

# Parent Handbook

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## Peace Lutheran School

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## I. PHILOSOPHY and ADMINISTRATION

Peace Lutheran School of Saginaw, Michigan admits students of any race, 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, national and ethnic origin in administration of its educational, admissions, athletic or other school policies.

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

### A. MISSION/VISION STATEMENT

#### **Vision: *Disciples Making Disciples***

Peace Lutheran School is a direct ministry of Peace Lutheran Church, both of which are unified entities of Peace Lutheran Ministries. It is our vision to equip students through the means of a high quality Christian education and through the workings of the Holy Spirit to be disciples for Christ. Further, we strive to equip our students to be “disciples making disciples,” answering God’s command in Matthew 28:19 & 20 to “go and teach others about Christ.” We are equipping them for this world and for eternity.

#### **Mission: *Gather, Grow, Go***

***“We are disciples who GATHER, GROW, and GO, to make disciples for Jesus.”***

Through the grace of God and the workings of the Holy Spirit, Peace strives to...

**GATHER:** Peace Lutheran Ministries welcomes any family desiring to grow in faith through the means of a high quality Christian education. All are welcome. “(Jesus) said to them, ‘Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.’” Mark 10:14

**GROW:** Peace Lutheran School equips students to be “disciples making disciples” through the means of a rich, challenging, high quality, and faith integrated educational curriculum. It is our commitment to excel in providing a safe Christian environment in which students can grow spiritually, academically, physically, emotionally, and socially to lead lives that reflect Jesus Christ as Lord and Savior. “...grow in the grace and knowledge of our Lord and Savior Jesus Christ. To Him be the glory both now and forever! Amen!” 2 Peter 3:18

**GO:** Peace Lutheran School seeks to answer God’s command in Matthew 28:19-20: “Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.”

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

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

|                 |                                                                                                                              |                   |
|-----------------|------------------------------------------------------------------------------------------------------------------------------|-------------------|
| GOD'S COMMAND - | "Bring them up in the training and instruction of the Lord."                                                                 | Ephesians 6:4     |
|                 | "These words, which I command you this day, shall be upon your heart, and you shall teach them diligently to your children." | Deuteronomy 6:6-7 |
| GOD'S PROMISE - | "Train up a child in the way he should go; and when he is old, he will not depart from it."                                  | Proverbs 22:6     |
|                 | "All thy children shall be taught of the Lord, and great shall be the peace of the children."                                | Isaiah 54:13      |

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

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

### **C. CREDO OF PEACE LUTHERAN SCHOOL**

**WE BELIEVE** Christian education is a vital aspect of God's mission-To make disciples of all men-commanded by Him to the church through the great commission.  
(Matthew 28: 19-20)

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

**WE BELIEVE** God's people need to grow to develop their relationship with God and their fellow people.

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

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

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

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

**WE BELIEVE** the Lutheran school's uniqueness lies in:

- adequate time for Christian instruction;
- the impact of professional, Christian teachers, teaching in a day-to-day Christian environment necessary for Christian education;
- the blessings of the "Body" of Christ at work; and
- meeting the learner's needs.

**WE BELIEVE** the *FAMILY* exerts the primary influence on the child's total education, and the ministries of Peace must equip adults for their important role in Christian education. Therefore, Peace Lutheran Ministries operates our parochial school to provide children instruction in all subjects. Instruction is in accordance with the tenets of Biblical faith and in the interest of good citizenship.

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

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

#### **E. LUTHERAN FAMILY VALUES POLICY**

Peace Lutheran School is a mission. Peace Lutheran School is operated by Peace Lutheran Ministries. Peace Lutheran Church, also part of Peace Lutheran Ministries, is a member congregation of the Lutheran Church – Missouri Synod (LCMS).

Peace Lutheran Ministries considers Peace Lutheran School to be a Christian mission to its members and to the community. LCMS Christians believe the two-fold purpose of education is to prepare people for life in this world, and more importantly, to "make people wise unto salvation through faith in Jesus Christ." (1 Timothy 3:15)

Christian beliefs, as understood and taught in the LCMS, pervade everything that is done at Peace Lutheran School. Christian instruction is not only carried out formally, but it is integrated into the study of every subject. Students are immersed in a Christian atmosphere and surrounded by teachers, administrators, and school/church employees whose very presence is testimonial to the Lutheran faith and way of life.

The LCMS is a creedal church with definite beliefs on many points of Christian faith. Peace Lutheran School expects school families to act in a way not contrary to, or disruptive of the teachings of the LCMS in matters of religious faith and personal conduct. Family members who are not LCMS members are not required to believe the teachings or confessions of the LCMS. However, family members may not promote beliefs that are contrary to those of the LCMS or otherwise weaken the LCMS Christian atmosphere at the school. Family members are expected to lead personal lives that do not violate the teachings of the LCMS on matters of personal conduct, so that all family members in their daily lives do not undermine Peace Lutheran School's mission as an LCMS Christian institution. If a family member of a student or applicant for enrollment challenges LCMS teachings at Peace Lutheran School or conducts his or her life in a way that is contrary to those teachings, the student or applicant may be expelled, suspended, or refused enrollment.

LCMS doctrine and practice are derived from the Christian Scriptures, the Lutheran confessions, and the applicable resolutions of the LCMS. For the purposes of this policy, what constitutes the beliefs and teachings of the LCMS and what actions or conduct constitutes a violation of this policy shall be the final and binding decision of the Lead Pastor and School Pastor. Family members who are unfamiliar with LCMS beliefs and teachings on any subject should inquire about them from the School Pastor. He or she can refer inquirers to appropriate publications or, if necessary, can arrange for a family member to be counseled by a Pastor of Peace.

## **F. ADMINISTRATION**

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

Peace Lutheran School was established in 1941. Peace is a part of the Michigan District of the Lutheran Church--Missouri Synod.

Peace Lutheran Ministries has delegated the responsibility for the operation of the school to the Lead Pastor and School Pastor/Principal.

The School Policy Committee formulates, implements, supervises, and evaluates all policies that pertain to the operation of Peace Lutheran School under the direction of the Board of Directors and in partnership/support of the Lead Pastor and School Pastor/Principal. The School Pastor/Principal is the administrative agent of the congregation and is responsible for the day-to-day operation of the school.

## **G. FACULTY**

Teachers at Peace Lutheran School are certified by the Michigan Department of Education as required by state law. Kindergarten through Grade 8 teachers are also certified, or working towards certification, by the Lutheran Church - Missouri Synod. A number of the faculty members have also earned Master's Degrees.

In addition, Peace is blessed to have additional teaching resources available through shared-time teacher programs. These teachers are certified by the Michigan Department of Education. School administration is actively involved in the selection process of these shared-time teachers.

Our teachers are dedicated men and women who are committed to teaching in a Lutheran, Christian school. Consequently, they are interested in and concerned about the personal welfare of each student under their care.

## **H. ACCREDITATION**

Peace Lutheran School follows curricular standards comparable to public schools. Peace Lutheran School meets the educational standards of the state, and is recognized by the Michigan Non-Public School association as a fully-accredited school in meeting State of Michigan educational standards. Peace Lutheran School is also accredited by the National Lutheran Schools Accreditation program, and has been since 1990. In 2018, Peace Lutheran School was awarded School of Distinction by the National Lutheran Schools Accreditation program.

## **I. RELATION TO PUBLIC SCHOOLS**

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

## **J. CHARTERED ORGANIZATIONS**

### **Policy for Chartered Organizations of Peace Lutheran Ministries**

Peace Lutheran will permit chartered organizations to operate under its supervision with the specific understanding that the leadership and program operate within our religious doctrine and values. Further, the chartered organization must enhance our ministry and, in no way, take away from our mission to be “disciples making disciples” as we GATHER, GROW and GO with God’s Word.

## **II. ENTRANCE POLICIES**

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

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

1. Currently enrolled school families

2. Children of the congregation when one or both parents are members of Peace
3. Children of sister LCMS congregations
4. Children of the community

Peace Lutheran School enrolls students for the next school year normally in late January and early February.

The school policy is to accept usually no more than a maximum of 25 students in each kindergarten classroom. Maximum class sizes are 25 in grades 1-3, and 30 in grades 4-8. These figures are subject to adjustment as deemed necessary by the school administration. In certain circumstances, it is necessary for a classroom enrollment to surpass general limit guidelines.

Peace Lutheran School does not offer Special Education. However, academic assistance is offered in a Special Needs Program to those who qualify through testing and teacher-recommendation. See *Academic Resource Classroom* for more information.

## **B. AGE**

As required by state law, children enrolling in Kindergarten must attain the age of five on or before September 1<sup>st</sup>. Those entering first grade must have reached their sixth birthday on or before September 1<sup>st</sup>. Peace's Early Childhood programs follow the same guidelines.

## **C. CERTIFICATE OF BIRTH**

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

## **D. APPLICATION, REGISTRATION FEE, ENTRANCE EXAM, AND ADMISSION**

Those wishing to enroll in Peace Lutheran School must complete, sign, and submit an Application for Enrollment and Parent Covenant through our on-line application system.

Parents must submit the following:

Kindergarten:

- Copy of student's Birth Certificate
- Copy of Vision Screening
- Application Fee (Testing Fee - non-refundable)
- Copy of Oral Health Assessment

1st - 8th Grade:

- Copy of student's Birth Certificate

- Copy of most recent report card/progress report
- Signed Disciplinary Record/Attendance Records from previous school
- Standardized Testing results from previous school
- Copy of an Individualized Education Plan (IEP), academic testing, psychological testing, or any other documents which may impact academic placement.
- Application Fee (Testing Fee -non-refundable)

Students seeking Kindergarten admission must schedule an appointment for Kindergarten testing/screening. Screening results are shared with the parents.

Upon completion of the online application and submission of the Application Fee, students seeking admission to 1st - 8th grade must schedule an appointment for testing/screening to assess appropriate grade placements.

School Administration will review applications, report cards, achievement testing, and testing/screening results once all are available and the Application Fee is paid in full.

A family interview will be scheduled with the School Pastor/Principal as well. Parents will then be complete with the admission process and the appropriate grade placement upon acceptance. Failure to submit educational documents, specialized instruction placement, special education records, or any testing which would impact a student's placement at Peace may be grounds for admission denial.

Students accepted into Peace Lutheran School are subject to a 6 week probation period for the purpose of ensuring a good educational and social match between the student and the school. School administration may end or extend the probation period at any time due to student performance or lack of performance.

## **E. REVIEW OF CONTINUED ENROLLMENT**

Any parent/guardian, who after full disclosure of concerns, is deemed by the administration to be a hindrance to normal school function, the learning process or otherwise aids in illegal or unsafe behavior for their child or any other child may cause the disenrollment of their child. This includes hosting parties. Continued enrollment is contingent on support and respect of school philosophies, beliefs, policies, procedures, administration, faculty and staff.

## **F. PREVIOUS SCHOOLING**

Peace Lutheran School will send a Release of Records form requesting all records (CA 60, Standardized Testing, Special Education Evaluation/Documentation, Discipline and Attendance Records, etc.) from the previous school. Acceptance is conditional upon the receipt of those records and their indication of probable success in the grade in which the student is enrolling.

## **G. IMMUNIZATIONS**

It is a State of Michigan legal requirement that any students entering a new school such as Peace Lutheran School for the first time, as well as **all** seventh grade students, **MUST** have his/her

immunization program brought up to date. This law includes immunizations against diphtheria, tetanus, pertussis, poliomyelitis, rubella, measles, mumps, varicella (chicken pox), hepatitis B and meningococcal. The School Administration is required by law to suspend any student who does not meet the state's requirements by a certain date. A parent or guardian wishing to exempt his or her child from a particular vaccination must provide a written statement (waiver) indicating the religious or philosophical objections to the vaccination(s) from the child's physician.

### **III. FINANCIAL INFORMATION**

#### **A. SUPPORT**

The cost of a full-time Christian education is considerable when including the cost of building, maintenance, salaries, materials, and curriculum. The majority of these costs are shared by all members of Peace Lutheran Church. They do so because they realize the importance of Christian Education for all and in support of our vision: We are "disciples making disciples."

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

Members in Good Standing of Peace Lutheran Church have the privilege of a Peace congregational grant toward tuition rates for Peace Lutheran School and Saginaw Valley Lutheran High School.

Rationale:

1. Peace Lutheran Church contributes a significant percentage of the offerings received in worship services to the cost of operating Peace Lutheran School.
2. Peace Lutheran Church is an association member of Valley Lutheran High School (VLHS). As such, Peace gives a "per communicant member" assessment to VLHS on a yearly basis from the offerings received in worship services. Therefore, the Member Tuition Policy outlined below applies to VLHS tuition as well.
3. Regular participation in worship and encouragement toward Biblical principles of stewardship will continue to move members of Peace Lutheran Church to support these important Christian education opportunities.
4. Because the contribution to Peace Lutheran School and VLHS changes from year to year, you may contact the Director of Finance for the financial details.

**To qualify for the member tuition congregational grant the following criteria must be met:**

1. A parent/guardian and the student must be Members in Good Standing of Peace Lutheran Church. To be considered a Member in Good Standing of Peace Lutheran

Church, the parent/guardian will schedule a meeting with a Peace Pastor, or his/her membership will have been transferred from another LCMS congregation.

2. A Member in Good Standing family is defined as having one parent/guardian **AND** an enrolled student who attends weekend (including Lent/Advent/special services/summer services) worship services at Peace a minimum of 50% of the on a quarterly basis. The number of worship services in any given quarter is defined by the number of regular worship services that fall within the quarter from the opening to the closing of the school year. Specific Peace dates are published in the School Calendar.
3. Children in Kindergarten – Grade 5 may attend either Sunday Bible Club (SBC) or a worship service to qualify for Member in Good Standing status. Grades six through twelve must attend worship services to meet attendance requirements. The member shall be responsible for filling out a Quarterly Worship and Tuition Policy Record and turning it in by the published due date at the end of each quarter.
4. Online services are permitted towards the required percentage (when out of town, ill, inclement weather, etc.). Families are encouraged to minimize the use of streaming and make every effort to worship live and have fellowship with the Peace family. Simply, we want you to be in worship with us.
5. In the event of non-compliance, parents will be notified, may be asked to meet with a Peace Pastor, may be put on probation, or may lose the congregational grant provided by the generous congregational members of Peace Lutheran Church.\*

\*Exceptions due to illness or other unavoidable circumstances may be submitted in writing when turning in the Quarterly Worship and Tuition Policy Record for consideration by the Pastoral team.

### **COMMUNITY MEMBERS ARE INVITED**

Peace Lutheran Church and School welcomes and invites any school family that does not attend or hold membership in a church. The Pastors meet regularly with potential new members explaining the teachings of the Lutheran Church-Missouri Synod. Please call the church office (989.793.9025) for a personal Pastoral appointment.

Visit [www.peacesaginaw.org](http://www.peacesaginaw.org) for the current worship service.

### **COMMUNITY PASTOR FAMILIES**

Peace Lutheran Church and School welcomes and invites community Pastor families that are members of other local LCMS or other Christian denomination churches. To find out if you qualify for Member family rates, please contact the school office at 989.792.2581 to schedule a meeting.

### **B. TUITION POLICY PRESCHOOL - 8TH GRADE**

The Peace Board of Directors has established tuition rates so that those receiving direct benefits will share in the costs. The tuition rates, however, do not cover the full cost of education for each child. The difference is made up by members of Peace Lutheran Church.

Tuition payments are due and made to the FACTS tuition management program on the day of the month established by each family, June through May. Payments must be made through the FACTS tuition management software. Fees apply to late payments and returned payments.

Students may be excluded from school if payments are over sixty days past due. As Peace Lutheran School includes both our Early Childhood/ChildCare programs and our K-8 Christian school, accounts in arrears may be subject to students being excluded from either program until payments are brought current. Promotions, report cards, and transfer of records will be withheld until all bills are paid in full. All charges MUST be current by the last day of school including any charges for K-8 Care. If any charges are outstanding after the last day of school, report cards, diplomas and promotions will be automatically held until paid in full. For charges that cannot be paid through the FACTS system, parents must make an appointment with the school office during summer hours.

### **PARTIAL YEAR TUITION**

The tuition charged for member and community member students does not cover the full cost of education for each child. The difference is made up by the generous giving of Peace members by way of the Peace Congregational grant .

Peace assesses tuition over 12 months in an effort to make monthly payments more affordable and thus tuition for partial year students is calculated as follows:

(Childcare is considered unit based pricing and is addressed in the Early Childhood Center parent handbooks.)

### **MID YEAR ENROLLMENTS**

Students who enroll mid year are assessed tuition as follows: September 100% of annual tuition, October 90%, November 80%, December 70%, January 60%, February 50%, March 40%, April 30%, and May/June 20%. Enrollment fees will apply. Please see the enrollment fee section for further details.

### **MID YEAR WITHDRAWALS**

Students who withdraw mid year are refunded tuition as follows:

- No refunds are given for the month of withdrawal.
- Prepaid months not attended, with a 30 day notice, will be refunded at 100%. If 30 day notice is not given, the date of notice or withdrawal plus 30 days will be assessed and charged. All future unattended months will be refunded at 100%.

Students who withdraw mid year will be billed in accordance with this policy and payment is expected upon withdrawal.

### **MID YEAR MEMBERSHIP**

Community members who become Peace members mid year will be granted the Peace member tuition grant beginning in either June or December and upon the completion of their new member meeting with one of the Pastors. For any prepayments that have been made, no refunds will be given but instead a credit will be issued toward tuition charges for the following year.

### **PAST DUE ACCOUNTS**

Peace Lutheran School is a ministry of Peace Lutheran Ministries. We work very hard to be good stewards of the fees, tuition and charges that we assess. It is very important that accounts are kept current to allow Peace to effectively provide our infant through 8th grade ministry.

Occasionally, we understand that a family's circumstances may cause an account to become past due. In the event that this occurs, parents are expected to proactively notify the school or finance office.

The following protocols have been established to assist you in maintaining current accounts:

### **EARLY CHILDHOOD - 8TH GRADE ACCOUNTS**

Accounts that reach 30 days past due should expect a contact from the Director of Finance to establish a plan to bring your account current and to minimize additional late fees.

Accounts that reach 45 days past due may require an immediate meeting with administration to establish a plan to bring your account current and to minimize additional late fees.

Accounts that reach 60 days past due without an approved payment plan in place may be cause for denial of continued services (extracurricular activities such as field trips, class trips, etc.). Parents will be notified that students may not return until the account is paid in full or an approved payment plan is in place. This applies to childcare and to before and/or after school care as well.

Payments for extracurricular activities such as field trips, class trips, etc. may not be accepted while accounts are 60 days past due. Any deposits already collected for extracurricular activities may be applied to past due balances.

Students currently enrolled in 8th grade may not be eligible to attend 8th grade functions such as the 8th grade class trip or the 8th grade graduation if their account is in a past due status. Diplomas will be withheld pending the settling of all account charges.

Enrollment fees collected for the following year may not be accepted while accounts are 60 days past due. Any enrollment fees already paid may be applied to past due balances.

Students may be excluded from school if payments are over sixty days past due. As Peace Lutheran School includes both our Early Childhood/ChildCare programs and our K-8 Christian school, accounts in arrears may be subject to students being excluded from either program until payments are brought current. Promotions, report cards, and transfer of records will be withheld until all bills are paid in full. All charges MUST be current by the last day of school including any charges for K-8 Care. If any charges are outstanding after the last day of school, report cards, diplomas and promotions will be automatically held until paid in full. For charges that cannot be paid through the FACTS tuition management system, parents must make an appointment with the school office during summer hours.

If services have been denied due to nonpayment, Peace reserves the right to require monthly prepayment for at least the remainder of the school year.

For accounts that cannot be collected through these protocols, Peace reserves the right to use an outside collection agency to assist with collection efforts.

### **C. ENROLLMENT FEE**

At the time of enrollment, and each year thereafter, each student is assessed an enrollment fee. This fee covers necessary instructional materials such as curriculum. It also covers other student resources such as library, technology, physical education, art, music and more.

#### **The enrollment fee is non-refundable.**

Multi-student families who enroll at the time of re-enrollment, typically late January to early February, may pay an initial fee equal to the cost of the first student. Remaining enrollment fees are then due in May prior to the school year. For new families, all enrollment fees are due at the time of enrollment.

### **D. DAMAGES**

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

Book damages will be assessed accordingly.

### **E. HOT LUNCH**

Hot lunch is served daily by the Saginaw Township Community Schools Food Service Department. Parents deposit funds in each student's account which is then debited each time they eat hot lunch or they purchase milk for cold lunch. Questions about account balances should be directed to

the Saginaw Township Community Schools Food Service Department at 989.793.9713. Free and reduced-price lunches are available for those who meet the guidelines established by the National School Hot Lunch Program. Under Free and Reduced guidelines, milk alone is not covered unless included with a hot lunch.

Due to Federal regulations, fast food items (purchased from a restaurant) **may not be delivered or brought to students during lunch periods in the cafeteria. Soft drinks are also prohibited.**

#### IV. CURRICULAR MATTERS

##### A. CURRICULUM

In keeping with the purpose of Peace Lutheran School, the Word of God is integrated throughout the curriculum. Our prayer is that the Holy Spirit will use these truths to grow in the children a solid Biblical worldview and assure them of God's promise of eternal life to all believers.

Each day includes instruction in Christian doctrine and Scripture. In the lower grades, the instruction chiefly consists of learning Bible history and its application to life situations. Systematic instruction in Christian doctrine as outlined in Luther's Small Catechism is added in the upper grades. Memorization of Bible selections, hymn verses, and prayers is carried on in all grades.

In keeping with the Christian philosophy of education, reflecting the educational requirements of the State of Michigan, and in keeping with the best practices of the National Lutheran School Accreditation (NLSA) program, our students receive a thorough education in the following subject areas:

**FAITH FORMATION:** Instruction includes Bible study with an emphasis on life application, the memorization of Scripture, Church history, the study of Luther's Small Catechism, devotions, multiple worship opportunities, and special services which involve students.

**LANGUAGE ARTS:** Instruction includes Handwriting, Spelling, Grammar, Writing, Reading, Phonics, Literature, Research, Public Speaking and Listening.

**GENERAL SCIENCE:** Instruction includes Life, Earth, and Physical Sciences as well as Health and Safety. Engineering concepts are integrated throughout.

**SOCIAL STUDIES:** Instruction includes Geography, History, Civics, Economics, and current events.

**MATHEMATICS:** Instruction includes number usage, math procedures and problem solving, algebra, geometry, and metrics.

**FINE ARTS:**

Performing Arts: Instruction includes general music curriculum (PS – 5<sup>th</sup>), Band (5<sup>th</sup> – 8<sup>th</sup>), choir (K-8), drama (extra-curricular).

Visual Arts: Instruction includes art, art appreciation, art history, and other various art electives (5<sup>th</sup>- 8<sup>th</sup>).

PHYSICAL EDUCATION: Instruction includes both physical and cognitive understanding of skills, games, sports, physical fitness, rhythm, and recreation.

HEALTH EDUCATION: Instruction includes social and interpersonal concepts, emotional, physical, financial, vocational, intellectual, and spiritual well-being.

TECHNOLOGY EDUCATION: Instruction includes technology assisted/integrated instruction across the curriculum, technology literacy, keyboarding, word processing, and appropriate Christian usage of the Internet and all digital media.

FOREIGN LANGUAGE: Instruction includes Spanish in a fully immersive environment (PS-8<sup>th</sup>).

## B. CURRICULUM REVISIONS

The curriculum is reviewed on the following rotating basis:

| <u>Year of Review</u> | <u>Year of Implementation</u> | <u>Subject Area</u>                                                          |
|-----------------------|-------------------------------|------------------------------------------------------------------------------|
| 2021 - 2022           | 2022 - 2023                   | Science / Technology                                                         |
| 2022 - 2023           | 2023 - 2024                   | Math                                                                         |
| 2023 - 2024           | 2024 - 2025                   | ELA K-2 (Reading, Phonics, Spelling); Literature grades 3-8, Handwriting K-3 |
| 2024 - 2025           | 2025 - 2026                   | Writing, Grammar                                                             |
| 2025 - 2026           | 2026 - 2027                   | Religion / Foreign Language                                                  |
| 2026 - 2027           | 2027 - 2028                   | Fine Arts / PE & Health                                                      |
| 2027 - 2028           | 2028 - 2029                   | Social Studies                                                               |
| 2028 - 2029           | 2029 - 2030                   | Science / Technology                                                         |
| 2029 - 2030           | 2030 - 2031                   | Math                                                                         |
| 2030 - 2031           | 2031 - 2032                   | ELA K-2 (Reading, Phonics, Spelling, Grammar); Literature grades 3-8         |
| 2031 - 2032           | 2032 - 2033                   | Writing; Spelling grades 3-8; Grammar grades 3-8; Handwriting K-2            |
| 2032 - 2033           | 2033 - 2034                   | Religion / Foreign Language                                                  |

## C. LIBRARY

Our school has a central media center with a large number of books in many fields of interest and learning. Students in each class have regularly scheduled library periods. In addition to this, they have access to the library at other times according to their needs, teacher's direction, and at the discretion of the media specialist.

## D. HOMEWORK / LATE PAPER POLICY

There will generally be homework each evening. The amount depends on the grade level, ability, and student's time management skills. Parents can help by providing encouragement and a quiet place to study. Open dialog is encouraged between parents and teachers to convey all homework related concerns.

- **K-2nd Homework Policy**

Student work is due the day after it is assigned unless otherwise stated  
See your classroom teacher for homework policy.

- **3-5th Homework Policy**

Student work is due the day after it is assigned unless otherwise stated  
See your classroom teacher for homework policy.

If an absence occurs, it is the responsibility of the student to follow up with the teacher for the assignment(s) that were missed.

- **6-8th Homework Policy -**

If an absence occurs, **it is the responsibility of the student to find out what the assignment(s) was during the absence.** It is not the teacher's responsibility to pursue the student for absent, missing, and/or late assignments.

- Unless communicated otherwise, assignments are due the next day after being given. If a student is absent, he/she will be given one extra day for the number of days absent to turn in the missing work. Work turned in after this time falls under the late work policy. Late work should be turned in as quickly as possible to avoid an accumulation with the daily assignments when the student is present. If a pattern develops of work not turned in, the teacher will make personal contact with the parents.
- Students must contact their classroom teacher to schedule make-up testing times. It is not the responsibility of the teacher to pursue the student to make up tests and quizzes.

If you are expecting a vacation during the school year, teachers **MAY** be able to prepare work ahead of time but are not required to. If assignments are requested before the vacation, they are expected to be completed and turned in upon the student's return.

## E. ACADEMIC DISHONESTY

As Christians we have some very clear direction regarding the development of our character as redeemed children of God. Our God expects us to be honest with Him, each other, and ourselves. Academic dishonesty prevents students from fully using their God-given gifts and destroys the trusting relationships which are so important in daily life.

Academic dishonesty is the giving and/or receiving unauthorized aid on any academic work. This includes but is not limited to:

1. copying another student's work.
2. using unauthorized materials during a test.
3. talking with another student during a test.
4. using, buying, selling, stealing, transporting, or soliciting in whole or part, the contents of a test or assignment.
5. plagiarism – uncredited use of another's information or ideas, whether the writing is changed or not.
6. using a website and/or artificial intelligence which computes solutions or generates composition for any portion of an assignment, project or paper.

Students who have committed academic dishonesty will be reported to the administration.

### Consequences will be:

- 1<sup>st</sup> Offense** – The student will receive a warning on the test or assignment with 2 days to redo and submit. Parents will be informed of the offense.
- 2<sup>nd</sup> Offense** – The student will receive a “0” on the test or assignment. A conference will be held with the parents.
- 3<sup>rd</sup> Offense** – The student will receive a “0” on the test or assignment. The students will be suspended for 1 day.

Subsequent Offenses – The student will receive a failing grade in the class where any subsequent offense occurs and be removed from the class.

These offenses are cumulative over the course of the student's school career at Peace.

Because of the nature of the course, any cheating in a computer class may result in failure for the quarter.

## F. MIDWEEK SERVICE HOMEWORK POLICY

Peace Lutheran offers Advent, Lent, and other possible midweek worship services. When these services are offered, it is our prayer that students and their families will attend and participate in worship. So that homework is not an excuse for absence, it is the policy of Peace Lutheran faculty to assign minimal homework on these evenings.

## **G. REPORTING TO PARENTS**

Official report cards are available electronically four times each year, at the end of each quarter (approximately every nine weeks). Kindergarten standards assessments are posted at the end of each quarter. For a better understanding of the report card and the individual student's progress, parent-teacher conferences are scheduled at the end of the first quarter. All parents are expected and encouraged to attend the fall parent-teacher conference, consult Jupiter grades regularly to monitor their child's current progress, and consult the teacher any time there are questions.

## **H. GRADING SCALE**

|    |                            |    |                            |
|----|----------------------------|----|----------------------------|
| A  | 100 - 93 - Excellent       | C  | 76.99 - 73                 |
| A- | 92.99 - 90                 | C- | 72.99 - 70                 |
| B+ | 89.99 - 87 - Above Average | D+ | 69.99 - 67 - Below Average |
| B  | 86.99 - 83                 | D  | 66.99 - 63                 |
| B- | 82.99 - 80                 | D- | 62.99 - 60                 |
| C+ | 79.99 - 77 - Average       | F  | 59.99 - 0 - Failure        |

4 = Exceeds

3 = Proficient

2 = Developing

1 = Beginning

## **I. HONOR ROLL**

Honor Roll awards are given to students in grades 6-8 in recognition of excellent classroom work and achievement. They are given to encourage students to do their best in school and to recognize above average achievement. Students with a modified curriculum may be awarded Honor Roll by the Resource Department as a modified curriculum Honor Roll status.

Honor Roll is awarded in two phases. Recognition is given upon the completion and grades of each quarter. A final Honor Roll is awarded on the last day of the school year based on grades compiled from all four quarters. In order for a student to be considered for the quarterly and year end Honor Roll, he or she must have achieved a standard of High Honors (3.800-4.000 grade point average), Honor Roll (3.600-3.799 grade point average), or any combination thereof, at least three of the four quarters for the year end awards. Actual grade point averages are used and are not rounded. The standards for achieving either type of award are the same. Please note that a student will not be considered for Honor Roll or High Honors if he or she has a grade lower than a 'C' in any subject.

All grades will be used to determine Honor Roll and weighted according to the number of times a class meets per normal full week. For example, a Math class which meets 5 days per week will be weighted as 5/5 or 100% of the student's grade point average (GPA). A Spanish class which meets twice per week will be weighted as 2/5 or 40% of the student's GPA. An Art class which meets three times per week will be weighted as 3/5 or 60%.

Example GPA Calculation:

Math Grade A: 5/5 or 100% - 100%, 100%, 100%, 100%, 100%

Spanish Grade B: 2/5 or 40% - 86%, 86%

Art Grade C: 3/5 or 60% - 76%, 76%, 76%

Total % - 1100 divided by 12 parts = 91.7% or 3.667 GPA on a 4 point GPA scale

At the end of the year, the following awards are given to our 8<sup>th</sup> grade graduates:

Salutatorian – Second highest combined cumulative grade point average for 7<sup>th</sup> grade and first three quarters of 8<sup>th</sup> grade. Combined cumulative grade point average, including 6<sup>th</sup> grade, is considered in cases of a tie. Actual grade point averages are used and are not rounded. GATE and advanced classes are not weighted to give an advantage.

Valedictorian – Highest grade combined cumulative grade point average for 7<sup>th</sup> grade and first three quarters of 8<sup>th</sup> grade. Combined cumulative grade point average, including 6<sup>th</sup> grade, is considered in cases of a tie. Actual grade point averages are used and are not rounded. Advanced classes are not weighted to give an advantage.

## **J. PLANNER REQUIREMENTS**

Preschool - Grade 1: Teacher chosen processes for communicating assignments, events, and dates with parents are used. Often these communications are included in the classroom newsletter.

Grades 2 – 8: All teachers at Peace Lutheran School promote the teaching and use of organizational skills in the classroom. It is our goal to provide the skills necessary for students to be academically successful. The school supplies planners for grades 2-8 and they will be handed out by the teacher at the beginning of the school year.

## **K. PROMOTION AND RETENTION**

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

In order for a student in grades 1 – 8 to be eligible for promotion, he or she must maintain an overall grade average of 60% (1.000 GPA) or better in the core curriculum classes. (Core curriculum classes include: memory, math, faith formation, social studies, spelling, science, literature, and English.) Failure to meet individual course requirements may jeopardize participation in events and/or

promotion to the next grade. Specific requirements will be outlined by individual subject area teachers in writing.

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

## **L. TESTING**

In addition to regular subject testing, the NWEA (Northwestern Education Assessment) is administered to students in grades 1 through 8 in the Fall, Winter, and Spring of each year. Kindergarten is tested in the Winter and Spring only. The results are used to gauge student achievement, monitor growth, impact classroom instruction, and to develop a sound teaching curriculum and teaching methodologies. The test results are shared with parents and entered into the student's permanent academic record.

## **M. PHYSICAL EDUCATION**

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

## **N. TECHNOLOGY EDUCATION**

Students have technology classes in the computer lab each week. They are taught to use and integrate technology as a tool to assist them in their education. Keyboarding skills, word processing, and Google Apps are an important part of the program. Technology is also available in the classrooms for teacher and student use. Students will use the Internet for accessing various educational websites and apps. See [technology handbook](#) for more information.

## **O. OUTDOOR EDUCATION**

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

## **P. MUSIC EDUCATION**

Early Childhood students receive formal music education twice per week. Students in Grades K - 5 receive two classes per week of general music instruction. Additionally, K-5 students participate in choir. Students in Grades 5-8 also have the opportunity to participate in band and/or choir.

## **Q. MUSIC PERFORMANCE PARTICIPATION POLICY**

It is our goal to instill in our students the values of responsibility, music education, and Christian service to our Lord using the gifts and talents He has given us. Students of Peace Lutheran School are given opportunities to praise God with music throughout the school year. Each performance provides

the students with an opportunity to use, exhibit, and further develop the skills they are learning, while promoting the above values, as well as self-confidence and esteem.

Generally, there are six performance opportunities outside of the school day for most grade levels:

- Peace Lutheran Chapel and Church once a quarter (K-5, Junior High Choir)
- Christmas Service (PS-8)
- Fine Arts Festival (PS-5, Band, Junior High Choir)

Additionally, students are given an opportunity to sing during weekly Chapel services at the School.

Band and Choir students may have additional performance responsibilities.

Students are expected to participate in all musical events and performances as this is a direct application of the skills they are learning in class. Students receive academic credit for these performances as they are important to the overall music program.

The Music Department will provide performance dates at the beginning of the school year so that the dates may be reserved. Emails will be sent throughout the year as reminders for upcoming performances. If a circumstance arises where the student cannot attend, notice in the form of a phone call or email from the parent or legal guardian is required to explain the absence. The Music Department reserves the right to make grade adjustments for unexcused absences.

## **R. FIELD TRIP ATTENDANCE POLICY**

Field trips are implemented by the teacher and school as a part of Peace's curriculum. Students are to participate. If cost is an issue, please notify your child's teacher so that a request for financial assistance may be made.

If a student can not participate, the student must then remain home as the field trip is the curriculum for the day. The student will then be marked absent for the day or the time of the field trip. A replacement assignment may be given at the discretion of the teacher.

Parents are asked to assist with transportation and supervision for these activities. Parents attending field trips will fill out and abide by the chaperone form, and will be responsible for their own expenses, including any admission fee and transportation costs. Parent drivers must abide by state regulations regarding seat belts, booster seats, insurance, etc.

A student must be in attendance from the beginning of the day of the scheduled field trip in order to attend. In the event of an appointment or unavoidable absence, parents must give advance notice and arrange with the teacher.

## **S. ACADEMIC RESOURCE CLASSROOM FOR MODERATE ACADEMIC NEEDS**

Peace Lutheran School offers an Academic Resource Classroom (ARC) to students who demonstrate a moderate academic need. This is not a Special Education program. Mild academic

needs are met within the classroom through instructional interventions in partnership with parent support. The ARC is designed to support general education students who can be successful in the regular classroom with some academic support. A moderate academic need is determined by academic assessment data (report card, grades, NWEA testing, etc.), teacher referral, resource assessment, evidence of classroom and home interventions being exhausted, parent agreement, and school administration approval. Once an appropriate moderate academic need is identified, a team of teachers, parents, and administration is called together to determine an appropriate Peace Lutheran Education Plan (PLEP). Parents must agree to the PLEP in writing in order to receive services.

Students who qualify for ARC assistance may receive academic services only after the classroom teacher has exhausted several interventions and parents have demonstrated due diligence in helping their child be successful. The program has limited space so every effort is made to assist the student in being successful within the regular classroom. The ARC is designed for students who have moderate academic needs only. Behavioral needs are not serviced by this program. Students may benefit from either ARC support (push-into the classroom) or direct-teach (pull out of the classroom) up to a maximum of two class periods a day. The maximum two periods is not guaranteed as the program is limited by the number of students needing assistance and the availability of our Resource teacher.

Severe academic needs may be referred for specialized testing to seek an appropriate special education program or other community services outside of Peace's ministry. Please contact your child's teacher and they will help you with the referral process.

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

### **A. CHOIRS**

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

### **B. BAND**

Students in grades five through eight have the opportunity to participate in the band program. A Beginner and Advanced Band meet twice a week under the direction of an instructor from the Valley Lutheran High School Band Program. Students are responsible for purchasing or renting their own instruments.

### **C. MUSIC FESTIVAL**

Since 1966 the Saginaw Bay Thumb Region Lutheran schools have sponsored a Music Festival each spring. Soloists, ensembles, large groups, etc. share their talents with others and are rated on their performance. Individual and small ensemble participants may be asked to cover their own registration costs. The costs for curricular groups will be covered by the school.

### **D. SPELLING BEES**

Each spring Spelling Bees are held for the students of Peace Lutheran School in grades 3 & 4, and 5 - 8. Students are selected through a competition held in each classroom or based on Spelling test grades in 1<sup>st</sup> or 2<sup>nd</sup> quarters.

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

### **E. GPS**

GPS is a support group for children who are in families that are experiencing a death, divorce, or separation of some kind. Students meet in groups once a week from the end of October to April and do activities and learn about how **God Protects us through Storms**. Each group is run by a trained adult who has gone through training from Rainbows For All Children.

### **F. DRAMA**

Students in grades five through eight may have the opportunity to participate in plays and/or theatrical performances.

### **G. ATHLETICS**

Peace Lutheran School is a member of the Tri - County Lutheran League and participates with neighboring Lutheran schools in a variety of interscholastic sports. Most sports opportunities are on the sixth through eighth grade level, although some things are also available for the lower grades. Peace fields teams for both boys and girls in basketball, track, and cross country. Boys have the opportunity to play soccer in the fall and a one day volleyball tournament in the spring. Girls have the opportunity to play volleyball in the fall and a one day soccer tournament in the spread. Girls may also participate in pompon. Pompon performances take place during halftime of the boys' basketball games. **(For specific athletic eligibility, please see the Peace Lutheran School Athletic Handbook).**

### **H. EXTRACURRICULAR ELIGIBILITY**

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

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

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

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

**For all extracurricular eligibility guidelines, please see Peace Lutheran School Athletic Handbook.**

## **I. G.A.T.E. (GIFTED AND TALENTED EDUCATION)**

Peace may offer a GATE program for students in grades 6 - 8 who qualify and are invited to participate. Criteria for students receiving GATE services are as follows:

1. Above Average Grades (B average or higher)
2. Scoring well above the average RIT Norm on the most recent NWEA Testing
3. Teacher Recommendation based upon:
  - a. Strong desire to learn
  - b. Demonstrated ability and desire to take academic initiative
  - c. Positive behavior record
  - d. Record of assignments being turned in on time and well done

Once invited to participate, students and parents must sign a GATE agreement indicating that students will participate fully and to the best of their ability and parents will fully support the program. Failure to do so may result in being excused from the program.

1. Students may be asked to make up work that is missed in the classroom; however, the amount of make-up work is reduced as possible and according to the students' ability.
2. A small, prepaid tuition fee per quarter may be charged to cover the costs of the GATE, administration, materials, and program costs.

## **VI. ATTENDANCE MATTERS**

### **A. ATTENDANCE**

We want your child in school, and school attendance assists with student success. In accordance with State of Michigan law, it is the parent's responsibility to have their child in attendance whenever school is in session. The Saginaw County Truancy Abatement states 90% or better attendance is required.

Students are to be in school unless circumstances arise such as illness, funerals, or doctor's appointments. If a student is absent for five consecutive days due to illness, a doctor's excuse is necessary for re-admittance to school. Parents must exercise discretion and good judgment when keeping a child home. For their own health, as well as concern for others, students must not be in school when they are ill. Students **may return to school 24 hours after** their temperature has returned to normal or after vomiting has subsided.

Students who are not present in their homeroom when school begins (7:45 a.m. K-8) will be marked TARDY. When a student arrives late, the student MUST report to the school office. Students missing three class periods any given day will be marked ½ DAY ABSENT. Four or more missed class periods constitutes a FULL-DAY ABSENCE. Six tardy/late arrivals within a quarter are calculated as one half-day absent for attendance purposes. Students arriving after 10 a.m. or leaving before 1:00 p.m. makes one ineligible for extracurricular activities for that day.

Students leaving early or during the school day and missing less than three class periods will be marked PARTIAL ATTENDANCE. Six partial attendances within a quarter are calculated as one half-day absent for attendance purposes.

Students leaving before school ends must have permission supplied by the parent/guardian. Prior notification of absences is appreciated. Parents must communicate with the homeroom teacher and school office. Email the office at [k8office@peacesaginaw.org](mailto:k8office@peacesaginaw.org) or call 989-792-2581 to report an absence. Students being dismissed early must have a parent/guardian or approved person on the student's emergency card sign them out in the school office.

Peace Lutheran School considers reporting to school on time and attendance important. Students who arrive late or leave early not only compromise their own learning but also interrupt the learning of others within their classroom. We ask parents to make every possible effort to have their child arrive to school each morning no later than 7:35 a.m. This allows the students time to prepare for the school day and to be in class ready to learn at 7:45 a.m. We also ask that students remain in school until dismissal normally at 3:15 p.m.

The following process will be used:

1. 3rd tardy, unexcused partial attendance and/or unexcused absence within a marking period: The teacher will send a note or email home to alert the family.
2. 4th tardy, unexcused partial attendance and/or absence within a marking period: The teacher will send a second note or email home to alert the family.

3. 5th tardy, unexcused partial attendance and/or absence within a marking period: The teacher will refer to the Director of School Ministries. A letter of concern will be sent home asking for attendance compliance.
4. 6th tardy, unexcused, partial attendance and/or absence within a marking period: The Director of School Ministries will require an inquiry meeting with the parents. If there is continued tardiness, unexcused partial attendance days and/or unexcused partial absences within a marking period, a report to the Saginaw County Truancy Officer will be submitted.
5. A student having less than 90% attendance at any given time throughout the school year will be considered excessive and may be reported to the Saginaw County Truancy Officer.
6. A combination of 18 tardies, unexcused partial attendance days and/or absences (90%) within a school year may jeopardize promotion. This is decided by the school administration after considering the specifics of every situation.

Attendance Key:

|     |                                                                                |
|-----|--------------------------------------------------------------------------------|
| P   | Present                                                                        |
| A   | Absent (unexcused)                                                             |
| AE  | Absent Excused                                                                 |
| AH  | Absent Half Day (Also used for 6th unexcused tardy and/or partial attendance.) |
| AHE | Absent Half Day Excused                                                        |
| AP  | Absent Partial Day                                                             |
| APE | Absent Partial Day Excused                                                     |
| T   | Tardy                                                                          |

## **B. SCHOOL CALENDAR**

The school provides the necessary school days each year as required by the Michigan Department of Education. Emergency closing days (snow days, ice storms, flooding, etc.) are determined for the safety of all concerned. Where possible, the schedule attempts to coincide with other school systems in the area. The calendar for the current school year may be found at the school [website](#).

## **C. SCHOOL SCHEDULE**

The daily schedule of Peace Lutheran School provides the number of hours of instruction to meet state requirements. Classes begin at 7:45 a.m. and students are dismissed at 3:15 p.m.

## **D. EMERGENCY SCHOOL CLOSINGS**

Peace Lutheran School will make decisions regarding school closings, delays, or other schedule modifications due to inclement weather or emergency conditions. In making these decisions, school leadership will consider the actions of neighboring school districts, including Saginaw Township Community Schools, as well as local weather conditions, road conditions, and other factors affecting the safety and well-being of students, families, and staff.

While Peace Lutheran School will often make decisions consistent with those of Saginaw Township Community Schools, the school reserves the right to make an independent determination regarding closures or delays whenever circumstances warrant.

If a delayed start is announced, grades K–8 will begin at 9:45 a.m. (a two-hour delay). Any scheduled morning 3-year-old or 4-year-old preschool classes will be canceled.

Announcements regarding school closings or delays will be communicated through the school's messaging system and other communication channels designated by the school. Information may also be shared with local media outlets when possible. Families are encouraged to monitor official Peace Lutheran School communications for the most accurate and timely information.

## **E. ABSENCE**

Whenever a child is absent from school, it is the parent's responsibility to provide a written note explaining the reason for the absence or to call the school with this information prior to 8:30 a.m. When the child is absent for more than one day, it is necessary for the parent to inform the school office each and every day. When a student is absent five or more days, a doctor's note is required. Absences without a parent or doctor's note are considered "unexcused."

## **F. EXCUSES**

In addition to parents providing a written or verbal excuse for absences, students coming to school late or leaving early must have a written or verbal excuse. Tardy/late arrival, partial attendance (leaving early or middle of day) without a written, verbal, or doctor's excuse (five or more days) are considered "unexcused." If the amount of excused absences becomes excessive, it will be at the discretion of the school as to whether or not they are excused.

## **G. STUDENT VACATIONS DURING SCHOOL YEAR**

Vacations during the school year are discouraged. In the event that such vacations cannot be avoided or it is a life learning opportunity, Peace allows a maximum of five school days excused with a minimum of one-week notice given in writing. Any additional vacation days are considered "unexcused."

A one-week written notice must be given to the teacher; however, homework may be accessed online in Google Classroom, Jupiter, or after you return from your trip. Teachers are not required to put together homework in advance. Makeup work is due in accordance with the late paper policy. The teacher will give and grade all makeup tests missed during the absence. These have to be taken within one week after the student returns.

## **H. MORNING AND AFTERNOON K-8 CARE**

A before and after school program is provided for students who need to arrive between 6:30 a.m. and 7:35 a.m. Students arriving during that time are to go to the Morning K-8 Care area in the Weis Room where they will be under supervision until students are allowed in the halls at 7:35 a.m. Afternoon K-8 Care is provided until 6:00 PM. Students must be registered in advance in order to

participate in this program. Emergency forms and other paperwork need to be on file for each participant.

## **I. TRANSPORTATION**

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

## **VII. DISCIPLINE MATTERS**

### **A. DISCIPLINE**

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

The goal is self-discipline. For a Christian, self-discipline is something special, because the Christian is disciplined by the Holy Spirit. The ultimate source of our power, to love others and act responsibly, is God's Holy Spirit.

Self-discipline means having a sense of responsibility, but a Christian in a democratic society has added responsibilities. He/she must be responsible not only to himself, his/her community and country, his family, and the rest of the world, but also to God. All of these responsibilities are seen in the light of God's forgiving love shown to us in Christ.

Christian discipline can be thought of as having four parts:

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

### **B. RULES OF CONDUCT**

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

- **Speak kindly** and **act kindly** so as not to hurt anyone on the inside or the outside.
- Be **honest** at all times.

- **Touch** others only in appropriate ways, whether with hands, feet, or objects.
- **Obey** anyone in authority without showing disrespect in words, tone, or actions.
- **Avoid disturbing** others with noise, tardiness, running, or other distractions.
- Maintain **cleanliness** and clean up messes whether caused by you or someone else.
- **Cooperate** and **work together** to learn and achieve goals.

### C. STEPS OF DISCIPLINE

In dealing with problems of discipline and violations of the basic rules of conduct for matters of misconduct, the following steps based upon a three strikes concept will be followed within an academic quarter; however, the school reserves the right to jump steps according to the nature of the student's misconduct:

1. Admonition by the teacher, which may include a private conference with the student, classroom time out, recess detentions or other classroom consequences according to the teacher's classroom management plan (LTD). The teacher may choose to give the student grace based on the circumstances. Repeated misbehaviors are not acceptable.
2. Parent(s) are informed of the problem. The incident will be documented.
3. Detention is assigned. The incident will be documented.
4. A second detention is assigned. The incident will be documented.
5. Student is referred to administration (Discipline Referral) for an "in-house" suspension.
6. Student is referred to administration for an "out-of-school" suspension.
7. Student is referred to administration for an extended "out-of-school" suspension and possible "Probation Status." Probation Status means that a student has been placed on "Behavior Status" and the terms of his probation will be recorded in a probation letter. Continued misconduct may result in expulsion.
8. Student is referred to administration for possible recommendation for expulsion.

Normally, at the end of an academic quarter, a student will start over with a clean slate; however, in cases of habitual misconduct, a student may be placed on Behavior Probation and this right is waived.

### D. CATEGORIES OF MISCONDUCT

The specific categories of misconduct which will result in penalties include the following but not limited to:

1. Continued Violations of the Basic Rule(s) of Conduct – the act of not conforming one's behavior to the basic rules of conduct and discipline, and principles of Christian love and respect for persons and property, as described above.
2. Theft – the act of dishonestly acquiring, and/or knowingly and willfully having in possession, the property of another or others.
3. Arson – the intentional wrongful burning of, or attempt to burn, any building, contents, or property on school or church property, or at a school function.
4. Physical Assault/Battery – the act of intentionally touching another individual in a wrongful manner on school property, going to or from school, or at a school function.
5. Fighting – the act of quarreling, which may include fisticuffs or other wrongful bodily contact, on school property or at a school function.
6. Harassment – unfavorable treatment of others verbally, physically, and/or via the internet or other electronic devices. This includes communications outside of the school that affects the school's social or academic environment. Harassment includes but is not limited to teasing, taunting or ridiculing; any racial, socio-economic, physical characteristics or sexual orientation attacks; provocations intended to inflict emotional scars; spreading of rumors intended to cause damage to another's reputation; or any other communication/action that causes a student, faculty, or staff member distress.
7. Sexual Harassment – unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that substantially interferes with an individual's peace and happiness at school or at a school function, or which creates an intimidating, hostile, or offensive environment at school or at a school function.
8. Threats – the act of intentionally threatening another individual's mental or physical well-being, or willfully causing fear or apprehension in another, whether by words, graphic depiction, or conduct.
9. Bullying – bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. ([www.stopbullying.gov](http://www.stopbullying.gov); *A federal government website managed by the U.S. Department of Health & Human Services*)

Simply, if all of the following four statements are true, students are asked to report as bullying:

1. Issue has happened over and over again
2. The same people are involved

3. What happened was on purpose
4. It hurt (body or feelings)

If all four statements are not true, the issue is considered “social unkindness.” If there is a back and forth aggression, it is then considered “social aggression.” Students are asked to use the guidelines for “conflict resolution” to attempt to resolve these issues. If this is done and the behaviors continue, this is not considered tattling. Rather, the student is encouraged to tell their teacher or adult and have them assist working through the steps for conflict resolution under our Dignity Revolution program.

10. Insubordination – the willful failure to obey a reasonable request by a staff member or other person placed in a position of authority.
11. Disrespect – Disrespect is all about not showing respect. It’s about showing the opposite of respect, by acting rude, impolite, and offensive. Disrespect to adults as well as peers is not acceptable. The following are examples of behaviors that Peace Lutheran School considers disrespect:
  - Insubordination (failure to comply)
  - Talking back
  - Being argumentative
  - Poor attitude
  - Rude tone of voice
  - Raising voice
  - Attempting to intimidate verbally, physically or invading personal space
  - Rolling of eyes
  - Talking when someone else is speaking or while a teacher is teaching
  - Intentional inattention to teaching or directions
  - Whispering in front of adults or peers
  - Shrugging shoulders
  - Not responding to questions
  - Failure to acknowledge adults or greet them
  - Rude behaviors
  - Intentional poor manners
  - Intentional destruction of school/personal property
  - Leaving the classroom without permission
  - Abusing bathroom privileges
12. Vandalism – the act of willful destruction of school or church property or property belonging to another or others on school property or at a school function.
13. Profanity and Obscenity – the act of using profane or obscene language (oral or written), gestures, pictures, or conduct on school property or at a school function.
14. Weapons and Incendiary Devices – the possession of any weapon, using, or threatening to use any weapon, including but not limited to guns, knives, bombs, incendiary devices etc. is

not allowed. Students in possession of such weapons may be suspended immediately and could face expulsion after a hearing with the School Policy Committee.

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

## **E. RESULTS OF MISCONDUCT**

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

1. Admonition – A warning to the student with notification to the parent(s) with or without appropriate consequences.
2. Separation from Class – The student is separated from the class for a period of time determined by the teacher or Director of School Ministries (if involved).
3. Recess Detention – A student may be removed from recess to serve a recess detention. Students will be asked to write an “Action Plan” in which they confess what they have done wrong, suggest what they should have done and what they will do in the future.
4. Detention – A student may be asked to serve a before school or after school detention. Parents are notified and normally given a day’s notice.
5. In-School Suspension – The student is suspended from classes but remains in the building under supervision. The parent(s) or legal guardian is notified.

6. Suspension – The student is removed from class for the balance of the school day, and the student shall after a decision by the school administration be suspended from attending school for a specified period of one to five school days. A meeting is held between the student, parent(s), teacher (if involved), and the school administration as soon as possible to discuss the nature and severity of the matter, and to take steps to ensure that no further misconduct will occur, and the of school administration solely shall make a determination as to an appropriate term of suspension. A student suspended from school (OSS) will not participate in or attend any Peace-sponsored activity or event for the duration of the school suspension.

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

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

Suspensions and probation may be recorded on a student's permanent record by the school administration; however, this is normally only done when a behavior is habitual and improvement has not been noted.

7. Automatic Suspension - Misconduct which is determined by the school administration, after consultation with the teacher (if involved), to be particularly serious, or a threat to the well-being of others, may result in an automatic suspension of up to five days. The student is removed from class for the balance of the school day, and suspension shall commence the next school day following the incident. A meeting shall thereafter be held between the student, parent(s), teacher (if involved), and school administration as soon as possible after suspension is imposed to discuss the nature and severity of the matter, and to take steps to ensure that no further misconduct will occur.
8. Behavioral Probation – The student has demonstrated continual or severe misconduct and a written probation plan is put in place. Failure to abide by the Behavior Probation plan will result in the recommendation for expulsion.
9. Expulsion – Defined as the removal of a student from the school for a minimum of the remainder of the school year. The school administration will set up a meeting with the student, parent(s), teacher (if involved), and the School Policy Committee or committee assigned by the Peace Board of Directors. After hearing the evidence, and having given all concerned the opportunity to speak, the School Policy Committee will determine whether or not the student will be expelled. The student will be suspended until this hearing is held and a determination by the School Policy Committee is made.

10. Law Enforcement – In appropriate cases, a referral of the matter to law enforcement authorities also may be made.

## **F. RULES FOR CHILDREN**

1. Children entering the school prior to 7:25 A.M. are required to proceed to the K-8 Before School Care area. Only students with special permission (such as safety patrol) are allowed in other areas of the building.
2. Running in the school building is not permitted at any time.
3. Gum chewing is not permitted anywhere in the building or on school grounds at any time.
4. Children moving in organized groups from place to place in the building are asked to do so quietly and orderly.
5. All children are expected to keep school and church property neat and clean.
6. Washrooms, corridors and locker rooms are not to become places for congregating and loitering.
7. All children are expected to leave the building and grounds promptly after dismissal. The only students remaining past 3:25 P.M. should be in scheduled activities or by special arrangement. Students who remain on the school grounds after 3:25 P.M. are required to proceed to the K-8 Afterschool Care area.
8. Throwing snowballs is not permitted on the school grounds or in the general school vicinity, including during non-school hours (e.g. evening activities).
9. Children are not to leave school grounds during the day without written permission. Parents picking up children during school hours must do so at the child's classroom after completing sign-out in the office.
10. Students are not to use or enter gender specific restrooms and locker rooms that are not designed for the student's birth gender.
11. "Heelies" or wheels in shoes are not allowed in the school.
12. It is the duty of all teachers and staff to correct any child out of order.

## **G. NUISANCES**

Such as comic books, objectionable magazines, CDs, squirt guns, electronic entertainment devices (ex.: iPods, DS systems, etc.) and the like should not be brought to school, however, some parents allow their children to bring these for usage when riding the bus. If this is the case, these items should be kept in their book bag or locker. Teachers are not responsible for monitoring the loss of these items. The best policy is to leave them home. If such items are being used during the school day

inappropriately, they may be confiscated and may not be returned. The use of these items at school for educational purposes must have the prior approval of the teacher.

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

A student may NOT use wireless devices at school. Wireless devices MUST be off and stored out of sight with the homeroom teacher while on campus. On campus after school usage is only allowed when absolutely necessary, with school staff/coach permission and supervision. Students will not be allowed to use wireless devices as calculators, and must have a separate calculator to use. Wireless devices may be confiscated by school personnel.

Students needing to call home while at school MUST have teacher permission, use a school phone and be supervised. Making social arrangements is not a valid reason for calling home. The use of wireless devices in locker rooms and bathrooms is strictly prohibited at all times.

Non-compliance may result in the privilege of having a wireless device on campus revoked.

## **VIII. WORSHIP SERVICES**

### **A. CHAPEL**

Each week grades K-8 meet together in the gym for a worship service. The service is usually on Wednesday at 10:02 A.M. The exception would be special occasions such as Maundy Thursday, Ascension, etc., when the week's worship would be held on those special days. The services are conducted by staff personnel or individual classes. Offerings are gathered at the services for special missions and home projects. Parents and friends are encouraged to attend these services and worship with us. Students in the Early Childhood program have a monthly chapel designed specifically for them. For those who attend in person, at 10:10 AM, the entrance doors will be locked and the K-8 Office will be closed so that office staff can worship as well. The K-8 Office will remain closed until 10:40, when chapel concludes.

Students have a Christian responsibility to positively participate in worship. Chapel Families will be put together including students from grades K through 8 to assist in this process. Older students in grades 5 through 8 are expected to serve as mentors to the younger students in grades K through 4.

### **B. CHRISTMAS SERVICES**

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

### **C. WEEKEND WORSHIP**

Regular family attendance at weekend worship services is an essential part of the worship life of every Christian family. You can find our current worship services [here](#)

## **IX. MISCELLANEOUS**

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

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

### **B. MEDICATION**

Special procedures must be followed in order for a student to take medication while at school. When a child is in need of medication, parents must fill out forms, which are available in the school office. Such medication will be stored in the school office. Medication must be picked up at the end of the school year or it will be destroyed. This is State of Michigan law.

### **C. DRESS CODE**

In order to maintain an efficient educational climate, a dress code is enforced. The current dress code is available at <https://peacesaginaw.org/handbooks-and-policies/>.

### **D. TELEPHONE / E-MAIL**

The phone number of our school is 989.792.2581. Parents are kindly requested to use their good judgment in calling teachers and students, and when possible, calls should be made before school, during the noon hour, or at recess time. Only in cases of extreme emergency should a teacher or student be called from the classroom. The school office is open from 7:35 A.M. to 3:45 P.M.

Parents are encouraged to use email when contacting teachers so as to not interrupt classroom teaching time. Teachers will return emails as quickly as possible; however, they may not be received until after the end of the school day.

### **E. PICTURES**

A photograph of each student will be taken in the fall for records purposes. Copies of these photographs may be purchased from the photographer. Students who order pictures will automatically receive a school yearbook. If the student chooses not to order pictures, they may just purchase a yearbook. Yearbook orders must be completed and paid for at the time of the student having their picture taken.

### **F. YEARBOOK**

A school yearbook is published each spring. It includes individual pictures of students as well as various school activities. This is ordered at the time of fall pictures.

## **G. PEACE CONNECTIONS**

“Peace Connections” is sent via “Jupiter Grades” e-mail to everyone who has registered. “Peace Connections” is the main communication tool used by Peace Lutheran School with its parents. It is also available on the school website and the Peace Ministries Facebook page.

## **H. PARENT - TEACHER- LEAGUE**

Peace Parent - Teacher League (PTL) holds regular events throughout the year. The PTL serves to bring families together for sharing and Christian fellowship. Fundraisers are conducted to raise funds for programs and for school improvement. Every parent is a member of the PTL and is encouraged to participate.

## **I. LOST AND FOUND**

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

## **J. EARLY CHILDHOOD PROGRAM**

Peace Lutheran School serves infants through 8th grade. Our school provides early childhood education beginning in preschool. We invite our school families to participate in our early childhood classrooms. Contact the Early Childhood Center office for more information.

## **K. HOT LUNCH**

A daily hot lunch program is provided through the Saginaw Township Community Schools Food Service Department. Menus are published on a monthly basis. Account balances can be accessed via the Internet by logging onto the website at [www.stcs.org](http://www.stcs.org) after obtaining a login and password from the township.

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

## **L. PARENT AND TEACHER COMMUNICATION**

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

If a parent needs to speak with a teacher regarding a particular classroom concern such as homework, procedures, etc., **the appropriate time to do this is not during the teaching periods, especially not at the start of the day.** Please call to set up an appointment or stop by after 3:15 P.M. We welcome the opportunity for communication, but prefer it not cause an interruption during the teaching day. Please be considerate of our teachers so they can give you the time you need for communication and address the concerns you have.

#### **M. GRIEVANCE PROCEDURE**

As Christians we are bound by what our Lord tells us in Holy Scripture. In Matthew 18:15 Jesus said, “If your brother sins against you, go and show him his fault, just between the two of you.” Thus, the first step whenever there is a disagreement involves working directly with the person involved. If that does not resolve the issue, other people are available to help. Students certainly have the opportunity to request their teacher’s help. The School Pastor/Principal may be contacted for help with issues that are not resolved previously. Concerns regarding school policy may be referred to the School Policy Committee for review through the School Pastor/Principal.

In the event that the concern remains even after the School Pastor/Principal and/or SPC review, a letter defining the concern may be submitted to the executive committee (Lead Pastor, School Pastor, SPC Chair and SPC BOD member).

All decisions of the executive committee are final.

#### **N. PETS**

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

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

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

Students will be kept inside during recess if:

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

#### **P. RECESS PARTICIPATION POLICY**

Students must participate in recess with the classroom as it is an important part of our school day. Inside supervision is not available.

In the event of a medical need, arrangements will be made with a doctor’s note for extraordinary circumstances; however, we ask that students not well enough to participate in recess remain home until well enough to participate in the entire school experience.

Students may be asked by a teacher to stay inside for recess to make up work, receive additional assistance, conference with a teacher or in the event that a recess detention is given as a result of playground or other misbehavior. The teacher will then provide appropriate supervision.

## **Q. FUNDRAISERS**

Any fund-raising activities of the school or any related group (Eighth grade, PTL, Athletic Association, etc.) must have the approval of the school administration before any comm, staff, parents, etc.) would make a personal profit will not be considered. Rebates and cash gifts are to be included in the funds for which the fundraiser was intended. Merchandise gifts may be kept by the person responsible for the fundraiser or the person doing the major work on the project.

## **R. STUDENT DROP OFF AND PICKUP**

Morning drop-off of students will be by a continuous line around the circle in front of the building. Students will enter through the main door (E1) under the canopy. If parents need to come into the building or there will be another delay, please use one of the available parking lots.

Students may exit the vehicle once the driver has pulled up to the furthest forward open spot. Students should exit the right-hand side of the vehicle so they won't need to cross traffic. Drivers should maintain a single file line so others are not surprised by a vehicle to their left.

Early arrival students will use the entrance for the Early Childhood which is marked E4 using the sidewalk from the south parking lot.

Students are expected to be outside until the 7:35 A.M. bell and are not to arrive earlier than 7:25 A.M. unless they are going to aftercare. No one is permitted to enter the building before 7:35 A.M. unless they are on Safety Patrol.

**Parents are asked to exit the building by 7:45 A.M. to allow attendance and instruction to begin.**

### **Pickup**

Afternoon pickup will take place primarily outside the school building. For the safety of our students and staff, vehicles are not permitted in the circle after 3:00 P.M.

Kindergarten through third grade students will exit through the E1 doors and fourth through eighth graders exit out of the junior high wing through doors E11 and E12.

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

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

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

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

**S. PUBLIC DISPLAY OF INTIMATE AFFECTION**

Public displays of intimate affection are age appropriate at a certain stage in a person's life, but are not appropriate at the grade school level. The holding of hands, kissing, intimate embracing, etc. will not be allowed on school grounds or during school sponsored events. The parents of students found in violation of this policy will be contacted by school personnel.