

Parent & Student Policies and Procedures Handbook

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TABLE of CONTENTS

	Page
<u>SECTION ONE: Purpose of St. Michael's Lutheran School</u>	
1.1 The Philosophy	4
1.2 School's Mission Statement	5
1.3 School Goals	5
1.4 Christian Conduct	6
1.5 School Support	6
1.6 Administering Christian Education	7
<u>SECTION TWO: Administration of the School</u>	
2.1 Enrollment Process	7
2.1.1 Nondiscriminatory Statement	7
2.1.2 Kindergarten Guidelines	8
2.1.3 Class Limits	8
2.2 Finances	8
2.2.1 Registration Fees	8
2.2.2 Tuition/Fees Policy	8
2.2.3 Financial Aid Procedure	9
2.3 Christian Discipline	10
2.3.1 Student Behavior Policies	10
2.4 Sexual Harassment Policy	14
<u>SECTION THREE: Administration of Curriculum</u>	
3.1 The Christian Curriculum	14
3.2 School Music (NEW)	14
3.2.1 Choir	15
3.2.2 Band	15
3.2.3 Hand Chimes	15
3.3 Physical Education	15
3.4 Outdoor Education	16
3.5 Extra Curricular Activities	16
3.6 Promotion Policy (Also see Retention)	16
<u>SECTION FOUR: School/Student Procedures</u>	
4.1 Attendance Procedures/Absences	17
4.1.1 Church Attendance (NEW)	17
4.2 Athletics Program	17
4.3 Bus Transportation	18
4.4 Bullying	18
4.5 Chapel Service	18
4.5.1 Chapel Offering Collections	19
4.6 Child Abuse Suspicion Policy	19
4.7 Electronic Devices	19
4.8 Field Trips/8 th Grade Washington D.C. Trip	19
4.9 Grievances	20
4.10 Health Concerns	20
4.11 Homework (NEW)	21
4.11.1 Digital Homework Responsibilities	23

4.11.2	Missing/Late Work Policy	24
4.11.3	Student Absence Homework Policy	24
4.11.4	Extenuating Circumstances	25
4.11.5	Sharing of Concerns	25
4.12	Honor Roll Program	26
4.13	Hot Lunch Program	26
4.14	Inclement Weather and School Closings	26
4.15	Insurance Coverage	27
4.16	Label Belongings	27
4.17	Latchkey	27
4.18	Lockers	27
4.19	Media Center	27
4.20	Medication/Sickness Procedure	27
4.20.1	Illness	27
4.20.2	School Medication Procedure	27
4.20.3	Accidents	29
4.20.4	Immunizations	29
4.21	Parent Teacher League (PTL)	29
4.22	Personal Appearance	29
4.22.1	Student Dress Code	29
4.23	Parking Lot Guidelines	31
4.24	Pesticide Application	31
4.25	Reporting to Parents	32
4.25.1	Report Cards	32
4.25.2	Retention	32
4.26	School Day	32
4.26.1	Change of Plans Procedure	33
4.26.2	Classroom Interruptions	33
4.26.3	Leaving School Early	33
4.26.4	Family Vacations	33
4.26.5	Leaving School Grounds	33
4.27	School Pictures	33
4.28	Telephone Usage	34
4.29	Testing (NEW)	34
4.30	Visitors to School	34
4.31	Volunteer Policy/Procedure (NEW)	34
4.31.1	Definition of a Volunteer	34
4.31.2	Criminal Background Check	35
4.31.3	Eligibility	35
4.32	Yearbook	35
4.33	Cold Weather Guidelines	35
4.34	Academic Detention Policy	36

SECTION ONE:

1.1 THE PHILOSOPHY

The philosophy of St. Michael's Lutheran School is to preserve and extend the kingdom of God by proclaiming in the most effective way possible the life, death, and resurrection of Jesus Christ and thereby assist the home and church in helping each child develop to his/her fullest potential physically, mentally, socially, and spiritually. We believe that an education is more than merely acquiring factual knowledge. A truly excellent Christian education prepares individuals for the future. It enables them to face life's obligations, choices, and relationships as responsible and informed Christians who daily seek God's will in their lives.

St. Michael's Lutheran Church in conjunction with the Lutheran Church-Missouri Synod believes that the most effective education resource available to the church for equipping children for the future is the full-time Lutheran elementary school, preschool program and childcare program.

As an important ministry of the congregation, the Lutheran school helps fulfill each of the congregation's five functions:

- A**ctive in service,
- N**urturing our faith,
- G**iving glory to God,
- E**ncouraging one another, and
- L**eading others to Jesus.

Active in Service: Service becomes a natural part of students' lives in and out of school as they develop an understanding of stewardship of their time and God-given talents to serve others both together and separately. Teachers encourage Christ-like compassion and love for all people. Achieving a balance between their individual efforts and also offering love to others is important in achieving their own potential. Whatever you do, work at it with all your heart, as working for the Lord, not for men. Col. 3:23.

Nurturing our faith through Education: Education is described as pursuing excellence, developing a person's God-given potential in spiritual and daily living, and helping learn right from wrong. Children are taught the demands of God's law and are confronted, in their failure to obey, by the saving Gospel of Jesus Christ, and students are taught how to develop and use their abilities out of gratitude for what God has done for them and to become responsible stewards of their talents in a joy-filled Christian life. These commandments I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Deut. 6:6-7.

Giving Glory to God: Our school helps its students develop their ability to give glory to God through worship. Children are helped to grow in their prayer lives, learning to pray privately and together with others. Children are led to realize also that worship occurs throughout the entire day. Worship is always being aware of God's presence and living lives that reflect that awareness. Ascribe to the Lord the glory due His name; worship the Lord in the splendor of His holiness. PS. 29:2.

Encouraging one another: Encouraging one another through fellowship is enjoyed by all members of the school and extended to the congregational community with a dual emphasis on

our oneness in the unity of the Body of Christ, at the same time stressing each person's unique individuality. All are encouraged to achieve their full potential as valued, accepted, and respected children of God. They devoted themselves to the apostles' teaching and to fellowship, to the breaking of bread and to prayer. Acts 2:42.

Leading others to Jesus: Children learn to witness naturally and effectively of their faith in Jesus Christ by words and actions to each other and the world at large. They learn to see that their purpose in life is to build God's kingdom by reaching out to others who do not know God's law and forgiveness in Jesus Christ. But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem and in all Judea and Samaria, and to the ends of the earth. Acts 1:8.

1.2 SCHOOL'S MISSION STATEMENT

Connecting people to Jesus by pursuing spiritual, intellectual, physical, social, and service goals with students and their families, our community, and the world through continued excellence.

1.3 SCHOOL GOALS

The goals of St. Michael's Lutheran School is to assist the home and the church in helping each child develop to his/her fullest potential spiritually, mentally, socially, and physically.

The goals for our children are:

1. To lead each child to the knowledge of his/her Savior, Jesus Christ, to know and attempt to fulfill God's will, and to become active and participating members of the church. To help each child see himself/herself as a child of God, with the obligation to develop all their abilities so that they can best serve God and mankind.
2. To help each child realize that his/her body is a gift from God and to grow in an understanding of how to care for it.
3. To provide educational opportunities within the Christian setting and to fulfill the State educational requirement for its citizens.
4. To help each child master the basic skills of reading, mathematics, science, computers, language arts, fine arts, and to appreciate the beauties of nature. We want our children to gain the skills needed for their future education and life in this world, and be exposed to the broader areas of curriculum in order to develop the mind to its fullest extent.
5. To help each child develop skills in establishing interpersonal relationships involving peers and adults; including appreciation for other cultures and ethnic groups.
6. To help prepare each child for his/her future role as an adult in the world and in the church, and help each child become a contributing citizen of the community in which he/she lives; to support Christian parenthood and home life for the purpose of strengthening the very base of human society.

1.4 CHRISTIAN CONDUCT

The Christian student, out of love for Christ and with the understanding that God places them under authority for the purpose of protection and nurture and blessing, will:

1. Follow directions.

- 1 Peter 2:13, 17 “Submit yourselves for the Lord’s sake to every authority...show proper respect to everyone.”
- Exodus 20:12 “Honor your father and your mother.” 4th Commandment (Give them honor, serve and obey them. Love and cherish them.)
- 2. Be honest; tell the truth.
 - Ephesians 4:25 “Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body.”
 - Exodus 20:16 “You shall not give false testimony against your neighbor. 8th Commandment (defend him, speak well of him and explain everything in the kindest way.)
- 3. Behave in a safe and orderly manner.
 - 1 Corinthians 14: 40 “But everything should be done in a fitting and orderly way.”
- 4. Use personal and school property correctly.
 - Hebrews 13:16 “Do not forget to do good and share with others.”
 - Exodus 20:15 “You shall not steal.” 7th Commandment (Help your neighbor to improve and protect his property and business.)
- 5. Use acceptable, courteous language and voice level.
 - Colossians 3: 9-10 “Rid yourselves of all such things as these: anger, rage, malice, slander and filthy language from your lips. Do not lie to each other...put on a new self, which is being renewed in knowledge in the image of its creator.”
 - Exodus 20:7 “You shall not misuse the name of the Lord your God.” 2nd Commandment (pray, praise and give thanks.)
- 6. Keep hands, feet and objects to yourself.
 - Ephesians 4:32 “Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.”
 - Exodus 20:13 “You shall not murder.” 5th Commandment (...but, help and befriend him in every bodily need.)
- 7. Be prepared to start all activities on time and use your time wisely.
 - Hebrews 6:12 “We do not want to become lazy, but to imitate those who through faith and patience inherit what has been promised.”
 - Proverbs 10:4 “Lazy hands make a man poor, but diligent hands bring wealth.”
 - Ephesians 5:15-16a “Be careful, then, how you live-not as unwise but as wise, making the most of every opportunity.”

These seven Christian Conduct standards are expected of students at all grade levels.

1.5 SCHOOL SUPPORT

St. Michael’s Lutheran Church organized this school in 1851 to teach the children of the congregation the Word of God and other useful knowledge. The congregation has assumed the financial responsibility of supporting the school ever since. The congregation has also recognized the blessings that can come from such a school. Supporting the school requires much prayer and positive activity along with sacrificial gifts to the Lord’s treasury.

1.6 ADMINISTERING CHRISTIAN EDUCATION

The Board of Christian Education, elected by the St. Michael’s Voters’ Assembly, is the controlling authority in the operation of Christian education at St. Michael’s Lutheran School.

The School Administrator acts as the executive director of the day school, who with the help of the faculty, suggests changes and policies and administers the wishes of the Board of Christian Education.

SECTION TWO:

2.1 ENROLLMENT PROCESS

In keeping with the objectives of our school, to provide full-time Christian instructions for as many children as possible, pupils will generally be accepted in the following order:

1. Children of a parent or parents who are active communicant members of St. Michael's Lutheran Church.
2. Children who have an older brother or sister enrolled at St. Michael's Lutheran School.
3. Children who attended preschool or were previously enrolled at St. Michael's Lutheran School.
4. Children whose parents are un-churched but who desire to become members of our church family.
5. Children of parents who are active communicant members of another Lutheran Church (not St. Michael's).
6. Children of parents who are members of another denomination (not Lutheran).

It is assumed that parents applying for admission for their children are in agreement with the policies and curriculum of our school and will, therefore, cooperate with staff members in the joint task of Christian education. Lack of cooperation, which may be indicated by failure to attend worship services, or unwillingness to share in the financial responsibilities of supporting the congregation's work, may constitute sufficient reason for not approving subsequent applications for admission.

Children are to be enrolled at registration day, which is usually held in August. At that time, arrangements are made for bus transportation, hot lunch, P.T.L. and volunteer activities, etc., and tuition/fees are paid or arrangements are made for monthly payments. Please understand enrollment at St. Michael's is given probationary, with the enrollment status to be reviewed at the end of their first quarter. Continued enrollment beyond this period of time is subject to the following:

1. The school is able to meet the unique needs of the child.
2. The students' faithful attendance, diligent academic efforts, social and emotional adjustment (St. Michael's does not have the resources easily accessible to help children with chronic learning, emotional, or behavioral problems).
3. The parent's acceptance of cooperation with school philosophy, objectives, policies, and procedures and Parents meeting school fee obligations.

2.1.1 NONDISCRIMINATORY POLICY NOTIFICATION

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

St. Michael's Lutheran School believes that educational opportunities and programs should be open to boys and girls on an equal basis and that employment opportunities are available to men and women equally. This is also prescribed by Title IX or the Education Amendments of 1972. We therefore do not discriminate on the basis of sex in administering our educational policies, programs, activities, and employment practices.

Inquiries about the non-discrimination policies of St. Michael's Lutheran School may be referred to the Principal.

2.1.2 KINDERGARTEN GUIDELINES

Kindergarten pupils shall be five years old and first grade pupils six years old before September 1st of the current year to be eligible for enrollment.

At Kindergarten Round-Up parents should bring the child's birth certificate and immunization records. Michigan law requires immunization against diphtheria, tetanus, pertussis, mumps, measles, rubella, chicken pox and poliomyelitis, plus tuberculin testing and vision check. If the record is not complete at registration, it must be before entering kindergarten in the fall. Forms for physical examinations are obtained from your doctor.

2.1.3 CLASS LIMITS

There will be a limit to each classroom of 25 students in grades Kindergarten through 2nd, and a limit to each classroom of 28 students in Grades 3 - 8. If the classroom has reached its limit of enrolled students, a waiting list will be established and enrollment will be based on the above mentioned plan (see section 2.1). The Board of Christian Education may take special conditions into consideration when it comes to placing a child into an already full classroom.

2.2 FINANCES

Member children are enrolled without a tuition charge since their parents are expected to support the school through their regular church offerings. Community families are welcomed at St. Michael's School and are enrolled in accordance with the steps outlined above. Any Community members who are interested in becoming members of St. Michael's church must take adult instruction class to receive membership and also have tuition waived and instead contribute financially as a member. Adequate financial support is essential to operate a good Christian School.

The congregation maintains St. Michael's Lutheran School. The congregation calls the teachers and therein assumes the responsibility of salaries and benefits for their livelihood. Each school parent of St. Michael's is asked to generously support **the total effort of the congregation in this regard through their voluntary church offerings.**

2.2.1 REGISTRATION FEES

All students enrolled in kindergarten through grade 8 will be assessed annual registration fees to cover the cost of everyday school operations. A more detailed list of the fees may be obtained by contacting the school office.

2.2.2 TUITION/FEES POLICY

At St. Michael's Lutheran School we believe that our tuition and fees payments are an investment in your child's education and formation of their religious foundation. Therefore, the Church at large and Board of Education have set policies concerning the amount of tuition/fees, the manner of payment, and, in general, the development of this tuition/fees policy. Furthermore, it is the responsibility of St. Michael's to ensure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families.

The total cost of education for a student at St. Michael's is estimated to be \$8,400.00 per student per year. St. Michael's believes providing a Christian education is one of its major ministries so it makes it a priority to have children attending not paying that total cost. This is accomplished through weekly contributions to the church, collection of tuition and education fees.

A **NEW** student at St. Michael's will need to submit a \$125.00 non-refundable deposit/application fee. This amount will get credited toward the registration in August. When a

student re-enrolls at St. Michael's a \$100.00 non-refundable deposit is needed. This deposit will get credited toward the registration in August.

Parents have options to pay their balances during the school year.

1. Payment in full – due on Registration Day in August for the upcoming school year.
2. Monthly payments – due by the 15th of each month. Balances will be divided equally with billing done through Digital Academy over the next six months. There will be a \$5.00 per month processing charge added.
3. Other payment arrangements may be set up with the office prior to and during the school year if needed. There will be a \$5.00 per month processing charge added as well.

NOTE: Payments may be made by personal check, money order, cash, credit card, or ACH withdrawal. There will be a \$25.00 charge on all returned checks.

*For accounts past due by 30 days, the school reserves the right, in addition to any other remedies, to withhold grade reports, refuse to provide services to the student, etc....

*For accounts past due by 60 days, in addition to the above stated items, the school office will send a certified letter asking you to contact the school to work out a financial plan to bring your balance current.

*For accounts past due by 90 days, in addition to the above stated items, the school office will contact you personally to work out a financial plan to bring your balance current.

*If accounts are not current by the end of June of that particular school year, or a plan is not in place with the office, your child(ren)'s enrollment for the following school year may not be allowed. In addition, all educational records for a student will be held until those financial obligations are fulfilled. If a student transfers schools during the school year, all financial obligations must be met by the family on or before the student's final day of attendance.

*Tuition refunds will be given at the discretion of the Board of Education and the office.

Changes to this policy can be made at any time by the Board of Education.

2.2.3 FINANCIAL AID PROCEDURE

Financial Aid is available on a need basis. The Board of Education's sub-committee on Financial Aid has the ability to grant or deny requests for financial assistance. Follow the steps outlined below for requesting financial aid

1. Obtain a Financial Aid application from the school office. Deadline for submission for the next school year is July 1st. Return completed form to the school office.
2. If aid is requested during the school or year after July 1st, return the form as soon as possible.
3. The Financial sub-committee will review the application and award money as available.
4. A new application must be submitted each school year. Financial aid is not guaranteed from year to year.

2.3 CHRISTIAN DISCIPLINE

Discipline in our school will be in keeping with God's Word. Self-discipline on the part of all the students is the desired goal in each classroom.

When a student conspicuously or consistently violates rules of Christian conduct, the staff must deal with such a student. Within the context of ministry, it may be appropriate that a student be deprived of school privileges including suspension and expulsion.

2.3.1 STUDENT BEHAVIOR POLICIES

Attendance at St. Michael's Lutheran School is an honor and a privilege. A student, who chooses to attend, accepts the responsibility of behavior consistent with the philosophy and

guidelines of the school. This includes respect in word and action for Church, parents, community, school staff and fellow students at all times. Accomplishment of the above requires self-discipline and a balance of strength and patience.

1. Code of Conduct:

The list of infractions is not all-inclusive and other conduct may also result in discipline. The Board of Education reserves the right to revise this code at any time as it deems appropriate. Proper notification of any revisions will be passed on to parents. Policy revisions will take effect on the date of Board approval.

The following policies are in effect:

- While students go to or from school.
- On school property at any time.
- At all school sponsored or approved events and activities, either on campus or off school campus.
- While being transported to or from school either on the St. Michael's bus.
- With respect to any misconduct toward any school employee.

2. Definition of Discipline Terms:

A. School Detention (SD) - The student is required to do one or a combination of the following: stay after school for a set period of time, do academic work, complete a penalty assignment, or be assigned school service project.

B. In-School Suspension (ISS) – Students will receive assignments from the homeroom teacher and the work will be required to be completed when the assignment is due (generally the following day). The student will work and eat lunch alone. The Board of Education (BOE) will be involved with repeated misbehaviors. They will discuss with student, and parents of the student, any necessary behavior modifications.

C. Out-of-School Suspension (OSS) – The student may not attend school or a school-sponsored activity for a specified period of time or until specified condition(s) is/are met. Class work and/or assignments will be required to maintain current grade level.

Note: When a student has received a suspension or probation, he/she will be prohibited from attending any or all social functions, such as dances, athletic events, class field trips, assemblies, etc.

D. Expulsion – This is the permanent removal from St. Michael's Lutheran School

3. Disciplinary Sanctions:

The Board may create a policy defining what conduct it believes merits disciplinary measures as suspension or expulsion. Given a school's need to impose discipline for a wide range of anticipated conduct, school disciplinary rules need to be flexible enough to allow discretionary judgment upon unforeseen indiscretions of students.

4. Student Guidelines for Possible Consequences: (The following guidelines are for parent/student reference.)

ISS – In-School Suspension OSS – Out of School Suspension SD – School Detention BOE – Board of Education

Level I

- | | |
|-------------|--|
| 1st Offense | Teacher/Student Conference. |
| 2nd Offense | SD with student-parent-teach conference. |
| 3rd Offense | ISS or SD with student, parent, teacher- School Administrator conference. |
| 4th Offense | ISS or SD with conference as above with plan for behavior modification being |

implemented, student held accountable. BOE involvement if plan is not heeded.

Thereafter BOE involved in conference meeting.

Level I offenses are less severe infractions and may be handled in the classroom; or if the behavior continues, then referral to the School Administrator. Level I infractions accumulate for one semester only.

Level II

1st Offense Two-day ISS with student-parent-teacher-School Administrator conference.

2nd Offense Two-day OSS with another conference as above.

3rd Offense OSS continues until conference with BOE, teacher-School Administrator can be set to discuss expulsion with student and parents.

Level II offenses are serious infractions to be referred immediately to the School Administrator.

Level II offenses accumulate for one calendar year beginning with the date of the first offense.

Level III

1st Offense Two-day OSS with student-parent-teacher-School Administrator conference.

2nd Offense OSS continues until conference with BOE- teacher-School Administrator can be set to discuss expulsion with student and parents.

3rd Offense Automatic expulsion if expulsion did not occur with the second offense.

Level III infractions are major infractions to be reported to the proper authorities and referred to the School Administrator. All Level III infractions will accumulate for grades sixth through eighth at St. Michael's.

Level IV Level IV offenses are grounds for immediate expulsion following an investigation. Level IV infractions will remain on record for the student's high school career.

PARENTS WILL BE KEPT INFORMED OF ALL DISCIPLINE PROBLEMS AT ALL TIMES. It is the policy of the School Board to have the School Administrator contact the parents via telephone, a Digital Academy message, letters through the mail, or letters carried home by the student. Immediate contact will be made after the third referral to the School Administrator's office to notify the parents/guardians of an accumulation of discipline referrals.

5. Student Conduct Violations:

VIOLATION	DEFINITION	CONSEQUENCE
ALCOHOL	Drinking, possession, use of, selling or under the influence of alcohol. Beverages labeled as "non-alcoholic" (including Sharp's and O'Doul's) may contain alcohol and will be treated as such.	Level IV Permanent Expulsion
ASSAULT & BATTERY	Unlawful threat with attempt to harm another physically with or without the use of a weapon, which intimidates or causes infliction of any injury.	Level III
AMOROUS BEHAVIOR	Any kissing, hugging or body contact beyond hand holding in not allowed.	Level I
ACADEMIC DISHONESTY/CHEATING	Using other student's answers on tests, homework, etc... and claiming it is original work. Writing in answers as teacher is correcting, etc...	Level I
BOMB THREAT	Self-explanatory	Level IV

COMPUTER HACKING/COPYING	Inappropriate access to computerized areas without proper authority. This includes infringing upon copyright laws.	Level II
DISRUPTIVE BEHAVIOR	Abusive or threatening language, gestures, or actions which produce distractions or disturbances that interfere with the effective functioning on safety of the staff, the students or the school.	Level I, II or III
DISRUPTION OF THE EDUCATION PROCESS	Behavior, which seriously disrupts any school activity or orderly and safe operation of the school	Level III
DRUGS-USAGE/SELLING	Possession, use of or under the influence of drugs, inhalants, or narcotics, including look a like substances or drug paraphernalia.	Level IV Permanent Expulsion
FALSE ALARM, TAMPERING WITH FIRE EXTINGUISHERS OR FIRE ALARMS	Self- explanatory.	Level III
FIREWORKS, MATCHES, LIGHTERS COMBUSTIBLES	The use of or possession of devices made from explosive or flammable material.	Level II
FORGERY/GIVING FALSE INFORMATION	Intentional misrepresentation of information given to school personnel	Level II
GAMBLING	Participation in games of chance for money and/or other things of value	Level II
INAPPROPRIATE DRESS/GROOMING	See Personal Appearance policy.	Level I
INSUBORDINATION	Verbal or non-verbal refusal to comply with a reasonable request or directive from any school employee.	Level I, II or III
LITTERING	Self-explanatory.	Level I
VIOLATION	DEFINITION	CONSEQUENCE
USE OF CD PLAYERS, IPODS, MP3 PLAYERS, CELL PHONES, VIDEO GAMES OR ANY OTHER ELECTRONIC DEVICES BEFORE, DURING, and AFTER NORMAL SCHOOL HOURS	Self-explanatory.	1 st offense- student conference with parent notification. 2 nd offense – items will be confiscated & will be returned at the end of the school year.
SNOWBALL THROWING	Self-explanatory.	Level I
THEFT	Self-explanatory.	Level I, II or III
TOBACCO: POSSESSION, USE	Tobacco-free School Laws, the use of tobacco products by any person	1 st offense: 3-day OSS 2 nd offense: Expulsion

DISTRIBUTION	Self - explanatory	Level IV
UNAUTHORIZED AREA	They are areas not allowed for student access, without teacher permission, including but not limited to maintenance rooms, storage facilities, resource room, teacher's desks, and specific outdoor areas.	Level I
VANDALISM	The destruction, defacing or damaging of school property of the property of others.	Level I, II or III
WEAPONS/FIREARMS Possession or Concealment	Possession of a dangerous weapon on school property, or any school sponsored activity.	Level IV Permanent expulsion

6. Suspension Procedure:

The following procedural guides will govern the suspension process for the preceding student violations:

1. A student will be informed of the reasons for disciplinary action.
2. Parents or guardians will be contacted as soon as possible by phone, and notified of the offense and subsequent suspension.
3. A conference between the School Administrator, teacher, and parent will take place before the student is re-admitted class/school. Class time missed during suspension should be made up at the discretion of the teacher and School Administrator.
Any class work missed while suspended may be made up at the discretion of the teacher and/or School Administrator to maintain the student's academic progress.

7. Expulsion Procedures:

The following procedural guidelines will govern the expulsion process for the preceding student violations:

1. School Administrator will suspend until approval of expulsion by the BOE.
2. A student will be informed of the reason for disciplinary action.
3. Parents/guardians will be contacted as soon as possible by phone and notified of the offense.

8. Appeal of Procedures:

All appeal of suspension/expulsions will follow the procedure outlined below:

1. The student and his/her parents/guardians will be informed of the infraction and the reason for, and the length of the suspension or expulsion.
2. The parent/guardian will contact the Board of Education Chairperson to request an appeal meeting. The meeting will be scheduled as soon as possible with all the Board of Education members present. The parent will be able to present their case for appeal. The Board will ask questions for clarification if needed.
3. The Board will deliberate the appeal and render a decision. The decision will then be presented to the parents within 24 hours of the appeal meeting with the decision of the Board.
4. The decision of the Board of Education will be final and binding.
5. A student, parent or guardian has the right to then appeal the Board of Education's decision to the Board of Elders.

2.4 SEXUAL HARASSMENT POLICY

It is the policy of St. Michael's Lutheran School to maintain an environment of learning and a working environment that is free from sexual harassment. It shall be a violation of this policy for any member of St. Michael's Lutheran School: the Board of Education, the faculty and staff, a volunteer or a student to harass another member of St. Michael's Lutheran School through conduct of a sexual nature in word or deed. If violation occurs, permanent removal from the school or the person's employment is terminated immediately.

SECTION THREE:

3.1 THE CHRISTIAN CURRICULUM

In keeping with the purpose of St. Michael's Lutheran School, the curriculum is based on the Word of God. The pupil has the opportunity of hearing God's Word taught daily in all its truth and purity. The truths of the Bible are taught during the religion period, but they permeate ALL teaching. It is our aim to impress into the hearts and minds of the children entrusted to us a truly Christian philosophy of life.

In keeping with the Christian philosophy and with respect to the educational requirements of the State of Michigan, our children receive a thorough education, not only in the field of religion, but also in the following areas:

SOCIAL STUDIES: Geography, History, Civics and Current Events

LANGUAGE ARTS: Reading, Phonics, English, Spelling, Literature, Handwriting & Spanish

SCIENCE: General Science, Earth Science, Life Science

MATHEMATICS: Math Concepts, Math Computations, Math Application

ARTS: Music, Music Appreciation, Choir, Band, Hand Chimes, Art & Art Appreciation

PHYSICAL EDUCATION & RECREATION: Organized Gym classes & Competitive Sports

COMPUTER INFORMATION/TECHNOLOGY ENHANCEMENT

Each day begins with devotions and closes with prayer.

3.2 SCHOOL MUSIC (NEW INFORMATION 2018)

St. Michael's believes teaching music is an integral part of the curriculum. St. Michael's offers students in Kindergarten through Grade 8 weekly classroom music instruction as well as performance groups to be involved in. There is a music program fee assessed at School Registration.

3.2.1 CHOIR

Praising God is man's primary function. Our children are encouraged in this endeavor by participation in classroom choirs or special group choirs. Children in grades K-1 participate in their own choir group. Grades 2 - 4 participate in the Cherub Choir. Grades 5 - 8 have the opportunity to participate in choir as an elective. These choirs take regular turns singing for Sunday morning or other special church services at St. Michael's Church. Parents are asked to cooperate by seeing to it that children are present at church when their particular group is to sing. In case of absence, a written note is required explaining the absence to the director. Two periods during the week are set aside for the choirs who practice during school hours.

3.2.2 BAND

In Grade 5, all students are required to take part in beginning band. Beginning band's rehearsals are during the academic school day. Students in Grades 6 - 8 participate in Concert Band on a voluntary basis (elective) with rehearsals taking place prior to the beginning of the

- AMERICAN AND ME ESSAY CONTEST – Open to eighth graders (as offered)
- AMERICAN LEGION ESSAY - Open to seventh and eighth graders. Sponsored by the Alvin F. Miller Post 400.
- MUSIC FESTIVAL – Vocal, instrumental, and choral competition against area Lutheran schools.
- MUSICALS/THEATER - These opportunities are given every other year to students in Kindergarten through 4th Grade and then students in 5th Grade through 8th Grade.
- ART FAIR - This occurs every two to three years and is either available to students on a classroom, small, group or individual level.
- SCIENCE FAIR - This occurs every three years and is either available to students on a classroom, small group, or individual level.

There are other activities that students will be offered throughout the school year that will highlight student strengths.

3.6 PROMOTION POLICY

A child having attended school regularly and achieved a satisfactory growth rate will be promoted to the succeeding grade at the close of the school year. Before decisions are made, be they promotion or non-promotion, the school – being concerned for what is best for the child— shall consider the child’s chronological age, mental age, social age, achievement age, and physical development. The child’s capacities and how he uses them, his emotional factors, and any other factors that help or hinder the child’s progress must be considered. At all times we must keep uppermost in the mind what is best for the child. If retention is the best option, parents will be notified in advance and discussions will take place between school and home.

SECTION FOUR:

4.1 ATTENDANCE PROCEDURES/ABSENCES

Success in school and at work depends largely on a student’s regularity of attendance. Frequent absences lower a pupil’s scholarship and may result in failure. Here is the procedure if your child needs to be absent from school for the day.

1. Call the school office on the day of an absence to explain the reason for the absence.
2. Request assignments missed that day in the student’s classes.
3. Pick up make-up assignments at the close of the school day.

Teachers will record absences through Digital Academy, our online attendance program.

Students arriving to the classroom after the bell has rung at 7:45 AM will be counted “Tardy”. Timeliness is a necessity to the educational process. Habitual tardiness will be brought to the attention of the School Administrator. If the student needs to leave the school for any reason during the day (Early Exits), the teacher and school office should be notified of that occurrence in a written note or through a message on Digital Academy.

If someone other than the parent or guardian is picking up the child, the note must specify the authorized adult picking up the child. Students need to be signed out in the school office by the adult picking up the child. Children who miss more than an hour and a half of classroom time in the morning or afternoon will be marked absent for that half of the day. Tardies and early exits will be counted towards attendance.

If a student misses five consecutive days because of illness, an explanation signed by a physician must be returned with the student. Students will have two days for each day of

absence to complete missed assignments. An excess of twenty total absences throughout the school year may make it necessary for the student to repeat the grade. Parents will be contacted if there appears to be habitual absences by the student.

Absences for vacation trips will need a written explanation from a parent or guardian at least one week prior to the absence. All or most assignments will be given to the student the last day before the absence. All work given to the student prior to an absence because of the vacation will be due the day they return to school. Assignments are tentative. If one week notice is not given, partial work may be given and the rest completed on return in cooperation with the teacher.

4.1.1 CHURCH ATTENDANCE (NEW INFORMATION 2018)

St. Michael's believes strongly and will encourage families to attend corporate worship often. The Board of Elders at St. Michael's along with the school faculty will be monitoring our family's church attendance. If a family falls below a 60% attendance rate over two consecutive marking periods, the family will receive notification encouraging them to attend church more regularly. This also will apply to families who hold membership at other area churches.

4.2 ATHLETICS

St. Michael's Lutheran School is a member of the Tri-County Lutheran Athletic Conference and participates in interscholastic competition. All children are encouraged to participate in the school's athletic programs.

A student that is absent during ANY part of the school day due to an illness, will not be eligible to participate in a sporting event (games or practice) scheduled for that day. In the event of a weekend game or event, the parent, coach, Athletic Director, and Principal will make the final decision on participation. Transportation to and from practices and games is entirely the responsibility of the students and their parents. Students are required to return a physical examination form in order to participate. Students may be declared ineligible due to low scholastic achievement or inappropriate behavior as outlined in the eligibility policy. More information is available in the athletic handbook, available from the Athletic Director, or school office.

4.3 BUS TRANSPORTATION

St. Michael's students, including kindergarteners, may be picked up by the public school buses of Reese or Vassar Districts in the morning and transferred to shuttle buses which deliver them to our school. Transportation for either district is subject to district capabilities. Check with the school office for current information.

Fighting, destruction of property, flagrant disrespect and other such serious offenses may result in suspension of bus privileges at the discretion of the driver and in coordination with the operating school districts.

4.4 BULLYING

St. Michael's Lutheran School supports a secure school environment, conducive to teaching and learning in an environment free from threat, harassment and any type of bullying behavior.

Definition: Bullying is defined as "any written or verbal expression, or physical act of gesture, or pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in a person's home, or at school activities or sanctioned events."

Consequences: Students who engage in any act of bullying are subject to appropriate disciplinary action, which may include suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying shall be taken into consideration when disciplinary decisions are made.

The faculty and staff work with the students various times throughout the school year to assist the students in how to handle a bullying situation if it occurs. They train the students in the art of using the universal signal for stop and backing that up with “I” messages. The students are encouraged to try the “I” messages first but then tell a teacher about it. Incidents of bullying will be dealt with by the teacher or administration if told about it within the first 24 hours of the alleged bullying. After that time, the incident will be documented and if further incidents occur, the documentation will be helpful in dealing with the situation. Teachers/staff will contact parents if 2 of the same students are involved with repeated interaction which are deemed of a bullying nature.

4.5 CHAPEL SERVICES

In addition to daily devotions in each classroom, the children have another opportunity to assemble for weekly chapel services. Our Pastors and any willing member of the faculty will lead these chapel services. Individual classes create and lead at least one chapel service per school year.

4.5.1 CHAPEL OFFERING COLLECTIONS

Children are given an opportunity to share and give a weekly mission offering. These chapel offerings are sent to various charities and mission projects selected. A list of these projects can be provided by calling the school office. The organizations receiving our Chapel money change yearly. In addition, the hallway bulletin board is devoted to the particular mission emphasis. This is a good opportunity for parents to teach to their children about sacrificial giving.

4.6 CHILD ABUSE SUSPICION POLICY

It is the law that we MUST immediately report any suspected child abuse to the Department of Social Service of Tuscola County and within 72 hours of the suspected case. The teachers must complete and submit a written report (DHS 3200) to Department of Human Services. Teachers and school staff will privately report any possible cases to the Department of Social Services. They should then make the Principal aware of the report that has been made to the Department of Social Services. All reports are kept in strict confidence.

4.7 ELECTRONIC DEVICES

Students are allowed to bring electronic devices to school and school events. However, during school hours (7:30 AM - 2:55 PM), they must be turned off and given to the classroom teacher. The teacher will return them to the students at the end of the school day. Any electronic device able of capturing a picture will not be allowed in the locker rooms or bathrooms. With teacher permission, netbooks, laptops, e-readers, and cell phone apps may be used during a particular class hour. Devices may also be left in classroom designated areas for safekeeping and used as approved by the teacher or school administration.

The same AUP policies apply to the personal device as to school owned devices. Students who violate this policy will have their device confiscated and a parent must come in to retrieve it. A second violation will result in the confiscation of the device for the remainder of the school year. Once students leave school grounds, they are free to use such devices. Any misuse of such

devices will also result in confiscation. St. Michael's is not responsible for lost, damaged, or stolen items from backpacks or lockers.

4.8 FIELD TRIPS/8th GRADE WASHINGTON D.C. CLASS TRIP

Occasionally during the year, classrooms or the whole school will go on a field trip for a school purpose. Students wishing to participate will need a parent's written permission prior to leaving on the field trip. Field trip days are considered school days and attendance will be taken.

Frequently parents are needed to transport students. Drivers must have adequate insurance; valid driver's license, no felony convictions, and seat belts for all the students they are transporting.

All students must be seat belted with shoulder strap while being transported. Parents who have children that are 8 years old and under or not taller than 4 ft 9 inches MUST send in a booster seat to the school on the day of the field trip. Parents are strongly urged to not bring siblings along as parents are expected to chaperone those in the car. Most field trips are selected to be age appropriate and, therefore, not always advisable for younger siblings to be present. It is also a special time for a parent and their child to share the day's events with each other.

Our seventh and eighth grade class visits Washington D.C. and Williamsburg, VA related to the 8th grade curriculum. Fundraisers are scheduled throughout the two year planning time to raise funds needed for the trip. Students not attending this trip are required to be in school and will be assigned projects to do allowing them to feel part of the trip even though they are not physically along. Adults going on this trip are more than just sharing this time with their students. They are to serve as chaperones, which will be in charge of a group of students.

4.9 GRIEVANCES or HANDLING CONCERNS

Follow the guidelines set forth in Matthew 18. If for any reason during the school year a concern should arise, first the parent should make an appointment with the teacher to discuss the concern in private after school. **At no time is it appropriate to interrupt the teacher and discuss the matter during school hours, in front of a classroom where students are present or requesting pulling the teacher out of the classroom.** If the concern has not been dealt with to the parent's satisfaction, then a joint meeting with the teacher, School Administrator and parent should be the next step. If the parent still feels the concern needs further consideration, the parent should then submit the concern in written form to the Board of Education.

1. Letters – All letters must go directly to the Chairman of the Board of Education. A copy will be given to the School Administrator. An acknowledgement of the letter will be sent. All letters will be maintained in a permanent Board of Education file. A written disposition of every concern will accompany all letters in the Board's permanent file.

2. Clarification – The Chairman of the Board of Education will ensure that the teacher and School Administrator have been informed of the concern through proper channels before officially presenting the letter. At a regular meeting in closed session (with the concerned teacher in attendance) the board will decide the necessary steps to take, such as no further action required or call a special meeting.

3. Special Meeting – A special meeting will be called. Board members, Pastor and the Chairman of the Congregation should be present. All concerned individuals will be encouraged to attend. The Board shall decide if a period of evaluation is warranted. If warranted, the Board will establish guidelines of evaluation. At the discretion of the Board, an evaluator will be appointed and a time frame established.

4. Decision – Board members, Pastor and the Chairman of the Congregation should be present at a special meeting to discuss the decision. All decisions will be made based upon individual concerns. The concerned party will be advised in writing of the decision.

4.10 HEALTH CONCERNS POLICY

Our school falls under the care of the Tuscola County Health Department. Under this supervision, our pupils are also included in all school health programs such as hearing and vision screening. We are asking parents to act responsibly when dealing with the following situations:

1. Contagious diseases: Parent should consult with a physician as to when it is safe for a student to return to the classroom. This could avoid student returning too soon.
2. Serious coughs, pinkeye symptoms, or excessive lack of energy need to be checked by a doctor.
3. Students who have a fever of 100 degrees must be fever-free for 24-hours without the use of fever-reducing medication before returning to school. Students who vomit or show other signs of possible illness should stay home until it is certain that these symptoms do not continue and that no further signs of illness develop.
4. The idea that “he won’t feel any better at home, so he might as well come to school” is not considerate of the other children if flu or some other contagious illness is a possibility. Telling the teacher, “Just call if he gets worse” is not a wise decision for the child or the class.

4.11 HOMEWORK: (NEW INFORMATION 2018)

Homework contributes toward building responsibility, self-discipline and life-long learning habits. It is the intention of the St. Michael’s Lutheran School teaching staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework will be:

Rigorous: challenging and appropriate to the developmental, emotional, and academic levels of the students, will be structured for high completion rate, and will be designed to be done independently without the assistance of the teacher or the parent.

Relevant: students will realize the value of the homework in both their immediate and long-range goals.

Related: teachers will relate homework directly to identified learning goals.

Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence. Homework grades may be modified based on students’ individual needs (i.e. IEP, 504 Plans, and Accommodation Plans). They may not be modified for participation in extracurricular activities.

Definition of Terms:

Homework: any activity or assignment (physical/digital) directed by the teacher to be performed outside the classroom that may include practicing skills learned in class, reading, studying, projects, or completion of assignments.

Digital Assignments: any activity or assignment directed by the teacher to be completed and submitted, by a specific date/time, using a digital interface/platform (i.e. Google Classroom, Google Drive Products/Apps).

Physical Assignments: any activity or assignment directed by the teacher to be physically completed and submitted, by a specific date/time, by “handing in” or another teacher directed collection process.

Digital Platform: any pre-designed program such as Google classroom or Digital Academy which are used to distribute, assign, collect, monitor, or communicate academic progress with students, parents, and teachers.

Act of God: An Act of God is something causing a lack of access at home or elsewhere to the internet, such as power outages, internet service has been interrupted, fire, damage from a severe storm, tornado, or health emergency. An Act of God DOES NOT include snow/ice/cold days off of school. An exception would be if that day was accompanied by something previously stated as an Act of God.

Responsibilities:

As with all schoolwork, but especially with homework, the interaction among the teacher-student-parent/guardian is essential. The final responsibility for homework rests with the student.

The student should..

- Know the school's homework and agenda use policies.
- Record all assignments in their student planners.
- Be aware of the importance of homework.
- Ensure homework (physical/digital) is completed to the best of his/her ability.
- Complete homework (physical/digital) in the given time frame.
- Manage time on projects and studying in order to prevent "cramming" or last minute efforts which may prove unsuccessful due to unforeseen closings, delays, and etc.
- Ask for assistance from teachers, classmates (when appropriate), and parents/guardians as needed.
- Seek clarification on homework expectations and procedures if unclear in a timely manner, meaning prior to the assignments due date/time.

The teacher/staff should...

- Assign relevant, challenging, and meaningful homework.
- Give clear instructions and ensure students understand expectations including how homework will be assessed. Communicate this to parents, but especially communicate the timeline for the projects
- Offer assistance when needed.
- Provide verbal or written feedback promptly to students.
- Communicate with parents/guardians if homework issues begin to negatively impact the grade.
- Respond to parent's or student's questions within 24 hours.
 - If a question arises over the weekend, the teacher would ask the parent to use the teacher's preferred method of communication.
- Posting of grades to Digital Academy will be completed within 48 - 72 hours of the homework's due date.
 - Some longer writing assignments and certain projects may take longer to post.
 - Parents, please understand the first priority of the teacher is to prepare for the student's learning and to work with the students versus making sure a grade is posted immediately.

- Strive to meet regularly with interdisciplinary teachers to ensure that the amount of homework assigned is reasonable, taking into account competing home obligations, extracurricular activities, and homework assigned by other teachers.

The parent/guardian should...

- Understand homework is part of the student's conceptual learning and the amount/time spent will vary. The amount/time will be grade appropriate. Please understand some students routinely require more time doing homework.
- Take an active interest in homework.
- Set a regular, uninterrupted study/homework time each day in a dedicated place.
- Communicate regularly with teachers to monitor and encourage student progress.
- Update phone numbers and email addresses as needed.
- Stay well informed via school Digital Academy online grading and communication system. Visit the school website for more information on how to access your students' grades or contact the school office for assistance.

4.11.1 DIGITAL HOMEWORK RESPONSIBILITIES

St. Michael's Lutheran School is a Google school meaning, its teachers and students routinely use the Google Classroom interface to provide students 24/7 access to certain assignments, projects, class materials, and resources. In addition to being a Google school, our ELA program has many online components that will be utilized by the students.

The student should...

- Know the school's homework policies regarding Google Classroom, Wonders (ELA program), and any other digital platforms.
- Check all "digital classrooms" on a regular basis, at least 3-5 times per week for assignments, updates, discussions, and messages.
- Ensure ALL digital interfaced submitted homework is completed to the best of his/her ability by the listed due date/time.
- This includes dates/times for assignments/projects during scheduled school breaks (i.e. fall, Christmas, winter, & spring) as well as unforeseen school closings (i.e. closings due to weather, maintenance and illness).
- Manage time on projects and studying in order to prevent "cramming" or last minute efforts which may prove unsuccessful due to unforeseen closings, delays, and etc.
- Ask for assistance from teachers, classmates (when appropriate), and parents/guardians as needed.
- Seek clarification on homework expectations, procedures, and etc. if it unclear in a timely manner, prior to the assignments due date/time.

The teacher/staff should...

- Assign relevant, challenging, and meaningful homework.
- Give clear instructions and ensure that students understand expectations including how homework will be assessed (i.e. provide written explanation or rubric).
- Post all instructions, classwork, and assignments no later than 3:00 PM that day if work is to be due the following day.

- Offer assistance when needed or requested by the student via digital interface within a time appropriate frame.
- Give grace and/or use discretion with a student should an Act of God prevent the student from turning the digital assignment in by the due date/time.
- Must respond to a student's and/or parent's question in a timely fashion. Again using grace if a student says he/she did not understand a section and sent a message and it was not seen or addressed with the student or parent.
- Remind students to go and look at the various digital platforms for new posts.
- Provide verbal or written feedback promptly to students.
- No later than 24 hours after initial contact is made via digital interface.
- Maintain homework records and communicate with parents/guardians if homework issues begin to negatively impact the grade.
- These may include but are not limited to
- Digital screenshots of submissions
- Physically printed submission materials
- Date & time stamped tracking of project progress
- Strive to meet regularly with interdisciplinary teachers to ensure that the amount of homework assigned is reasonable, taking into account competing home obligations, extracurricular activities, and homework assigned by other teachers.

The parent/guardian should...

- Take an active interest in homework.
- Set a regular, uninterrupted study/homework time each day in a dedicated place with a reliable connection
- Realize that not all assignments can be completed on a single device at times and must help their student access the material in an appropriate way on an appropriate device.
- Communicate with the teacher if an act of God or reasonable circumstance, such as a power outage, an emergency situation, or internet loss prevented the student from turning in his/her digital platform assignment by the specified due date/time.
- Communicate regularly with teachers to monitor and encourage student progress.
- Update phone numbers and email addresses as needed (very important for Google interface).
- Stay well informed via school Digital Academy online grading and communication system. Visit the school website for more information on how to access your students' grades or contact the school office for assistance.

4.11.2 MISSING WORK POLICY *(See also Academic Detention Policy)*

Students are expected to turn in homework on time. Students who turn in an assignment late or do not turn in assignments at all will receive a consequence based upon individual teacher's discretion or grade level policy. These consequences may include:

- Loss of Lunch Recess
- Partial credit or no credit awarded
- Missed school activity

- Academic Detention (See policy added 2023)
- Communications with parents

4.11.3 STUDENT ABSENCE HOMEWORK POLICY

Students who miss homework because of an absence will receive the opportunity to make up missed work. It is a student's/parent's responsibility to contact the teacher or teachers to request school work prior to a planned absence. Teachers must be notified via Digital Academy of a student's planned absence well in advance to provide ample time to gather materials. It is the student's responsibility to make arrangements during a prolonged absence (3+ days) with their teacher(s) to complete classwork. Due dates and times will be discussed and put in writing. **If work is given in advance, ALL the work given is expected to be completed and ready to be turned in the day the student returns. If work is not completed or turned in on the return day after a vacation, it will be considered late.**

Students who miss school work because of an excused absence (school trip) shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students who miss a full day of school work because of sickness or by parental choice will have two days for each day out of school to make up the work without it being late. After that time period has passed, the student's missed work will receive a reduction in credit at the teacher's discretion. Teachers may assign make-up work as necessary to ensure academic progress, not as a punitive measure.

4.11.4 EXTENUATING CIRCUMSTANCES

A student who has extenuating circumstances may make alternative plans regarding the completion of classwork. Parents and students must meet with the classroom teacher(s) to arrange these and if necessary include the school Principal. Habitual misuse of this option will not be tolerated and students will comply with stated guidelines.

4.11.5 SHARING OF CONCERNS

Teachers and parents shall communicate with each other at the earliest possible opportunity once the student has demonstrated consistent inability to complete homework and **discuss possible solutions**. All communication should be of a professional, constructive, and respectful nature and should emulate the Christian characteristics that St. Michael's adheres to.

A student who demonstrates quality effort and spends sufficient time attempting to complete homework should be stopped when a parent observes that continuing is detrimental to the child's well-being. In such cases, parents, students, and teacher(s) should note the amount of time spent on the assignment and any other contributing distractions including extra-curricular activities which may need to be limited.

If a child is consistently unable to complete assigned work, the parent should contact the **teacher first** for support and accommodations, if available or necessary. Teachers should also contact parents if a child consistently is unable to complete the assigned work or a project. Further discussion may be made with the Principal if needed but only after communicating with the classroom teacher(s).

4.12 HONOR ROLL PROGRAM

Students in Grades 5-8 shall be on the Honor Roll if they have achieved 3.5 or higher on their GPA for the marking period. (No more than two A-'s is all A rating). Students, who have a 3.0-3.49, in core subjects, shall be on the Honorable Mention list. Grades are computed as such: A=4.0, A-=3.67, B+=3.33, B=3.00, B-=2.67, C+=2.33, C=2.00, C-=1.67, D+=1.33, D=1.00, D-=.67, F=0.0. The Music grade will be broken down with Band equaling 2/5 of the grade, Choir equaling 2/5 of that grade, and General Music equaling 1/5 of that grade. Art, PE, and Computer will also be factored in as follows: Art - 1/5's, PE - 2/5's, and Computer - 2/5's. The Honor Roll is published each marking period in the church newsletters. End of the year honor certificates will be given to students who have achieved a 3.5 or better based on the GPA of their final grades.

4.13 HOT LUNCH

St. Michael's Lutheran School provides nutritionally balanced hot lunches for all students each day of school. At school registration in August, students who plan on participating may place money into their family accounts. Accounts must be kept current in good standing. All accounts must be balanced to \$0 or have a positive balance at the end of the school year.

Free and reduced rate lunches are available to families who qualify under federal guidelines. Applications for free/reduced price lunches can be made at any time during the year. Forms are available at registration or in the school office. Parents are asked to sign up at registration time for assisting in the serving of meals.

4.14 INCLEMENT WEATHER and SCHOOL CLOSINGS

In case the school must be closed for the day due to inclement weather, an announcement will be made by School Messenger and television channels WNEM TV5, ABC 12, and NBC25. These announcements are made as soon as it is possible to make a decision either the night before a school closing or early in the morning.

St. Michael's School will almost always follow the public schools in the event of school closing due to weather, but sometimes advice from our own people in authority and common sense may dictate that we take independent action. Typically St. Michael's will close when two out of the three surrounding school districts close due to weather. Board Policy also states if the bus does not pick up your child, due to heavy snow and unplowed roads and you are unable to transport the child to school, an absence will not be counted against the student. Please call the school to notify them of your situation so that the absence can be excused. If school is canceled for the day, extracurricular activities and school meetings at St. Michael's may also be canceled for that particular day. If activities do proceed, it must be done in consultation with the Principal and only if travel conditions allow. Attendance is not mandatory and absent students cannot be penalized for not attending on these days.

If the weather causes a delayed start instead of a cancellation in the public schools, St. Michael's will follow these guidelines which will be announced through the previously mentioned public broadcasting stations.

- If two of the three districts are delayed, then St. Michael's will also be delayed.
- If only one district is delayed, St. Michael's will start as per usual time.

When a delay occurs, teachers will use discretion on when to begin classes. Key material will not be presented until all buses have arrived. Students dropped off need not arrive until school has been scheduled to begin.

4.15 INSURANCE COVERAGE FOR STUDENTS

Students are not covered for medical expenses for accidents that occur on school premises.

4.16 LABEL BELONGINGS

Please label all children's personal items. A lost and found barrel will be located in the hallway outside the Media Center or contact the school office.

4.17 LATCHKEY

Students need to be supervised at all times including before and after school. Latchkey is provided by St. Michael's Early Childhood Center from 6 am until 7:30 AM, and after school until 6 pm, for a fee. For further availability, please contact the ECC Director at 989-868-3830.

4.18 LOCKERS

Students in Kindergarten through 8th Grade are assigned lockers by the teacher at the beginning of the school year. Lockers should be kept clean and neat at all times. Students may not change lockers without the teacher's permission. Only appropriate pictures may be posted. Magnets are best. **No tape or stickers should be applied.** Lockers are property of St. Michael's School and may be opened at the discretion of the staff.

4.19 MEDIA CENTER

St. Michael's Media Center is an attractive and well-maintained learning center staffed with volunteer librarians and supervised by the Media Center Director. It serves to enhance the curriculum and educational environment of the school as we provide a resource center for a wide variety of materials, develop the abilities of our students in the area of library science, promote reading, offer many audio-visual experiences for classes, assist with reading groups and students requiring special help, and foster educational growth. AR testing is made available when the Media Center is open. The primary source of funding for the operation and continued development of the Media Center is the annual Winterfest Dinner/Auction.

4.20 MEDICATION POLICY/SICKNESS PROCEDURES:

4.20.1 ILLNESS

Children who become ill during the school day are referred to their parent or guardian who must make arrangements to pick up the child. If a parent or guardian cannot be reached, an alternate emergency contact will then be notified. If your child is experiencing flu-like symptoms the morning of school, for the health and well-being of others in the school, please make alternate arrangements. Your child needs to be fever free for 24 hours prior to returning to school.

4.20.2 SCHOOL MEDICATION PROCEDURE

Due to the increase in state legislation dealing with dispensing of medication to students and proper procedures as to who may dispense such medications, the Board of Christian Education has adopted the following policy.

1. The parent or guardian has submitted a signed and dated request for the school to administer medication. The request must include the name of the drug, the exact dose to be given, and the time the medication is to be given. Contact the school office for the form to complete.
2. Prescription medication to be administered at the school must be signed by a physician, dentist, or podiatrist and have a pharmaceutical label giving:
 - a) Child's name
 - b) Name of the drug and dosage
 - c) Name of the pharmacy and telephone number
 - d) Name of the physician

It may be necessary to ask the pharmacy for an extra labeled container to send to school. Non-prescription medication (i.e., cough drops, pain relievers, cold/flu medication) to be given at school must have scrip signed by physician, dentist, or podiatrist and include the following information:

- a) Child's name
- b) Name of drug and dosage
- c) Drug must be in original container

If medication can be taken at home, rather than at school, families are encouraged to follow that time table whenever possible. (i.e. first dose before school, second dose after school, third dose before bed.) This does not prohibit an older reliable student from assuming this responsibility with the approval of parents or guardian. Medication should be carried or kept in the student's locker in daily quantities only. A separate Self-Administration request form needs to be on file in the school office. Contact the school office for this form.

It is the parent's responsibility to administer any medication required by a student during the school day, unless the above criteria are met. If the student is to be given adrenal injections by school personnel, the school will request the medication to be sent to school in the form of a self-injecting cartridge, i.e., Epi-pen. The school has the right to request the parents to provide more information and instruction on use of such administered methods. **NOTE: If a child needs an epi-pen (injectable) or an inhaler, the child should have this with him/her at all times. Please inform your child's teacher if these items are needed.**

All medication to be administered by school personnel will be kept in and dispensed only by designated school personnel. All medication administered will be documented on a student medication log that includes the student's name, name of drug, dosage, date and time administered. The log will become part of the student's physical health record.

Medications shall under no circumstances be dispensed unless all the above criteria are met. All changes must be in writing and all requests must be renewed each school year. School personnel, under no circumstances, provide aspirin, vitamins, over-the-counter cough

preparations, or any other medication or drug to students without meeting the criteria stated above.

All medication left at school beyond the duration of permission to administer that medication will be destroyed. Parents will be notified of plans to dispose of any medication during the school year. It will, however, be the parent's responsibility to pick up medication at the end of the school year. All medication left at school one week beyond the last day of the school year will be destroyed.

4.20.3 ACCIDENTS

In the event of an accident where a child is injured, the parent or guardian shall be notified first for their directions concerning how to proceed. In the event of a severe injury, emergency personnel will be notified immediately, followed by contact to the parent or guardian. If the parent or guardian cannot be reached, an alternate emergency contact will then be notified.

4.20.4 IMMUNIZATIONS

Student immunization records are kept and updated. All enrolled students must meet state guidelines in regards to immunization.

4.21 PARENT TEACHER LEAGUE

The Parent Teacher League, or P.T.L., is an organization composed of the teachers of our school and all parents of St. Michael's students. This organization exists mainly for the purpose of communication and education as well as support of the school and its programs. It is the intent that parents be kept better informed about what is happening in school and that parents and teachers may work more closely together. Meetings are held on the second Monday of designated months as noted on the school calendar.

4.22 PERSONAL APPEARANCE

We can look to God's Word for guidelines in all aspects of Christian living. Dress and grooming reflect an individual's attitude and self-concept. Children come to school -their workplace - and should dress accordingly. Coming to school is not the same as going out to play. In order to be helpful to parents and students, the following guidelines exist for Kindergarten through 8th Grade. The Principal has the final authority regarding the appropriateness of all dress code issues.

4.22.1 STUDENT DRESS CODE

1. All clothing must be neat and clean with no holes, tears, or frayed pants legs, etc.
2. Shoes or closed-toe footwear must be worn at all times and must have a back.
3. Coats and jackets clearly intended to be worn outdoors may not be worn during the school day.
4. Clothing may have writing and pictures on it as long as it does not refer to profanity, alcohol, drugs, sex, or anything else that is contrary to our Christian belief (i.e. symbols and pictures that have satanic implications and references to death).
5. Jackets, or any other clothing, should not be worn to cover unacceptable clothing.
6. Student's hair should be neat and clean and not worn in any exaggerated style. This includes, but is not limited to, hair of unnatural colors, spiked hair and Mohawks.
7. Shirts, sweaters, blouses, and other tops should be cut to reflect modesty. There should be no bare midriff. Mesh clothing and clothing with cut-out areas is not allowed.

8. Pajama tops and bottoms are not allowed.
9. Proper undergarments must be worn and be covered.
10. Hats and/or hoods and sunglasses may not be worn inside the building during the school day.
11. Students may wear shorts from April 15 until October 15 and must be fingertip length past the tip of the longest finger. Shorts must be fingertip length past the tip of the longest finger. If these have a questionable “slit”, they are measured to the top of the “slit”. Tank tops may be worn so long as they meet a 3-finger width and are close cut near the underarms.
12. Capri, or other similar pants, that do not extend past the knee, are considered to be shorts and may only be worn from April 15 until Oct. 15.

Female Students:

1. Female students may wear pierced jewelry on their ears only.
2. Dresses and skirts must be fingertip length past the tip of the longest finger. Shorts must be fingertip length past the tip of the longest finger. If these have a questionable “slit”, they are measured to the top of the “slit”.
3. Tops worn by female students may have a sleeveless cut with top of the shoulder covered (3-fingers width) and no undergarments showing. Spaghetti strap tops or dresses are not to be worn.
4. All stretch pants, tights, form fitting pants (non-jeans), jeggings/leggings, yoga pants, and similar fitting pants must be covered by a garment that meets our dresses and skirts guideline of fingertip length past the tip of the longest finger. The garment can be a dress, skirt, sweater, sweatshirt, t-shirt, etc. as long as it measures fingertip length past the tip of the longest finger and otherwise meets our dress code.

Male Students:

1. Male students may not wear pierced jewelry.
2. If a button type shirt is the only shirt that is being worn, no more than two buttons from the top are to be unbuttoned.
3. Students should be clean-shaven and hair well-kept.
4. Tank tops may be worn so long as they meet a 3-finger width and are close cut near the underarms.

K-2nd Grade Dress Code Adaptations:

The following adjustments are made for students in grades kindergarten through 2nd grade to reflect the priority of student safety in terms of length of clothing, though we expect and require that our students will wear clothing which is clean and fits properly.

1. Clothing must be appropriate for weather and must adhere to the October 15 & April 15 rule of the school.
2. Clothing tops must reflect the following guidelines:

- a. No midriff is shown with arms raised (fully extended) above the head.
 - b. Lower backs must be covered when bent forward.
3. Playground appropriate shoes must be worn outside; these must be closed toe. (e.g. tennis shoes)

On chapel days, the School Board and the faculty encourages students to dress in a manner that shows respect, honor, and praise for their Lord.

Any dress code violations will result in a student being sent to the office. Students will not return to the classroom until the problem is remedied. Detention and/or disciplinary referral may be considered necessary depending upon the severity and frequency of this violation. We appreciate your support and cooperation in enforcing this policy.

4.23 PARKING LOT GUIDELINES

We ask that you consider the safety of our children when driving your vehicle on school property. Please observe the signs, and if driving in front of the school building, enter by the East drive and leave by the West drive. The parking lot in front of the school is designated for visitors, volunteer personnel and staff during the school day. Please park in the large parking lot on the west side of the school building. This will avoid confusion when children board or get off buses. Tell your children to use the sidewalks to walk to or from your car. Please do not park in the handicap parking spots when picking up your children after school. Only handicap vehicles are to park in these spots. This is to avoid an unsafe situation with the students exiting the building at that spot and vehicles backing up from these spaces while students are going into the parking lot.

BUSES HAVE PRIORITY AND THE RIGHT OF WAY AT ALL TIMES. Cars should park in designated parking areas only. Vehicles should not drive in front of buses moving in the parking lot area. The east driveway must not be used for parking to permit maneuvering of buses through that area. Buses come to our school periodically throughout the day from 7:30 A.M. to 3:20 P.M.

Normal afternoon dismissal is done in stages for the safety of students. Those riding Reese and Vassar buses are dismissed first. After those buses have left the parking lot, students being picked up by cars may leave as designated. In a given year there are slight changes in the bus schedules and the rotations may vary.

4.24 PESTICIDE APPLICATION

On occasion, the custodial staff utilizes pest control chemicals. In most cases, this is done when students are not present. Parents can request to be notified in advance of the use of these chemicals. Contact the school office for the Notification Request Form.

4.25 REPORTING TO PARENTS

St, Michael's Lutheran School employs a threefold method of reporting to parents:

1. Online Grades – The grades of the students may be checked online at Digital Academy.Com. Parents will have to go online to receive an activation code to access their private information. Parents may also e-mail the teachers using this service. If you do not have internet at your home, please contact the school office to make arrangements to use a school computer. Please note, teachers are not always able to respond immediately to a Digital

Academy message from the parent. The faculty will make every attempt to respond within 24 hours to a message either emailed or send through Digital Academy.

2. The Parent-Teacher Consultation – the scheduled parent-teacher consultation is a most valuable means of reporting to parents. At the end of the first quarter, 10 – 15 minute talks will be scheduled to talk about the child’s progress and his or her abilities are discussed along with ways of helping the child. It allows parents and teachers to discuss mutual concerns. All parents are urgently requested to take part since these consultations help the school and church to work more closely with the home in bringing up the child in a Christian manner.

3. Unscheduled Parent-Teacher Talks – the parent or the teacher may call a conference at any time. Teachers are always willing to meet the parents to discuss the welfare of the child. Obviously, these talks and phone calls to teachers should be held after school hours.

4.25.1 REPORT CARDS

Report cards and mid-term reports are issued four times a year. This is to provide frequent opportunities to evaluate the student’s work and to check areas which need improvement and emphasis or praise. Parent/Teacher Conferences will be held after the first-marking period. The schedule for these conferences will be determined during the week prior to the conferences, and parents will be notified of the time they are to see their child’s teacher.

4.25.2 RETENTION

Sometimes, in the interest of a benefit to the child, a teacher may suggest that a child repeat or have a “growth year” within a grade. This decision will be shared with the Principal and parents after the second or third marking period. The consideration can continue through the middle of the fourth marking period. At that time a parent/teacher consultation will be held. The Principal will be informed of and be invited to this meeting. At this meeting information and data will be explained to the parents as to why the school wants to retain the student. The parent(s) has/have the final authority concerning retention. If parents are convinced the child should move forward despite the educator's professional judgment, a Hold Harmless Statement will be completed by the school and both school and parents will sign the statement. It will be placed in the students permanent file at that time.

4.26 THE SCHOOL DAY

The following is the basic hours of school operation. Please try to keep this in mind when making appointments for various doctors and other things that might take your child out of school.

7:30AM	School Main Doors Open for Students
7:45AM	Attendance Bell (K-8th)
7:48AM	Classes Begin
11:00 - 11:30	Lunch for Kindergarten through Grade 4
11:42 - 12:23	Lunch for Grades 5 - 8
2:45PM	School Buses Dismissed
3:00PM	General Dismissal

Any student not picked up by 3:15 P.M. will be sent to latchkey and charged appropriately. Students may not remain at school unless supervised and should not remain because a sibling has an after school activity.

4.26.1 CHANGE OF PLANS PROCEDURE

When any change in the usual way a child goes home is necessary, that child's teacher should be informed of the change, in writing if possible, or verbally by an adult who comes unexpectedly to pick up a child. Each child in a family should tell his own teacher and the office if possible.

4.26.2 CLASSROOM INTERRUPTIONS

Parents are asked not to interrupt a class that is in session. Please leave a message with the school secretary and she will give it to the teacher at an appropriate time. Phone or parent messages for students will be given to the classroom teacher and then to the student by the school secretary when the secretary has the time to deliver the message.

4.26.3 STUDENTS LEAVING SCHOOL EARLY POLICY

Parents of children who need to leave school early should come to the office to sign out the child. The secretary will request the child to come to the office. Children will not be allowed to wait outside or in the hallway by themselves. This helps us to know who is picking up the child and that the child did indeed leave with an adult.

4.26.4 VACATIONS DURING REGULAR SCHEDULED SCHOOL DAYS

Parents are **strongly encouraged** to try to take vacations during **scheduled days off**. Experience has shown that students do much poorer work when they miss school. If at all possible, a one-week notice should be given to the teacher for such absences. It is the parent's responsibility to assist the child in the completion of the material missed when they take vacations during school time. Make-up tests will be taken within a reasonable time, to be established by the teacher after the student returns to school. If work is given to the student beforehand, it is expected that when the child returns to school, that work is completed and turned in the day they return to school.

4.26.5 LEAVING SCHOOL GROUNDS

Leaving school grounds during the school day is strictly forbidden. Children may go off school grounds during the day **ONLY** with the permission of a teacher and the teacher will accompany the student.

4.27 SCHOOL PICTURES

School pictures are taken in the fall and are available before Christmas. There is never an obligation to purchase any part of the package offered. If they are missed, it is the responsibility of the parent to work with the school and/or photographer to make arrangements.

4.28 TELEPHONE USAGE

The school phone is considered and billed on a commercial rate and is, therefore, not to be used by our students unless an emergency occurs and permission is granted by one of our staff members. Emergency messages should be left at the school office where they will be relayed to the teacher and child. The phones in the classrooms are never to be used by students.

4.29 TESTING PROGRAM (NEW INFORMATION 2018)

In addition to regular subject matter testing, Standardized Achievement Tests are administered annually to all children. In this way the school is able to draw a comparison of its pupils with a national average or standard as well as to point out strengths and weaknesses in its teaching programs, methods and materials. All test results are entered on the child's school record and are kept private and used only for professional purposes. We will be using online Achievement testing through NWEA. Testing is completed 3 times/year and every effort should be made to not have student absences during this time.

4.30 VISITORS TO SCHOOL

Parents, Board Members, and other faculties are welcome to visit classrooms upon appointment. Children visitors are discouraged and are not permitted without advance permission by the teacher and Principal.

4.31 VOLUNTEER POLICY (NEW INFORMATION 2018)

Many events take place at St. Michael's Lutheran School that requires the help of volunteers to make them a success. It is through these activities that monies are raised to help purchase items needed for our children's education, fitness & fun. Your help as a parent is needed. Please assist in giving of your time, when you are contacted to help in one of the many areas where volunteers are needed. Areas where help is needed are but not limited to: Volunteer Librarians, Fundraising Helpers, Athletic Coaches, Field Trip Drivers, Box Top and Label Redemption, Hot Lunch Helpers, Winterfest, Outdoor Education, Room Parents, Step-Up to Reading Volunteers.

It is the intent of St. Michael's Lutheran School to promote and encourage the use of volunteers in order to expand and enhance parental and community involvement in the school and to provide additional resources for students and faculty members. While promoting and utilizing volunteers, St. Michael's Lutheran School is committed to maintaining a high level of safety and security. The St. Michael's Board of Education has adopted conducting background checks on volunteer positions. We ask for your help in complying with our new policy.

4.31.1 DEFINITION OF A VOLUNTEER

A volunteer under this policy is defined as **any** individual who volunteers his or her time to provide direct services to or has supervision of students, and who has been approved by the school's principal/designee to act as a volunteer in the school. Volunteers under this policy have direct contact with students under limited supervision by school staff on a scheduled basis, may spend solitary time with student(s) for short periods of time, and be outside the view of school staff or other adults with students for extended periods of time such as chaperones on field trips. Examples of volunteers are, but are not limited to, participating as a tutor during or after school, a mentor, a field trip chaperone and/or driver, a unpaid coach, a volunteer with our band/choir program on a scheduled basis, and a scheduled classroom helper.

4.31.2 CRIMINAL BACKGROUND CHECK

In order to protect the safety and security of children and school staff, all volunteer applicants must submit to a criminal background check. The process is initiated by an individual completing a Volunteer application. The principal/designee will submit all volunteer applications as they are completed and returned to St. Michael's. A criminal background check will be performed for every volunteer turning in their Volunteer Form. After the initial criminal background check is completed and approved, volunteers must report any subsequent criminal charges and convictions to the principal. Failure to do so will result in that individual being

deemed ineligible to work as a volunteer. As put forth by this policy, volunteers will be subject to annual criminal background checks. The background check used by St. Michael's Lutheran School will be the Michigan State Police **Internet Criminal History Access Tool**, or better known as **ICHAT**. These checks will be performed at the beginning of each school year and may be done periodically throughout the year. Volunteers may also be required to complete further training including CPR/FA/AED and Abuse Awareness.

4.31.3 ELIGIBILITY

All individuals who wish to volunteer at St. Michael's Lutheran School shall be approved by the Board of Education and/or designee. Individuals whose background investigation reveals a charge, a series of charges, or a conviction of a crime more serious than a traffic violation, or a pattern of charges of behavior which is determined by the Board of Education and/or designee to represent a safety or liability issue, shall be ineligible to be a volunteer. Also, any individual refusing to submit to a background check shall be ineligible to serve as a volunteer. The applicant will be informed of their approved/denied status as appropriate. The decision on whether to approve the volunteer candidate shall be based upon the best interests of the school and its students. Forms for a background check are available in the school office. You will need to completely fill out the form if you are going to be serving as a volunteer within the school.

4.32 YEARBOOK

St. Michael's offers one school yearbook per family at no cost. Limited additional yearbooks are available for purchase. The yearbook is generally available at the beginning of the next school year. The former 8th grade students will receive their own copy of the yearbook either through the mail or in their parent's mailbox at church.

4.33 COLD WEATHER GUIDELINES

As the weather continues to become colder, it is important that our students are prepared to meet these temperatures when they have recess outside. In most situations, students will continue to go outside for recess; however, if weather conditions are too harsh due to precipitation, wind, or temperature, classes will remain inside. Conditions are checked daily at the time of recess. To ensure the safety and well-being of our students, the following information pertains to ALL students unless exceptions are made by the School Administrator.

1. 60 degrees and above = jacket not required.
2. Above 32 degrees (including wind chill) = jacket, hoodie, or long-sleeve sweatshirt required.
3. 32 degrees and below (including wind chill) = winter jacket, gloves, and ears covered is required. (*See note regarding snow gear*)
 - a. Snow Gear: This includes snow pants, winter jacket, boots, and appropriate gloves/mittens. These are required when playing off the black-top and if you have a student in grades K-4. Grades 5th-8th are strongly encouraged to wear appropriate snow gear when below 32 degrees (including wind chill) and substantial snow is present. At minimum, boots, gloves, winter jacket, and ear coverings are required.

- b. It is recommended that students have at least a change of socks available here at school. Younger grades may be asked to have additional clothing but, please consult your classroom teacher for further instructions.

4.34 ACADEMIC DETENTION POLICY (RECESS & MISSING WORK)

At minimum, students should have 15 mins for recess unless they are “serving” recess for one of the following reasons:

- 1. Classroom/School disciplinary measures
- 2. Assignments not turned in;
 - a. 5 or more assignments not completed/week = academic detention (will be repeated till work is completed or until served);
 - i. served after school till 4pm the following day;
 - ii. Must be communicated with Principal and parents;
 - b. If the student has less than 5 assignments missing they have till the next school day to complete these assignments and turn in; they also miss that day’s recess.
 - i. See grading policy for reduction in grade (percentage/points)
- 3. Teachers will designate a rotation of “in room” if necessary;
- 4. Academic detention is held with the teacher/by the teacher unless other arrangements are made with the Principal.

PARENT AGREEMENT

Please sign and return this parent agreement to the school office by the first day of school each year.

I(We), _____ have read through this parent/student handbook and agree to uphold and support the policies, procedures, and information set forth in this handbook. I (We) have discussed in detail the information presented with our child(ren). I(We) also agree to support the ministry of St. Michael's Lutheran Church and School with our time, talents, and treasure.

Parent Signature

Date