

*“Rooted and Growing in Christ.  
Caring and Sharing in Life.”*

# **St. Peter’s Lutheran School**

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## **SCHOOL HANDBOOK for Parents and Students**



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## Section I: St. Peter's Lutheran School Philosophy

### Mission Statement

The mission of St. Peter's Evangelical Lutheran Church and School is: "Rooted and Growing in Christ. Caring and Sharing in Life."

### Philosophy of Ministry

St. Peter's Lutheran School is a mission and ministry of St. Peter's Evangelical Lutheran Church. Christian education is a core virtue of the congregation because of God's command to *"...bring (children) up in the training and instruction of the Lord."* (Ephesians 6:4) We are committed to reaching out with the Gospel and equipping children for lives of faith and Christian service. *"Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."* (Matthew 28:19-20)

### Philosophy of Lutheran Christian Education

St. Peter's believes that true wisdom can only be found in Jesus Christ. Therefore, we strive to provide the highest quality instruction in all subjects teaching them with a Christ centered focus. Through the working of the Holy Spirit, each child is prepared for life on earth and for eternity. *"The fear of the Lord is the beginning of wisdom; all who follow His precepts have good understanding. To him belongs eternal praise."* (Psalm 111:10)

### Objectives

St. Peter's Lutheran School will provide educational experiences to enable our students through God's guidance to:

- Recognize their importance and worth as children of God.
- Know God's forgiveness through Jesus Christ.
- Grow in love and faith toward God.
- Develop Christ-centered values and habits.
- Grow in love and service toward others.
- Share the Good News of Jesus Christ with others.
- Develop skills in language arts, mathematics, science, social studies, music, art, physical education, and technology.
- Become responsible citizens in this world.

## **What Does Scripture Say About Christian Education?**

God's Word gives us ample direction as to the purpose of St. Peter's Christian education program:

- John 14:6: *"...I am the way and the truth and the life. No one comes to the Father except through me."*
- Ephesians 4:12-13: *"...to prepare God's people for works of service, so that the body of Christ may be built up until we reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ."*
- Deuteronomy 6:6-9: *"These commandments that 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. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates."*
- Proverbs 22:6: *"Train a child in the way he should go, and when he is old, he will not turn from it."*
- II Timothy 3:16-17: *"All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work."*

## **Who Needs a Christian Education?**

Romans 3:23 says, *"...All have sinned and fall short of the glory of God."*

## **What Makes Christian Education Effective?**

Parents, church, and school must come together in order to instill in our children values that are derived from the Bible. This partnership models Christian living. A Christ-centered philosophy taught in partnership is the only way children will be able to live in the world and not be of the world.

*"Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve that God's will is His good, pleasing and perfect will." (Romans 12:2)*

*"They are not of the world, even as I am not of it. Sanctify them by the truth; your word is truth. As you have sent me into the world, I have sent them into the world." (John 17:16-18)*

## Statement of Belief

This congregation, St. Peter's Evangelical Lutheran Church, is part of The Lutheran Church—Missouri Synod. The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Eph. 2:20). With the universal Christian Church, The Lutheran Church—Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world's redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity – Father, Son, and Holy Spirit – are coequal and coeternal, one God.

LCMS congregations voluntarily choose to belong to the Synod, and, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts without reservation the writings contained in the *Book of Concord: The Confessions of the Evangelical Lutheran Church*. Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of biblical doctrine, our congregations agree to conform all their teaching and practice to the Scriptures and the Confessions.

The Synod “is not an ecclesiastical government, exercising legislative or coercive powers” (LCMS Constitution, Article VII) concerning its member congregations and ministers. However, the voluntary association of member congregations and ministers includes their agreement to respect and honor and uphold (Bylaw 1.7.2, 1.8.1) decisions (resolutions) made by the Synod in its national conventions regarding the understanding of the teachings of Scripture and the Lutheran Confessions and practices that are consistent with such teaching. The Synod in convention is the “principle legislative assembly” of the LCMS (Bylaw 3.1.1) and its resolutions and statements are the position of the Synod in matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the implementation and supervision of the teaching and practice of its members (congregations and rostered church workers).

Congregations of the LCMS, while upholding teachings and practices that are consistent with Scripture and the Lutheran Confessions and while honoring Synod convention resolutions, are self-governed and establish policies based on local circumstance and expediency. An LCMS congregation or ministry operates according to its own constitution and bylaws – which are required by the Synod Bylaws to be reviewed by the District through which the congregation holds membership in the Synod – and therein establishes an orderly way of making decisions and determines which individuals or entities in the congregation (e.g., the pastor, church council, board of elders) will have authority to act on behalf of the congregation in specific circumstances. The Constitution and bylaws of St. Peter's Evangelical Lutheran Church govern our decision-making and policies. A copy is available upon request.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that in order to preserve the function and integrity of St. Peter's Evangelical Lutheran Church as the local Body of Christ, and to provide a biblical role model to the St. Peter's members and the community, it is imperative that all persons employed by St. Peter's in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of St. Peter's Evangelical Lutheran Church.

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

## **Does This School Receive Financial Aid From The State?**

Financial aid, no. Services, yes. Public school bus transportation is sometimes available for those in the Richmond School District. Speech and other special services are available and are being utilized. St. Peter's receives Title I & Title II monies from the Richmond School District.

## **Is the School Recognized By the State of Michigan?**

Yes, St. Peter's Lutheran School is recognized by the State of Michigan. Our school falls within the guidelines of the State Department of Education, and our teachers are State of Michigan certified. Many of our teachers also have their Lutheran Church – Missouri Synod teaching diplomas. This certification is highly encouraged. Students attending St. Peter's may transfer to any other recognized institution by merely enrolling.

## **If You Have Concerns Matthew 18:15-17**

*"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."*

If you, as a parent, have a concern, you are required to:

1. Make an appointment to see your child's teacher.
2. If the matter has not been resolved, schedule an appointment with the Principal and the teacher.
3. If you are still not satisfied, submit a letter to the Board of Christian Day School chairperson describing the issue in detail and request that it be placed on the agenda meeting (meetings are open and time/place will be communicated on school calendar with Fast Direct notification if rescheduled.).
4. **Reminder:** Avoid discussing sensitive matters in the hall, classroom or in other public settings.  
Don't talk down the school in front of your child/children. Support us. If you aren't sure of something, please come talk to us in private. We may not always agree, but we can always talk. (Mueller, Chas., School-Dazed Parents, CPH 1994, pg. 87).

## **Section II: School Organizations**

### **Board of Christian Day School**

St. Peter's Lutheran School is operated by St. Peter's Lutheran Church. The Board of Christian Day School, duly elected by St. Peter's, is to organize, manage, and supervise all educational activities of the school. Board meetings are open and the time/place will be communicated on the school calendar with Fast Direct notification if rescheduled. Please contact the chairperson at least one week in advance if you want to be added to the meeting's agenda.

### **P.T.L.**

### **St. Peter's Parents & Teachers in League**

Meetings will be scheduled throughout the school year. Parents are asked to be involved.

### **Athletic Boosters**

All parents with children in athletics are automatic members.

## Section III

### Hours of Operation

Our official school hours are 7:45 a.m.—2:45 p.m.

- 7:25 a.m. Faculty/staff devotions
- 7:35 a.m. Faculty reports to classrooms. Building/office opens
- 7:35 a.m. Students dismissed to classrooms.
- 7:42 a.m. Warning bell
- 7:45 a.m. Opening prayer/announcements – Start of day.
- 11:45 a.m. Half Day Kindergarten dismissal
- 11:20 a.m. Half Day dismissal (10:55am bus dismissal)
- 2:45 p.m. END OF DAY - dismissal (2:24 pm bus dismissal).

### School Closing

St. Peter's will close when the Richmond Schools close due to inclement weather conditions such as snow, ice and/or fog. When the principal of St. Peter's is notified by the Superintendent of Richmond schools that the school is closed due to weather conditions, he or she will notify the TV and radio stations to have St. Peter's posted to their closed schools listing. A message will be posted through Fast Direct which will be sent to all parents. Please be aware there is more than one St. Peter's in Macomb County. Remember there is only one St. Peter's, Richmond.

## Section IV: Policies

### Church Attendance Policy

#### The Third Commandment

*"Remember the Sabbath day by keeping it holy."* Exodus 35:2  
Families without a church home are welcome! It is our goal to love ALL families to Christ. God commands us to worship and to hold His Word sacred, gladly hearing and learning from it. Parents are expected to not only provide opportunities for their children to worship and grow in God's Word each and every week, but to participate themselves as the primary faith teachers in their homes. We believe Christian education is the responsibility of parents and that weekly worship is an essential element. St. Peter's offers our Christian Day School to assist parents in their daily responsibility to immerse children in the Word (Deuteronomy 6:6-9). Out of concern and love for our families, it is our desire that member and non-member parents fulfill their responsibilities by insuring that the entire family regularly and faithfully participate

in worship. We also highly encourage attendance in Sunday School, Bible Class, Small Group Bible Studies, Youth, etc., outside of what is directly provided by the day school program. **God desires 100% Church attendance.** In the event that your attendance falls below the active member attendance of 50%, St. Peter's pastor, or an elder, will contact you.

The purpose of this contact will be to show our deep concern for you and your spiritual walk. It is our goal to encourage you in your faith and to fulfill your responsibilities as Christian parents. In the event that such intervention is unsuccessful, the Board of Christian Day School has the option to place member families at the inactive tuition level. Please note that live-streaming a church service does not count towards church attendance.

## **Admission Statement**

Admission: An entrance interview, examination of official records, and determination of student needs will be reviewed by the school administrator and appropriate classroom teacher(s) prior to granting admission. In home-school situations or other similar backgrounds, testing may be required. A trial period may be proposed by the principal before full admission is granted. Although we strive to meet student needs, admission may be denied in the rare case that the school determines it is unable to do so. The following Admission Standards will be considered:

### A. Spiritual Considerations

1. Personal Christian commitment of parents and student.
2. Willingness of parents and student to be supportive of the school's Christian philosophy of education.
3. Willingness of parents and student to support the administration and faculty in carrying out the goals and programs of the school.

### B. Behavioral Considerations

1. History of acceptable citizenship in previous school experience.
2. Agreement of parents and student to abide by the behavior standards established by the school.

### C. Academic Considerations

1. Documented record of acceptable grades in previous school experience.

2. Acceptable scores on achievement tests.
- D. Personal Considerations
1. Student's special interests, talents, and skills.
  2. School makes no distinction in its admission policy on the basis of race, color, or national and ethnic origin.

## **Attendance Policy**

We feel that it is imperative for each student to faithfully attend classes. If, for some reason, your child will not be attending school, the parent should call the school office prior to the start of the school day 7:45 a.m. Failure to call will be assumed an "unexcused absence." An unexcused absence is an absence without compelling medical reasons or being of a reasonable nature such as a death in the family, family emergency or some reasonable situation. Vacations, sporting events, school time used for the completion of homework, and other similar reasons causing an absence will be considered "unexcused." Parents who take their children out of school for vacation are asked to give a minimum of one week advance notice to the office and teacher. Arrangements should be made with the teacher regarding the work that will be missed. If your child is kept at home for three consecutive days, a note which states the nature of the illness, treatment taken (note from the physician), and any instructions must be sent in at the time of their return to classes.

If a student does not attend school for 10 days without compelling medical reasons in any given quarter, we are required to file this information with the attendance officer (truant officer) at the Macomb Intermediate School District. The attendance officer will then follow up on the child's attendance with the school and home. If a student is absent 25 or more days in a given school year without compelling medical reasons, that student may not be promoted to the next grade.

## **Half Day/Full Day Absent**

Students who arrive later than 9:30 a.m. will be marked half day absent. Also, students who leave prior to 1:30 p.m. will be marked half day absent. If students are absent more than two hours within the school day, they will also be marked half day absent.

## **Tardy**

Tardies are not acceptable. A child being tardy is disruptive to the beginning of the day in all classrooms. Parents should make every effort to have their child arrive before the 7:42 a.m. bell (warning bell) so the child is ready to begin their day with their classmates when the final bell rings at 7:45 a.m. Children who are tardy must first report to the school office where they will receive a tardy slip. Tardies are recorded by the teacher.

## **Recess Policy**

Our students are expected to be dressed appropriately for weather conditions. Young bodies need fresh air. It is your responsibility as a parent to dress your child for the weather. The teachers encourage each child to be appropriately dressed so as to be able to participate in recess. If your child is unable to participate due to a medical reason, a note must be sent in to the classroom teacher and placed on file in the school office.

## **Administration Of Medication Policy**

### **Procedure for Administration of Medication**

1. **ALL** medications must be brought to the school office by an adult.
2. Medications must be in the original prescription bottle from the pharmacy and must have the original pharmacy label without correction or additions. Over-the-counter medications must be in their original container with clear directions for administration.
3. Students are not to carry medications to school.
4. Parents are responsible for keeping prescriptions refilled and maintaining a supply of over-the-counter medications.
5. The Principal shall supervise the overall building procedures for the administration of medications through the school office.
6. An adult shall be present when medications are administered. The record sheet at time of medication administration shall be initialed.
7. St. Peter's will administer oral medications; however, students requiring intravenous/intramuscular injections or insertion of a tube or device into the body shall be serviced by licensed personnel and/or other trained individuals as arranged by the physician and parents. The Board of Christian Day School may permit the administration of medication requiring intravenous or intramuscular injection or the insertion of a device into the body when appropriate, and staff is in agreement.

### **Use of Medications**

For the purposes of this policy, "medication" shall include all medicines prescribed by a physician and any over-the-counter drugs. St. Peter's Lutheran School and the Board of Christian Day

School shall not be responsible for the diagnosis and treatment of student illness.

The administration of prescribed or over-the-counter medication to a student by any person during school hours on school premises will be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medicine were not made available during school hours. Medication shall be administered by school staff only under the following circumstances:

Prescription medication must be in its original prescription container, labeled with the date of prescription, student's name, and exact dosage. It must be in pre-measured form whenever possible and must be accompanied by written instructions of a physician which sets forth timing and amounts of dosages.

1. Nonprescription medications must be in its original patent drug container accompanied by clear written instructions from the parent setting forth times and amounts of dosages.
2. School staff will administer medication only with written authorization and instruction from the parent or guardian (and the physician if prescribed) and only in the presence of an adult.

Students who may require administration of an emergency medication may have such medication identified, stored in the school office, and administered in accordance with this policy. ALL medications must be stored in the school office unless the student must have it on their person as prescribed by a physician. A note from the prescribing physician must be on file in the school office documenting the need for the student to have the named medication on their person instead of in the school office. A plan for safe keeping will be developed with the principal and a written copy placed on file in the school office.

### **Notice of Nondiscriminatory Policy**

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

## **Disclaimers**

### **PUBLIC NOTICE CONCERNING POTENTIAL FOR LEAD IN DRINKING WATER:**

Under the SAFE DRINKING WATER AMENDMENTS, PUBLIC LAW 99-339 OF 1986 the United States Environmental Protection Agency is requiring a nationwide public notification to inform consumers of the possibility that plumbing systems may contaminate drinking water with lead. This notice is required even if there is not a violation of the National Drinking Water standard for lead.

The required message is as follows:

**THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY SETS DRINKING WATER STANDARDS AND HAS DETERMINED THAT LEAD IS A HEALTH CONCERN AT CERTAIN LEVELS OF EXPOSURE. THERE IS CURRENTLY A STANDARD OF .050 PARTS PER MILLION (PPM). BASED ON NEW HEALTH INFORMATION, EPA IS LIKELY TO LOWER THIS STANDARD SIGNIFICANTLY.**

Part of the purpose of this notice is to inform you of the potential adverse health effects of lead. This is being done even though your water may not be in current violation of the standard.

EPA and others are concerned about lead in drinking water. Too much lead in the human body can cause serious damage to the brain, kidneys, nervous systems, and red blood cells. The greatest risk, even with short-term exposure, is to young children and pregnant women.

Tests have shown that flushing lines for several minutes prior to using the water for drinking or cooking can satisfactorily reduce the level of lead or other metals that could concentrate in a buildings piping system. The Michigan Department of Public Health recommends that in order to minimize potential for exposure to lead in drinking water the facility should institute a routing procedure for morning flushing of all drinking fountains and the faucets used for drinking and food preparation particularly on Mondays or after holidays.

The Department believes this is an effective and appropriate response to address the issue of lead in drinking water. Persons with specific concerns relative to any possible health effects are urged to contact their physician. Other questions should be directed to your local health department or the Michigan Department of Public Health, Division of Water Supply at 517-335-9216.

## **Public Notice Regarding Asbestos in the School**

In accordance with Federal regulations concerning asbestos, accredited inspections of all buildings of this LEA were done on August 9, 1988 (and re-inspected on 2/16/98), by Larron Laboratory. Asbestos-containing building materials (ACBM) were found in this building. ACBM was located in the boiler room (since removed), old school lower hallway ceiling (since covered over), floor tile (some has been removed), and fire doors.

All ACBM in this building has been addressed in a management plan written according to Federal and State requirements. The purpose of this management plan is to safeguard the health and safety of all building occupants. The management plan is available, without cost or restriction, for inspection by representatives of the EPA and the State, the public, including teachers, other school personnel and their representatives, and parents. The LEA may charge a reasonable cost to make copies of management plans.

Warning labels and/or signs have been posted adjacent to ACBM in routine maintenance areas. Please observe the cautions stated on the labels and signs. If you have cause to believe that ACBM is or has been disturbed by unauthorized personnel, please contact the Principal without delay.

The purpose of the Federal and State regulations is to protect the health and wellbeing of all persons entering the buildings of this Church/School for any reason. This Church/School takes very seriously the recommendations made in the management plan, which has been sent to the Michigan Department of Public Health for approval.

## **Student Management Plan**

All discipline at St. Peter's Lutheran School is based on Christian principles of Law and Gospel. We read in Proverbs 22:6 (NIV), *"Train a child in the way he should go, and when he is old he will not turn from it."* God also directs us as parents in regard to His Law in Deuteronomy 6:7 (NIV), "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." The classroom teacher is in charge of the children in their room and all the children of the school. This is legally called "in loco parentis" (in place of parents). Some teachers routinely have students from other grades for a class or other supervisory situations. Proper student behavior is expected at all times. A variety of approaches and techniques are used by teachers for discipline.

## Code of Conduct

A Christian school is not only a preparation for a Christian life, it is Christian life itself. God's word and God's children are a Christian school's most valuable resources. In order to provide a productive learning environment, our school has determined school-wide rules and guidelines for conduct. Students must exercise Christian behavior which includes:

- Appearance:
  - dress in conformance with one's biological sex;
- Compliance:
  - will observe school and classroom policies;
- Courtesy:
  - will not disrupt class instruction or study time;
  - will support positive behavior and will not disrupt good order;
- Discipline:
  - will accept discipline and Christian admonition;
- Honesty:
  - will preserve and protect the property of others—cheating, copying, and stealing of anybody's property will not be tolerated;
- Language:
  - will use language free of profanity, vulgarity, or slander;
- Respect:
  - demonstrate love and respect for authority, others and self;
- Responsibility:
  - use restrooms, locker rooms and changing facilities conforming with one's biological sex;
  - abstain from all intimate sexual conduct.

### Discipline Notice

A "Discipline Notice" is used to inform parents and administrator of discipline situations in the classroom not severe enough to issue a "Discipline Referral". This is a tool used to keep parents informed

of student behaviors and actions taken by the teacher. Normally teachers will also contact parents.

### **Discipline Referral**

A “Discipline Referral” is used to inform parents and the administrator of discipline situations of a more severe nature.

Referral #1: A referral is sent home, and the principal calls the parents.

Referral #2: If within 30 days of Referral #1: A referral is sent home and the teacher or Principal issues a Behavioral Detention. Detentions will normally be served with the teacher or Principal.

Referral #3: If within 30 days of Referral #2: A referral is sent home and the Principal issues a Suspension.

Referral #4: If within 30 days of Referral #3: The student will be placed on “PROBATION STATUS”, and a Suspension will be issued by the Principal.

### **Probation Status**

A letter informing the student and parents of the Probation Status (one year) and the specific areas needing improvement is given to students and parents in a Principal/ teacher/ parent/ student conference. The student must improve dramatically. Failure to comply may result in a recommendation from the Principal to the Board of Christian Day School for expulsion.

Referral steps may be skipped due to the nature of the discipline incident. If the next referral is not within 30 days of the previous referral, the process starts again at the Referral #1 step.

Suspensions may be “in house” or “at home”, depending upon the particular discipline incident. The Principal will inform parents of how the suspension will be served.

After an “at home” Suspension is served, students may only be readmitted to the classroom after meeting with the Principal, teacher, and parents, and demonstrating an understanding of what they have done wrong and their intention to immediately correct the situation and avoid future suspensions.

When a teacher refers a discipline situation to the Principal, it is then the Principal’s decision as to how the incident will be handled. Teachers are asked to follow through with their own classroom management plans whenever possible. Situations of extreme belligerence, physical fighting, threats, illegal substances, weapons, and sexual harassment will be immediately referred to the Principal.

### **Due Process**

Parents will be invited to a hearing with the Board of Christian Day School when expulsion is recommended. The student and

parents will be given an opportunity to state their case prior to the Board making a final decision. All decisions are final. The goal of St. Peter's "Student Management Plan" is to maintain a positive, safe, and productive learning environment in which our mission and ministry are fully implemented. Each situation will be handled in a way that encourages student growth and demonstrates a balance of both Law and Gospel. Forgiveness and growth are the goal of our "Student Management Plan".

## **Behavioral Detention Policy**

A Detention is a consequence for unacceptable behavior. The Detention is a part of a discipline plan. Each teacher has developed a discipline plan to assist in classroom management. A Detention can be a consequence for a serious offense, or a series of less serious behaviors that have not halted.

Students are issued a Detention and are then to serve that Detention the specified day. The Detention slip is to be brought home and returned the next day with the parent's signature. Failure by the student to return the Detention slip will result in an additional Detention.

The teacher who issues a Detention will notify the homeroom teacher in writing of the offense. The homeroom teacher will monitor their students' total number of Detentions. The teacher who issues the Detention is the one who supervises the Detention period. Detention periods are after school for an assigned amount of time, which normally does not exceed one hour.

If continued disruptive and unacceptable behavior occurs, one-day, two-day, and three-day Suspensions may be issued and an expulsion hearing may be called with the Board of Christian Day School. We hope that this Detention Policy is clear and helpful in outlining our procedures and expectations.

## **Suspension Policy**

**THERE ARE SEVERAL SCHOOL POLICIES AND RULES WHICH WHEN VIOLATED AT SCHOOL OR IN THE COMMUNITY COULD RESULT IN IMMEDIATE SUSPENSION OR COMPLETE REMOVAL FROM SCHOOL:**

1. Possession or use of alcohol, tobacco, or illegal drugs.
2. Immoral sexual conduct, sexual harassment, or sexual abuse.
3. A threat or use of physical violence (fighting).
4. Possession or use of fireworks, explosives, or weapons.
5. Reprehensible conduct reflecting serious discredit to the school.
6. Vandalism or willful destruction of property. Stealing. Profanity.
7. Defiance and disrespect for authority.

Students will receive zeros for all work assigned, including tests, for days they are suspended. Conditions of leniency need to be submitted in writing to the principal for consideration and possible action.

## **Bullying Statement**

St. Peter'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 or gesture, or repetitive 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 detention, suspension, expulsion, and or referral to law enforcement authorities. The severity and pattern, if any, shall be taken into consideration when disciplinary decisions are made.

## **Incomplete Schoolwork Policy**

Students not completing their homework will receive an "Incomplete Schoolwork Notice" to take home and be presented to the parents. Both the parents and students will be asked to sign the notice and return it immediately the next school day with the completed homework. Each teacher will communicate to the parents how the late work will be credited. We believe that in order to succeed in class, ALL assigned work must be completed. whether or not credit is received.

## **Sexual Harassment Policy**

It is the policy of St. Peter's Lutheran School to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the St. Peter's Board of Christian Day School, faculty, staff, volunteer, or student to harass a faculty, staff, volunteer, or student of St. Peter's Lutheran School through conduct or communications of a sexual nature.

## **Policy Concerning Written or Oral Testimony**

It is the policy of St. Peter's Lutheran school of not giving in written form or orally, voluntarily, a character witness unless a subpoena has been issued. By being under a subpoena, the individual could maintain relationships with both parents. This will eliminate the possibility of putting the school in the middle when speaking for one of two parents as a character witness. Even if the teacher or staff member is friends with the parent, they would be representing the church/school; even in friendships one cannot completely separate oneself from one's position.

## **Student Dress Code**

We trust and expect that parents share our desire to foster high Christian standards in every area of our school program, including dress and personal appearance. Furthermore, we believe that there is a correlation between student dress and grooming, and student behavior and learning. Consequently, our Board of Christian Day School and faculty insist that each student dress in a way that will not hinder the educational process, and particularly in a way that will promote a positive Christian lifestyle among our students.

Your understanding of, and cooperation with, our school Dress Code is greatly appreciated. We urge parents to help their children adhere to our dress guidelines faithfully and with common sense throughout the school year, rather than placing their children in the position of having to be confronted by teachers or the Principal with the need to make "dress corrections."

St. Peter's Dress Code applies to time spent at school, all Extra Curricular activities and athletic events, both home and away. Our faculty reserves the right to make judgments concerning what we consider to be proper or improper dress and parents are held responsible to maintain and at times make corrections in their children's dress based upon these guidelines:

1. Frayed, dirty, or generally sloppy clothing is not allowed. No cutoffs of any kind may be worn. All clothing must be in excellent condition, worn appropriately, fit properly, (appropriate length and size) and may not distract from learning. Clothing with patches is not allowed unless the patches have been neatly applied and are of the same color as the article of clothing. Undergarments of any type may not be visible or worn as apparel. Students may wear sweatpants and wind suits as part of a matching ensemble only.
2. Socks or hosiery must be worn with all types of footwear except sandals. To provide safety of all individuals in our school, shoes without a back heel strap may not be worn K-Grade 4. Heel and/or sole height may not exceed 1 1/2 inches (all grades). Non-

marking shoes are encouraged. Water shoes, slippers, and flip-flops of any kind may not be worn. All shoes must fit properly and be neat in appearance.

3. Scanty clothing (bare midriff, low cuts, sheer tops, bare backs, and spaghetti straps) is not allowed. Dresses, skirts, shorts or skorts shorter than finger-tip length are prohibited. Spandex leggings are not allowed. Cotton leggings may be worn with dresses or shirts that completely cover the child's bottom.
4. Clothing with phrases or pictures detracting from the ministry, mission, and intent of our school will not be worn. Clothing depicting tobacco products, alcohol, weapons, negative ideas or attitudes, and of a sexual nature is strictly prohibited.
5. No make-up, glitter or body art is to be worn to school. No earrings for male students and females may wear no more than two earrings in an ear at one time. No body piercing is allowed. Female students in 6th - 8th grade may wear a minimum of make-up that is not obvious and appropriate for an educational setting. Students wearing make-up inappropriately may be asked to wash it off. In the event that the make-up is of a type that cannot be washed off with soap and water, parents may be called to have the make-up removed.
6. Students may wear hats to and from school and during recess; however, hats (any type) or items worn as hats are not permitted during the school day.

### **Outdoor Dress Code**

Students are asked to be dressed for the weather and will be not be excused from participating in outdoor activities due to issues of dress. All students will go out for recess unless the temperature is below 0 F. (The wind chill factor is considered.) Exceptions will be made only due to health reasons. Parents will be notified if corrections need to be made. Outdoor wear (coats, snow boots, hats, etc.) may not be worn in the classroom.

### **Chapel Day Dress Code**

All students are to "dress up" on chapel days, usually Wednesdays, or for other school related worship experiences as announced. We ask that students dress in a more formal manner in reverence for God, His house and our opportunity for worship. Jeans or jean shorts of any color or style may not be worn to chapel.

Girls: Dress, skirt or dress slacks, dress shorts, button shirt, blouse, turtle neck, sweater, vest with dress code shirt underneath  
Boys: Collared shirt or dressy T-shirt, turtle neck, dress pants, dress shorts, sweaters

**NOT ALLOWED ON CHAPEL DAYS:** Casual T-shirts; sweatshirts; nylon, fleece or velour suits and jeans (any color).

## **Improper Dress Procedures**

In the event that a student comes to school with “improper dress”, parents will be notified of non-compliance and asked to bring a proper change of clothing. Students will not be allowed back to class until they are in compliance with the Dress Code. Continual Dress Code infractions will be considered belligerence and will result in disciplinary action.

## **Cell Phone Policy**

Students bringing cell phones to school will not be allowed to access them during school hours except at discretion of faculty. Field trips are a part of the school day and usage of cell phones is inappropriate. Sending and receiving text messages during the school day and or on field trips is also inappropriate. After an initial warning and reminder of the cell phone policy, a phone will be confiscated if the party addressed does not comply. The phone will be returned to the offender’s parent. Continued cell phone misuse will result in disciplinary action.

## **Section V: Procedures**

### **Transportation**

When available, St. Peter’s uses Richmond Public School buses in accordance with state guidelines for those within the local district. Families living in other districts must provide their own transportation. Please refer to the school calendar for “No Bus” days.

### **Interruptions of the School Day**

If it becomes necessary to reach your student during the school day, you will need to contact the school office. The office staff will relay the message to your student so that it will not be necessary for you to interrupt the class while in session, which is harmful to some of the children who have a difficult time concentrating. Forgotten lunches or book bags should also be taken to the office, so that it is not necessary to disrupt the whole class.

### **Arrival Procedure**

Students and their families may enter the building at the north or south lobby entrance. If students arrive before 7:35 a.m., they must wait in the school lobby until the 7:35 a.m. tones. At this time, students may walk to their classrooms. School begins promptly at 7:45 a.m. Students must go immediately to their seats when the

7:45 a.m. tones ring. All classrooms begin the day with core classes; therefore, all students must be in their seats ready to learn when the 7:45 a.m. tones ring.

## **Dismissal Procedure**

Teachers and administration want to ensure that each and every child goes home with a parent or a parent-approved adult. Parents are asked to wait in the school lobby area until the 2:45 p.m. tones or 11:20 a.m. on half days. K-Grade 4 students will be walked to the lobby by a teacher. Bus students will be walked to the bus prior to this, by a staff member. Please call ahead if there has been a change of plans. We take our responsibility to care for your children seriously.

Middle School (Grades 6-8) Dismissal: In an effort to encourage responsibility, middle school students may be dismissed from the middle school door (north new addition door) once they see their parent or approved adult. A teacher will be stationed at the door to insure that students leave the building safely.

## **Volunteer Procedure**

All volunteers are asked to check into the school office when they arrive at school. They will sign into the visitors' log and receive a visitor's badge. The school office will then unlock the doors for the volunteer to enter the school hallway. When volunteer duties have been complete, return the visitor badge to the office and sign out. Please note that siblings are not permitted in the classroom during volunteer hours.

## **Section VI: Education Curriculum**

*Comparable* to the public education in subjects.  
*Superior* because it instructs in and applies Christian emphasis and interpretations. Subjects include: Religion, Memory Work, Reading & Literature, Language Arts (Writing, Speaking, Listening, Grammar, etc.), Spelling, Handwriting, Math, Social Studies, Science, Music, Choir, Physical Education, Technology, Art, and Foreign Language.

Parents who have questions or concerns regarding the curriculum are encouraged to make an appointment with the principal.

## Religious Instruction

Occurs in each grade through lessons, devotions, weekly Chapel, and intermingling of students and teachers. Confirmation instruction is in grades 7 & 8 and is taught by the Church/School Staff. Bible history is taught kindergarten through grade 6.

## Extra-Curricular

### Athletics

Practices are after school hours. Events are after school and in the evenings for grades 5-8. Game schedules will be handed out each season.

Girls: Volleyball, Basketball, Cheerleading and Track

Boys: Basketball and Track

### Athletic Eligibility:

Athletics are an important part of St. Peter's Lutheran School. Historically, sports have always been a strong and appealing part of the total program. Athletics are a natural extension of a quality school. Such programs draw students of diverse backgrounds and bring them together for a common cause. The discipline and camaraderie are excellent for developing social and personal skills.

Athletics at St. Peter's Lutheran School reflect Mark 12:30, "Love the Lord, your God, with all your heart, with all your soul, with all your mind, and with all your strength."

Athletics serve to help train up students to be spiritually, mentally, emotionally, and physically healthy. Therefore our objectives are:

1. To develop opportunity for Christian witness in practice and competition.
2. To develop an attitude of good sportsmanship with athletes, parents, and the school family.
3. To develop interaction with athletes from other schools.
4. To develop team and school spirit in accomplishing spiritual goals.
5. To increase physical development and skill levels.
6. To develop appreciation of the value of physical activity as a lifelong pursuit.

With a program of this nature, students who would like to participate need to see the importance of the total program. Because of this, a policy of athletic eligibility is necessary.

Guidelines: Students who are participating in extra-curricular athletics need to see the primary reason for going to school is to do the best they can in their school subjects. Academic performance and **overall behavior** must be taken into consideration when committing to the optional, privilege activity of sports. Students participating in sports will receive an Athletic Handbook outlining the set standards.

Decisions regarding eligibility are made by the Athletic Director under supervision and in consultation with the Principal. Teachers and the Principal reserve the right to apply all policies as they best meet the emotional, educational and spiritual needs of each and every student.

## Grading Scales

When determining grades, teachers will round percentages to the nearest whole number. When determining grade point, teachers will round to the nearest hundredth.

A+ = 12	B+ = 9	C+ = 6	D+ = 3	F = 0
A = 11	B = 8	C = 5	D = 2	
A- = 10	B = 7	C- = 4	D- = 1	

98-100 A+	88-89 B+	78-79 C+	68-69 D+
92-97 A	82-87 B	72-77 C	62-67 D
90-91 A-	80-81 B-	70-71 C	60-61 D-
59 and below F			
Incomplete "I"*			

**Adjusted Curriculum Grades** will be marked with an “\*.” This indicates that the curriculum has been adjusted to meet the particular needs of the student.

## Academic Achievement

### Honor Roll:

Students maintaining an 8.0 grade point average or better report card will be placed on the honor roll each quarter.

### High Honor Roll:

Students maintaining a 9.0 grade point average will be placed on the high honor roll. No failing marks may be received on the quarter report card.

**Principal's List:**

Students maintaining an 11.0 report card will be placed on the principal's list each quarter.

**Honor Pin:**

Students averaging a 10.0 grade point for each quarter for an entire school year (all four quarters) will be recognized at the year-end awards assembly with an honor pin.

**Salutatorian/Valedictorian:**

At the end of the 8th grade year, the average grade point average is calculated for the 5th through 8th grade years. The top two grade point averages are awarded the title of Salutatorian (2nd highest) and Valedictorian (highest).

**Quarter Awards:**

Shortly after the first, second and third marking period ending, Quarter Awards are given in recognition of student achievements.

**End-of-the-Year Awards Assembly:**

At the end of the year, usually the day of the school picnic, St. Peter's acknowledges a variety of student achievements. We recognize the ABC'S—Academic Achievement, Behavior "Outstanding," Creativity Achievement (Music, Art, Drama, etc.), and Spiritual Leadership—understanding that these are God's gifts to His children.

## Missed Homework

When a student is absent, the student will need to get any missed assignments from the teacher when they return. The student may have as many school days as they were absent, to make up work (i.e. If they miss five school days, they will have five school days to make up work.). Completion of all assigned work is required. Teachers will have assignments available by 4 p.m. on the day of your child's absence. Students who are absent due to vacation must make arrangements with the classroom teacher, prior to their vacation, to complete the work missed while they are away.

## Book Covers

All hardcover textbooks given to students for their use must be covered by a non-sticky book cover to assist us in preserving our materials for maximum usage. Book covers may not be taped to the textbook and cloth covers are preferred.

## Thursday Folders

To enhance communication with parents, the faculty has decided to send papers home weekly on Thursdays K-Grade 4. The folder is called the "Thursday Folder." The weekly school newsletter, "The Crusader" will be available online on Thursdays. Parents are asked to review student's papers with them, sign the Thursday Folder, and return the folder on Friday. This communicates to the teacher that you have received and reviewed your child's work.

## Report Cards

Report cards are issued at the end of every quarter. Conferences are scheduled after the first marking period. An optional conference will be scheduled in the second semester. Parents and teachers are encouraged to be in contact with each other throughout the school year.

## Section VII: Financial/Partnership Responsibilities

### Member Giving

As a response of faith in Jesus Christ and in thanksgiving for all He has done through His death and resurrection, we are challenged by Scripture to give our first fruits, the first portion of our gifts (time, talents and treasures) back to the Lord for the work of His kingdom. Members are asked to give sacrificially to the primary support of our congregation and its ministries, including but not limited to the ministry of our day school. Old Testament law talks about the giving of a tithe (the first 10%). This continues to serve as a good model for New Testament Christians who give "cheerfully" in response of their faith. Parents are not asked to begin giving just because their children are in the day school; instead, sacrificial giving is a living-out of what we believe, an evidence of faith and is the pattern of God's people from childhood and throughout adulthood. This is also the reason we encourage our children to participate in giving weekly gifts in chapel for the support of ministry locally, nationally and throughout the world. What should I be giving? The congregation estimates that it costs over **\$7,500** to educate each child which is more than \$5,000 over the cost of member tuition. Take this amount and times it by the number of children you have attending our school. This is your challenge. Then take your salary and divide it by ten. This is a tithe. This is also your challenge. Members are asked to give as God has gifted them. Member parents are asked to prayerfully

consider what they can give as a regular weekly offering for the support of St. Peter's Lutheran Church and School.

### **Christian Service Hours**

Parents are expected to share their time and talents as partners in the Gospel. Parents are encouraged to give 30 approved volunteer hours per year, **or** a payment of \$20 per hour (\$600), to the church and/or school ministry of St. Peter's. Hours will only count if documented, verified by a staff member, approved by the principal and recorded in the school office. Special skills, coaching, assisting within the classroom, board/committee work, work-bee time (moving furniture/special projects etc.) and any time dedicated to the support and enhancement of St. Peter's ministry will be appreciated.

### **Financial Assistance**

The Board has made sure financial assistance is available so that it would never be necessary to deny a child a Christian education. Financial Assistance forms are available from the school office. Please contact the Principal if you are in need of assistance.

### **Tuition Payments**

All monthly tuition payments are due the first day of the month, with a seven-day grace period. If payment is not received by the 7th, children will not be allowed in class until payment is made. If special circumstances exist, a meeting with the Principal must be scheduled prior to that date. Fee payments should be turned in to the school office and should include purpose and name. Checks are preferred.

### **Lunch/Milk Program**

At the beginning of each school year and throughout the year, parents are asked to make deposits in their Hot Lunch Account to be used as a debit account. Hot lunch and milk expenses are subtracted from the account on a daily basis. Parents are asked to maintain a positive balance throughout the school year. Statements will be sent home to families with a low or negative balance to help parents track their accounts. The school office will also send notes or make courtesy calls when accounts are low or recently overdrawn.

## Refunds

**Registration Fees** are non-refundable except in extenuating circumstances such as the non-acceptance of a student for enrollment, the family moving from the area, or a similar situation which makes attendance at St. Peter's Lutheran School impossible.

If such a situation occurs, the process for making a refund request is as follows: A written request for refund by the family must be submitted to the Board of Christian Day School through the school Principal. The Board will consider each request at the next scheduled Board meeting. Please note that all decisions of the Board are final. The Board will inform the family of their decision within 30 days.

In the event that the Board of Christian Day School deems a refund is appropriate, refunds will be given for only those fees that are refundable under extenuating circumstances as follows:

Before Final Registration:	Full refund
Within 1st Semester:	Half Refund
Within 3rd Quarter:	Quarter Refund
Within 4th Quarter:	NONE

**Tuition**, which is paid in advance, is refundable **ONLY** for whole months unused. If during the school year a student is withdrawn, tuition for the current month will not be refunded.

**Lunch Account Funds** that remain unused are refundable upon withdrawal or graduation.

**Missing Library Books:** In the event that a student loses a school library book, students will be assessed \$10 per missing book or the actual cost of the book, whichever is higher, as a replacement cost.

**Student Records** will be held in the event that accounts fall delinquent. This may include report cards and student transcripts. Student files will be forwarded to a requesting school only when all fees and missing items are paid or replaced.

**ALL OTHER MISCELLANEOUS FEES** are non-refundable.

## **St. Peter's Lutheran School Before & After School Extended Care**

Services are available before school from 6:30 a.m to 7:45 a.m and after school from 2:45 p.m. to 6:00 p.m. through Seasons of Learning Early Childhood Center.

Please contact Seasons of Learning Director, Mrs. Denise Hall to register your children. 586.248.4949.

### **2018–2019 MINISTRY Team**

Classroom teachers	Mrs. Mary Kay Dittman Mrs. Jamie Rogers Miss Emmalee Porter Mrs. Rachel Lundell
Classroom aides	Miss Chris Walz
Confirmation / Religion	Pastor Mark Haller Mrs. Amanda Francek
Athletic Director	Miss Emmalee Porter
Technology Support	Mrs. Jackie VanPaemel
Principal	Mrs. Heather Haller
Administrative Assistant Administrative Assistant	Ms. Debbie Halligan Mrs. Bonnie Porter
Seasons of Learning Early Childhood Director	Mrs. Denise Hall

**Parents: Please read the following statements carefully and sign below to indicate your agreement.**

I hereby affirm that I have read the Student Handbook and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind St. Peter's and is subject to change without notice by decision of St. Peter's governing body. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

Signature of Mother / Legal guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Father / Legal guardian \_\_\_\_\_ Date \_\_\_\_\_

Students in Grades 7-8: Please read the following statement carefully and sign below to indicate your agreement.

I hereby affirm that I have read the Student Handbook. I certify that I consent to, and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that this Handbook does not contractually bind St. Peter's and is subject to change without notice by decision of St. Peter's governing body.

I understand that admission to the school is a privilege, not a right, and that any behavior, either on or off campus, which is not consistent with the school's standards could result in the loss of that privilege.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

**\*\*Please Return to school no later than September 7, 2018\*\***