Lord Christ you are serving."

**Students are to be respectful.** (Romans 12:10) "Love one another with brotherly affection. Outdo one another in showing honor."

**Students are to be in control.** (1 Peter 1:13) "Therefore, prepare your minds for action; be self-controlled; set your hope fully on the grace to be given to you when Jesus Christ is revealed."

**ST. PETER PATRIOTS ARE RESPONSIBLE, RESPECTFUL, AND IN CONTROL.**

Be Responsible	Be Respectful	Be in Control
<ol style="list-style-type: none"> <li>1. We will listen and follow directions.</li> <li>2. We will be on task, prepared, and ready to learn.</li> </ol>	<ol style="list-style-type: none"> <li>1. We will show respect for others and their property</li> <li>2. We will use God-pleasing words.</li> <li>3. We will use kind words and actions.</li> </ol>	<ol style="list-style-type: none"> <li>1. We will walk quietly through our school.</li> <li>2. We will keep our hands, feet, and other objects to ourselves.</li> </ol>

We communicate expectations for our students' behaviors by modeling them ourselves. Though we are all born sinful and unclean, and often fail to follow rules, we are redeemed children of God made new through Jesus, to be forgiven and to try again.

We believe in teaching and re-teaching expectations to provide consistency for students. When students exhibit behaviors that do not follow our rules, we will use the following rubric to determine corrective measures.

This rubric does not address all problem behaviors and is not limited to these.

**St. Peter Lutheran Minor Behavior Rubric**

Behavior	First Offense	Second Offense	Third Offense
<ul style="list-style-type: none"> <li>● Disruptive Behavior</li> <li>● Minor Physical Aggression</li> <li>● Inappropriate Language, Gestures</li> <li>● Disrespect, Insubordination, Defiance</li> <li>● Property Destruction</li> <li>● Other</li> </ul>	<p>-Verbal Warning from teacher/conference with teacher</p> <p>-St. Peter Behavior Referral Form-Minor #1 Completed</p> <p>-Possible Parent Contact</p>	<p>-Verbal Warning from teacher/conference with teacher</p> <p>-St. Peter Behavior Referral Form-Minor #2 Completed</p> <p>-Parent will be contacted</p>	<p>-St. Peter Behavior Referral Form-Minor #3 Completed</p> <p>-Parent will be contacted</p> <p>-Student will receive St. Peter Office Discipline Referral Form</p>

Consequences may vary based on the severity of actual behavior.

St. Peter Behavior Referral Form-Minor will not be sent home.

It will be kept with teacher with his/her records.

## **MAJOR BEHAVIOR VIOLATIONS (AUTOMATIC ADMINISTRATION INVOLVEMENT)**

1. Cyberbullying / Social Media Misuse
  2. Physical violence
  3. Vandalism and willful destruction of property
  4. Use of profanity/vulgarity
  5. Possession or use of fireworks, explosives, or weapons
  6. Possession or use of drugs, alcohol, or tobacco
  7. Defiance or total disrespect for authority
  8. Cheating / Stealing / Dishonesty
- **Cyber Bullying** is prohibited and is defined as the use of electronic information and communication devices to willfully harm either a person or persons through any electronic medium, such as text, audio, photos, or videos. Examples of this behavior include but are not limited to: Sending/posting false, cruel, hurtful or vicious messages/comments; Creating or contributing to websites that have stories, cartoons, pictures, and jokes ridiculing others; Breaking into an email account and sending vicious or embarrassing materials to others; Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others; and; or posting of a picture without permission. Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the students' and staff members' right to be safe and secure. Actions deliberately threatening, harassing, intimidating an individual or group of individuals; placing an individual in reasonable fear of harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated. These behaviors, depending on severity, will warrant an immediate detention or suspensions.
  - **Profanity/Vulgarity** is inappropriate language of any type. Name calling, using sexual references, or inappropriate gestures will not be tolerated. Any student using this type of language will be given a detention and/or be suspended from school. The type of suspension and the length of the suspension will be determined by Administration.
  - **Cheating / Stealing / Dishonesty** are deceitful behaviors and are totally unacceptable at St. Peter. Cheating is taking someone else's answers or work and calling it yours. Giving answers is also cheating. Stealing is taking something that is not yours from a locker, school bag, desk, shelf, etc. Dishonesty is lying and being untruthful. Cheating will result in a loss of credit and a detention. Those caught stealing will return that which was stolen, and a detention or suspension will be given depending on the administrator's decision. Lying could result in a detention or suspension.
  - **Vandalism** and willful destruction of property will result in the offending student making restitution for the destroyed property, and serving a detention or suspension as decided by the administration.
  - **Physical Violence** or fighting is never acceptable. And will result in an immediate detention. If there is an injury resulting from the fighting the person responsible will serve an automatic suspension.
  - **Defiance or lack of respect for authority** is the willful disrespecting of an adult. Challenging the authority or resisting a reasonable request by an adult. Bold disobedience. A student who is disrespectful in this way will be apologizing to the adult offended. A detention or suspension will be given at the discretion of the administrator.

- **Drugs, Alcohol, Tobacco, E-Cigarettes, Vaping**, Possessing or using any of these dangerous things may mean a 3-10 day school suspension for the first offense. It may mean immediate expulsion from St. Peter.
- **Fireworks, Explosives, or weapons** Possessing or using any of these dangerous things may mean a 3-10 day school suspension for the first offense. It may mean immediate expulsion from St. Peter.

### **Office Referral**

When a student is asked to leave the classroom and go to the office the student will arrive with a note from the teacher. The note will give the reason for speaking to the student or suggesting a time out from the classroom. The teacher will send an email message to the parents alerting them that their child was sent to the office.

### **Detention**

Detentions are assigned to students for disciplinary problems or dress code violations. A Behavior Violation Form will be sent home. The parents are to sign at the bottom of the form, and their child should return the form the very next day. Detentions are one hour in length and are served on the next closest Tuesday after school. A detention must be served on the day listed on the form or a second detention may be written. There will be no talking, eating, drinking, communicating, or cell phone use. Extracurricular activities may not supersede detention time.

### **Half-Day (In-School Suspension)**

At times, students must be removed from the classroom environment. A student who is given an In-School Suspension will be required to meet with the Assistant Principal, not to regular classes. All work missed on this day can be made up for full credit. It is the student's responsibility to get all of his/her assignments and turn them in on the day they return to regular classes. The student may be given some of the assignments and work for his/her classes while he/she is in the office, but should not assume that all assignments have been given to them.

### **School Day Suspension (Out of School)**

At times, students must be removed from the school environment. A student who is given a suspension will not be permitted on school grounds until the day after the suspension. Each day of the suspension, will be considered an unexcused absence. All work missed on these days can be made up for full credit. It is the student's responsibility to get all of his/her assignments and turn them in on the day they return to regular classes. The student may be given some of the assignments and work for his/her classes while he/she is at home, but should not assume that all assignments have been given to them. The student is not eligible to participate in or attend extracurricular activities until the day after the suspension ends.

### **Investigation Probation**

All students involved in a serious incident will be suspended during the investigation without prejudice. School assignments may be completed at home and credit granted for makeup work, tests, etc. until a final determination has been made regarding the investigation. No school activities will be permitted during the period on investigation probation.

**6th grade Outdoor Education Trip or 8th grade Washington D.C. Trip** will be taken away from any 6th or 8th grade student that receives (3)Three suspensions or a (3) Three day multiple suspension.

## 8D Dress Code

Dress standards for St. Peter Lutheran School should reflect excellent taste. All clothing should be modest, neat, clean, and be such that it reflects a Christian image to the community and will not impair the normal school process. The school administration reserves the right to counsel all members of the school community regarding dress and grooming and to discipline those who do not comply with these guidelines.

- All clothing should be neat in appearance (not faded, no holes, etc.) and not be too tight, loose, or revealing.
- With the exception noted in the dress code, no wording or pictures should be on the clothing.
- This dress code applies to time spent at the school, all extracurricular activities and athletic events, both home and away.
- During cold weather proper attire must be worn (boots, hats and gloves). This is necessary for time spent outside. When jackets and coats are necessary, they must be worn properly.

If a student does not comply with this dress code, steps will be taken to follow disciplinary action in accordance with the "Minor Behavior Violation Rubric" (See Section 8C). If a student repeatedly violates the dress code after teacher/parent and administration/parent consultation, detention and a subsequent suspension will be issued.

### **Pants**

- Dress pant/slack (Chino or Dockers Style) solid-colored navy blue, black, grey, or tan.
- No cargo pants, no corduroys, and no denim (except on designated jeans days).
- No yoga pants, no tights, leggings, or jeggings (even if they have pockets) may be worn as pants.
- Pants must be worn at the waist, and fit the body properly in proportion to the waist, inseam, and length.
- Shorts and Girls' Capris have same rules as above and are allowed in September, October, May and June. The length of the shorts must be no shorter than 4" from the kneecap.

### **Shirts**

- Solid-colored polo-style shirts with a full short sleeve. (No capped sleeves).
- Solid-colored polo shirts with a long sleeve.
- Logo's small than a 3 x 5 card is acceptable.
- Shirts must fit the body properly in length, neck, arm length, and torso size.
- Only the top button may be unbuttoned.
- All shirts will be tucked in.
- Solid-colored turtlenecks may be worn under a sweater (No mock turtlenecks).

### **Sweaters**

- Solid-colored sweaters (V-neck, crew neck, vest or cardigan button down or zipper).
- Sweaters must fit the body properly in terms of length, arm length, and torso size.
- Shirts must be worn under all sweaters and tucked in (see shirt list from above).
- Sweaters may have a hood; however, the hood may not be worn in school
- Only specific hoodies or sweatshirts are allowed: St. Peter logos (Boosters/Patriot-wear), Lutheran North, Northwest, or Christian camp logos such as Arcadia, Concordia, etc. that are dress code approved by the administration.

An approved dress code shirt must be worn underneath the sweatshirt at all times.



## GIRLS DRESS CODE

- All dresses, skirts, skorts, or jumpers must be solid-colored navy blue, black, grey, or tan. The length of the shorts must be no shorter than 4" from the kneecap.
- Dresses with a polo-style top/collar, may be worn in any solid color.
- Jewelry is permitted with the exception of large hooped earrings.
- Modest makeup
- No glitter or body art.

## BOYS DRESS CODE

- No facial hair.
- Haircut to be styled to end at the collar and not to exceed the bottom of the ears. Hair should not extend below the eyebrows.

## HAIR

- Hair should be clean, neat, and well-groomed, with no extreme styles or colors as deemed by administration.

## SHOES AND SOCKS

- Dress shoe, athletic shoe, or sandal is acceptable; all shoes and sandals must be worn with socks. Sandals must have a back strap. Heels must not be larger than 2". All tennis and athletic type shoes must have a white sole or non-marking sole. Shoes requiring laces must be properly laced and tied.

## OTHER

- Tattoos and body piercing are not permitted.
- Only girls may wear earrings.
- Hats and sunglasses may not be worn in school.
- Outerwear such as jackets, sweatshirts, and fleece tops, etc. may not be worn in class.

## **8E** Dress for Cold Weather

We will not take the children outside if the temperature is below 10° F (The Wind Chill Factor is considered). When the temperature is 10° F or above, we do go outside for recess. **This means that students should be properly dressed – snow pants, boots, hat, & gloves. This means that all children do go outside.** A teacher can't take some out and leave some behind unsupervised. If a child is too sick to go outside, then he/she should not be sent to school for that day. Of course, we will still honor notes from a doctor stating that the child should be kept inside during a period of recovery from an illness or injury.

## 8F Cell Phone & Electronic Devices

There will be no cell phones, tablets, iPods, iPads, apple watches, any wearable device, or game devices used by students from 7:40-3:15. They must be shut off and stored in a backpack or locker, at your own risk. If a teacher requires them for educational use they may be used in the classroom. Any device that is out, during the non-use times, will be confiscated.

Consequences for violation of the above rules:

1<sup>st</sup> offense – device confiscated; student may pick it up at the end of the day in the Assistant Principal's office

2<sup>nd</sup> offense – device confiscated; parents may pick it up at the end of the day in the Assistant Principal's office

3<sup>rd</sup> offense – the administrator will have discretion on discipline

*Students who bring their own electronic devices to school do so at their own risk. St. Peter is not responsible for any loss, damage, theft, etc. of any student/family-owned devices.*

## 8G Playground Rules

- No throwing snow.
- Walk in straight lines to the playground and back.
- No pushing, shoving, or wrestling on the playground.
- Remain in the supervisor's area of vision at all times.
- Never enter the school without the supervisor's permission.
- Balls must be used away from the building.
- Balls must be used away from the wood chip area.
- Wood chips remain on the ground.

### **SWINGS**

- No standing.
- No more than one child on a swing.
- No jumping off of a swing.
- No swinging sideways on a swing.

### **SLIDES**

- No walking up the slides.
- You must go down feet first.
- You may not play at the top of the slide.

### **CHIN-UP BARS**

- No more than one child on each bar.
- No standing on the bars.

### **SKY TRACK**

- No more than one child at a time.

### **GAGA BALL PIT**

- No sitting or standing on the walls

### **MONKEY BARS**

- No standing or sitting on bars.
- No chicken fights.
- No more than two children at a time.

### **STEGOSAURUS AND CLIMBERS**

- No standing on top bars.
- No jumping off climbers.

### **PARALLEL BARS**

- No more than one child at a time on each bar.
- No standing on the bars.

### **PLAYWEB**

- No sitting on the top blue bars

## 8H Property

Students are not to kick or throw stones. Books, desks, furniture, equipment, classrooms, bathrooms, gymnasium, shower rooms, and locker rooms, etc. are available to us through the sacrifice of others. Any damage done to church or school property will be charged to the child involved (or to their parents). Students who do not return a textbook or return one in unacceptable condition will pay the cost to replace it! Athletic jerseys, Band sweaters, cheerleading uniforms must be returned in acceptable condition or a fee will be assessed. Property that is left lying around will be given to the needy or discarded at the end of each quarter.

**8I**     **Lockers**

Each student in grades 3-8 will receive a locker to use for the year. It is the student's responsibility to keep the locker neat and orderly. Students must observe the following procedures:

- ◆ Use only the locker assigned to them
- ◆ Not tamper with another locker
- ◆ Not use a lock of any sort
- ◆ Not decorate or hang pictures on lockers – use of tape on lockers is prohibited
- ◆ Not store nuisance items in lockers

Lockers are a privilege that can be taken away

**8J**     **Telephone**

No child may use the school/church telephone or their own cell phone without permission from a teacher. Children cannot use the school telephone to make arrangements that should be made at home:

*EXAMPLE: "May I go to Billy's house after school today?"* If during the school day an after school schedule change occurs, the students will be allowed to use the phone to alert parents.

**8K**     **Weekly Events**

- 1. BEFORE THE SCHOOL DAY BEGINS:** 7:25 - Faculty Devotions 7:40 - Doors Open  
7:50 - Bell Rings for Students to head to class  
8:00 - School day begins.
- 2. SCHOOL INFORMATION:** Please check [www.stpetermacomb.com](http://www.stpetermacomb.com) website to keep you informed of upcoming events. Hard copies are available upon request.
- 3. WEDNESDAY: CHAPEL:** Both faculty and students (grades K-8) assemble in the church each Wednesday morning at the beginning of the school day (8:15 AM) to praise God and to grow in faith towards Him and love towards one another. An offering is taken from all in attendance to extend Christ's kingdom on earth through various mission agencies across the globe. A different mission group is chosen by the faculty to receive the chapel offerings for each month or two.

**8L**     **Classroom Parties**

Party plans must be approved by the classroom teacher. There should be no more than 3 parties per school year. The total cost to the student for the 3 parties cannot exceed \$9. Each party should last no longer than one hour. Parties are not to be located off campus.

**8M**     **Field Trips**

Field trips are considered official school days. It's the responsibility of the teacher to get the principal's approval and then to plan each field trip. There should be no more than 3 per year. Two of the Three must have an educational (curricular) purpose. One of the trips should be a servant event. (If swimming is involved, a licensed lifeguard must be on duty.) The total cost to the student for the 3 field trips cannot exceed \$35 and each student must have signed parent permission. (Does not include Washington DC & Outdoor Education) All field trip costs are paid through FACTS.

A list of vehicles (with names of the driver and students in the vehicle) must be given to the school office before the trip takes place

Field trip drivers must have a seat belt for each child. **Chaperone and Drivers must be a parent or legal guardian** and are required to submit the following information to the school office at least one week prior to the date of the field trip (needs to be done only once during a given school year):

- Copy of current, valid driver's license
- Copy of current, valid insurance on the vehicle being driven for the trip
- Signed *Field Trip Driver/Chaperone Agreement*
- A background check performed by through the ICHAT system must have been completed within the past calendar year.
- Completion of the Child Protection Policy requirement. See page 3 of this handbook.

Students should ride to and from the field trip site in the same vehicle as designated by the teacher. There must be a seat belt for every passenger and no child should ride in the front seat. Per Michigan law, any child under 8 years of age OR under 4' 9" tall, must use a booster seat use with a lap/shoulder safety belt. It is the parent's responsibility to provide such for their child. Drivers should be sure all students in their vehicle meet this requirement before departing for the trip.

Drivers are not to stop anywhere other than teacher approved destinations.

Drivers that have cell phones with them should leave their cell phone numbers with the school office and must NOT use them while driving or during the field trip except in an emergency.

Vehicles equipped with DVD or video screens (monitors) may show only "G" rated movies when transporting students to or from a field trip.

No smoking and no alcoholic beverages are permitted.

**Siblings are NOT allowed** to attend field trips. If you do not have a babysitter for younger children, please do not volunteer to chaperone or drive on field trips.

#### **8N**    **Funerals**

Sometimes our students are asked to sing at a funeral held in our church. The children typically go (just long enough to sing) and then return to their classrooms to resume their lessons.

#### **8O**    **Class Placement**

Students will be assigned to classroom groups by the faculty and administrators. (They have worked with your children throughout the year and have a 'handle' on their needs.) Many factors are considered as balanced groups are prepared, such as the range of academic abilities, social mixture, gender balance, individual learning styles, student personality and interaction, students benefiting from being together/separated, overall student behavior, student/teacher considerations, and class size. The objective of the process is to produce the most 'workable' combination of student groups.

This important task contributes significantly to the creation of positive class environment, which enables students to function to the fullest of their God-given gifts. Parents may want to share information about their child's learning style to help in the placement process. The information shared should be related to the considerations mentioned above. **IT IS NOT APPROPRIATE TO REQUEST A PARTICULAR TEACHER.** Please rely on our professional judgment, and trust that with God's guidance we will group and provide children with the best learning environment. Class lists will be communicated to the parents once they are finalized.

#### **8P**    **Class Size**

Classroom size limits are as follows: K-24, 1-24, 2-25, 3-26, 4-27, 5-28, 6-29, 7-30, 8-30. These limits may be exceeded by action of the Board of Education.