

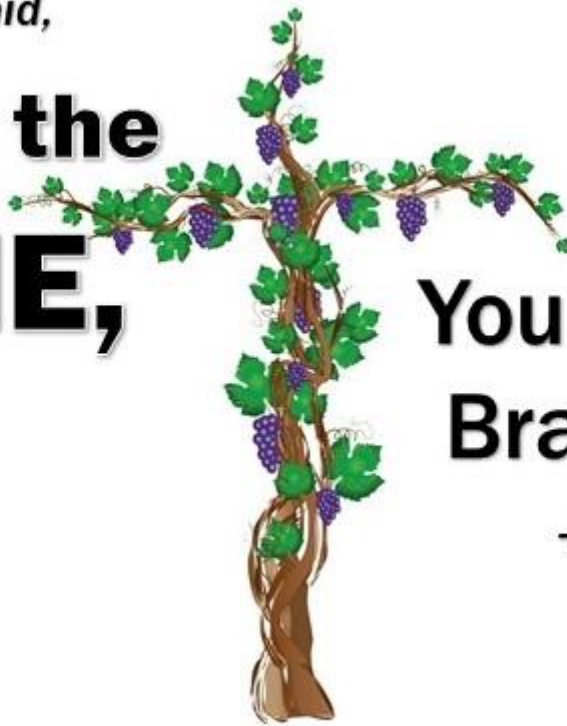
**ST. PETER LUTHERAN SCHOOL**

*...where children learn about Jesus*

***Parent-Student Handbook***

*Jesus said,*

**“ I AM the  
VINE,**



**You Are the  
Branches.”**

*-John 15:5*

***2021-2022***

2440 North Raucholz Road

Hemlock, MI 48626

989.642.5659

[www.stpeterhemlock.org](http://www.stpeterhemlock.org)

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**Mission Statement of St. Peter Lutheran School:** By the Grace of God, St. Peter Lutheran School exists to nurture and educate God's children in a Christ centered environment. Through the guidance of parents and teachers, students learn to interpret their world in the light of God's Word.

**Vision Statement of St. Peter Lutheran:** St. Peter Lutheran Church and School is committed to meeting the spiritual needs of our members and the community. We nurture the faith of our members and provide Christ-centered, academically excellent education for all God's children. We pursue opportunities to increase our community outreach and improve our facilities while practicing good stewardship of God's gifts.

**Core Values of St. Peter Lutheran:**

- **REVERENCE:** We give honor and glory to God above all things.
- **BIBLICAL TRUTH:** We provide a ministry to believers according to the Scriptures and Lutheran Confessions.
- **DISCIPLESHIP:** We exercise Christian love and fellowship in order to extend the Kingdom of God at large. We nurture present and future congregational and Church leaders.
- **CHRISTIAN EDUCATION:** We teach and live the Christian faith according to Lutheran doctrine; we provide and maintain a Christ-centered, academically excellent education.

**A Philosophy of Christian Education:**

**There exists one supreme being, the Triune God.** He is revealed in nature, in man's conscience and, more fully, in the word-inspired Bible. God's foremost creation is people, endowed with minds, bodies and souls. The child is God's gift to a man and woman connected in a family.

**God's creation was perfect** and remained so until man chose to sin, thereby losing his perfection and separating himself from God temporally and eternally. Since Adam chose to sin, all mankind is sinful and unable on their own to return to God.

**God sent Jesus to redeem us to God.** As forgiveness flows through Jesus, man is now able to be forgiven and to forgive others.

**The purpose of the church is,** by the power of the Holy Spirit, to remind the believers and to tell the unbelievers about God's love.

**St. Peter Lutheran Church operates a Christian Day School for the very purpose of telling and reminding children of the Gospel.**

**In every aspect of our school day,** whether it is during lessons or at play, whether it is teaching or correcting, **St. Peter exists to be spiritual and to teach children to be disciples of Christ.** The child of God becomes a disciple as he understands the distinction of Law and Gospel and, thereby, understands his relationship to God and his fellow man. The disciple of God lives in a contemporary world while educating himself and being taught the skills needed for the future. The child then must be taught how his Christianity relates on a daily basis with people who may not be Christian. Christian values, as they are described in scripture, are taught to the child by word and example. Hence, the proper Law and Gospel distinction not only helps the child relate to his fellow man, but also further develops an accurate self-concept for the child.

**The child should understand the Lutheran and Christian heritage to become more aware of the communion of saints and his Christian family roots.** The school, as a model family, becomes a caring, worshiping, witnessing community of teachers, parents and children. Because the St. Peter family lives under the name of Christ and His love, St. Peter maintains the highest possible standards to enable the children to develop their God-given abilities to their potential. These standards apply to our total effort as the teacher and child interact in order to nurture the whole child--mind, body, and spirit.

**This can happen most efficiently as the family, the church, and school cooperate in the child's behalf.**

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

## I. THE OBJECTIVES OF ST. PETER LUTHERAN SCHOOL

### A. General Objective

St. Peter Lutheran School affirms the following statement as its general objective of Christian Education:

**The objective of Christian Education is that everyone, through the Word and Spirit . . .**

- ...**know** God and His seeking and forgiving love in Christ;
- ...**respond** in faith and love;
- ...**identify** himself as a son of God, a member of Christ's body, and as such,
- ...**grow** in self-understanding and self-acceptance;
- ...**express** His love through service to fellow human beings,
- ...**relate** responsibly to His whole creation; and
- ...**live** in the Christian **hope**.

### B. Specific Objectives

The program of St. Peter Lutheran School is determined and implemented in relation to this general objective.

Within the framework of this general objective lie the objectives specific to St. Peter Lutheran School. **These objectives are as follows:**

1. To provide excellence of Christian instruction and training in the Christian faith so that the learner may be enabled to grow toward Christian maturity in his relationships to God, himself, his fellow man, and to his whole environment.
2. To provide excellence of instruction in Christian doctrine relevant to the present needs and circumstances of contemporary youth.
3. To enable the child to acquire a Christian perspective in the standard subjects of the school curriculum.
4. To train the child to be a bold and effective witness for Jesus Christ.
5. To assist the child to develop his God-given abilities and talents to their fullest potential.
6. To relate all areas of learning and living to God's love, thus influencing the child to rely on God for direction in using his knowledge.
7. To provide effective training and preparation for intelligent and committed church membership.
8. To enable the child to develop Christian citizenship qualities for service in St. Peter Lutheran Church, the Hemlock community, and the world society.
9. To develop a cooperative relationship among parents, children, and faculty in the attainment of the objectives of Christian education.
10. To involve parents in the process of Christian education.
11. To bring Jesus and His love to the unchurched homes in the community.

## II. ADMINISTRATION

**St. Peter Lutheran School is owned and operated by St. Peter Lutheran Congregation.** St. Peter Lutheran Church is a member of the larger church body, the Lutheran Church-Missouri Synod, and is one of many churches involved in the operation of a Lutheran elementary school.

The government of the school is the responsibility of the **Voters Assembly** which is the ruling body of the congregation. The Voters Assembly has delegated immediate control of the school to the **Board of Christian Education**. The Board determines policy for the school, however, the Voters Assembly reserves to itself the right to decide on major changes in policy, administration, or program.

It is the role of the principal and the staff to carry out the administrative functions determined by the Board of Christian Education which formulates policies and programs designed to promote a consistently high quality of Christian education.

In order to promote quality, problems must be addressed. The organization works most efficiently if problems are brought forward according to Matthew 18 in the Bible. *If a problem is encountered, the person will, **firstly**, talk to the individual with whom the problem occurred. If satisfaction cannot be reached, then **secondly**, talk with that person's supervisor (usually the principal). If satisfaction cannot be reached, then **thirdly**, the Board of Christian Education may be contacted. If satisfaction cannot be reached, then **fourthly**, contact the Church Council, and **finally**, contact the Voters Assembly as the ruling body.*

### III. ENROLLMENT

- A. Our Lutheran School's primary mission is to teach children about Jesus. Any parent desiring a quality Christian education for children may apply for admission. Community families who do not attend St. Peter Lutheran Church should contact the school office first and arrange for an appointment with the principal. Applications will be considered according to the following order before March 15. After March 15, it will be on a first come, first served order.
1. **Children of communicant members of St. Peter Lutheran Church or another area LCMS Church**
  2. **Community families with siblings currently attending St. Peter Lutheran School**
  3. **Children of families without a church home**
  4. **Children of members of other denominations**
- B. **Age Requirements:** Children entering Kindergarten must have reached the age of 5 years on or before September 1.
- C. **Grade Level Placement Policy:** In trying to assure the best possible school experience for all students, the St. Peter Lutheran Board of Christian Education has a policy in place which enables students to be enrolled in the appropriate grade level. St. Peter Lutheran School wants all children to succeed at an age appropriate developmental grade level. We take great pride in helping to address the needs of each child and placing that child in the appropriate grade level.
- D. **Application Procedures:**
1. Become acquainted with the purposes and goals of St. Peter Lutheran School by an appointment with the principal, the pastors, or a member of the Board of Christian Education. You may call 989-642-5659 for an appointment.
  2. Obtain an "*Application for Enrollment*" for Grades 1-8 from the school office. For Preschool or Kindergarten, fill out a preregistration form.
  3. Return the application so that the Board of Christian Education can act upon it.
- E. **Immunization:** Every parent must present written proof that their child has received all immunizations required by the Saginaw County Health Department. This proof is usually a form used by doctors which lists the immunizations and dates given. This proof must be presented on or before the first day of school. *Extensions will be given until September 30. After that date, the child cannot attend sessions until immunizations are received or a doctor's appointment has been made.*
- F. **Birth Certificate:** The parents must provide a copy of the child's birth certificate to the school within thirty (30) days of the first day of school.
- G. **Continuous Enrollment:** Once a student is enrolled at St. Peter, enrollment automatically renews each year until your child graduates from St. Peter. Re-enrollment is assumed unless your family notifies the school by mid-March that you choose not to re-enroll.

### IV. EMERGENCY INFORMATION

- A. On registration day or before the first day of school, each parent is required to update important **Emergency Information**. A list of people, whom parents have contacted, should be on this form. The phone numbers on this form are used when your child is not reported absent by 9:00 a.m. or if your child becomes ill or injured during the day. **The office should be informed immediately if phone numbers and/or addresses change during the school year. These forms are very important for communication to happen quickly and effectively.** (The people whose names are listed on the emergency form should be notified that their names were listed.) Contact information is also inputted on Fast Direct.

If a parent is included at a second household address, this parent may be notified in case of an emergency. Also this second household may receive a weekly mailing which includes copies of the report card and other important news. This mailing cost is \$50 per year. You will need to notify the office and pay this fee to start the extra mailing. Most of the information can be obtained electronically for free via email, website, and Fast Direct.

- B. **Calls Home: When a life-threatening injury occurs** at school or on a field trip, a school official or his designee will call 911, followed by a call to parents and all people listed on the emergency form until someone can be reached and notified of the incident. **When a serious head injury, puncture, laceration, or obvious bone injury occurs**, the parents and all people on the emergency form are called until someone is reached. **When an injury occurs without excessive external bleeding or when a non-visible injury occurs**, the student is allowed to relax, he will be checked periodically by the teacher or the secretary (depending in whose care the child is placed). If the student is still in pain or not feeling well, parents and all people on the emergency card are called until someone is reached. **When minor cuts, bumps, and scrape type injuries occur**, no calls are made to the parents.
- C. Teachers fill out an Accident Form for documentation of accidents. When an accident occurs at school or on a field trip, the teacher or school employee completes an Accident Report shortly after the injury occurs on the head or when the injury is of significance that it needed the care of others.

V. **CHRIST-CENTERED CURRICULUM**

Our curriculum at St. Peter includes all the school-sponsored activities which lead toward attainment of our objectives for Christian education. We offer a Christ-centered pattern of studies which incorporates both religion and the standard skill and content subjects found in the elementary schools of Michigan. It should be understood clearly that our program is more than the usual elementary school subjects plus a specific period for religion. The Christian orientation to life is taught not only during the religion period but also during the periods devoted to other subject areas. Therefore, our curriculum is one in which religion penetrates and gives meaning to the whole curriculum. Our academic program will include such subjects as Religion, Language Arts, Social Studies, Government, Music, Art, Math, Science, Health and Human Sexuality, Computer Education and Physical Education.

The Human Sexuality curriculum is unique in that it is taught only with the specific prior knowledge of the parents. The students in grades K, 2, 4, 6, and 8 are taught about the moral, social, and physiological aspects of human sexuality. This teaching is carried out in the context of our relationship to God, our Creator and Redeemer. The parents are notified prior to the material being read and discussed in K and 2nd grade. The students receive no materials. The books may be viewed by the parents prior to their being taught in the classroom. In grades 4, 6, and 8, the material, dates of lessons, and classroom arrangements are sent home to parents prior to the date of the lessons. In this way, parents and teachers mutually teach the human sexuality material modestly and with care. Occasionally sexual reproduction is taught or may be discussed in science, health, religion, and other classes from a Christian view point without parental notice.

VI. **EXTRA-CURRICULAR ACTIVITIES--SPECIAL SCHOOL FUNCTIONS**

- A. **Chapel Service:** An all-school worship service is conducted in the church or the school gymnasium each Wednesday. These services are conducted by one of our pastors, teachers, or a guest speaker. An offering is collected each week for special mission projects chosen by the faculty. At Christmas, a special monetary gift is collected to buy Christmas presents for the less fortunate. These gifts are designed to be in lieu of exchange gifts.
- B. **Christmas Service:** Students in grades PS-8 participate in at least one Wednesday night Advent service. These dates and times will be communicated via your child's teacher and the Panther Press.
- C. **Worship Services:** Regular family attendance at worship services is an essential part of the worship life of all Christian families. An expectation of families of St. Peter Lutheran Church and School is regular and consistent worship attendance. As God comes to us in Word and Sacrament, we receive the blessings He offers of forgiveness, strength, and life. Please remember that the Lord gave us the 3rd commandment because He loves us and knows it is a blessing to us! Throughout the year, students have the opportunity to assume a more active role during worship services by singing in a choir, ringing handbells, or playing band instruments. Church attendance is recorded on the report card to help you evaluate your church habit.
- D. **Tours and Field Trips:** Individual classes may take tours and field trips during the school term. Prior to such a trip, permission slips will be sent home. You will be asked to sign a permission slip and return it to the school on or before the day of the trip. Transportation for trips and tours is in most cases by bus. The students will be supervised by teachers and volunteer parents. **When students are transported by car, each student in the car must wear a seat belt. Children cannot ride on seats protected by an air bag. No one may smoke in the car during the car trip.** A standard trip release form will be used for all trips. For some longer trips, medical release forms may be required. Students in need of medication or injections may be required to have a parent attend to administer medication. Because the cost of a field trip is decided by taking the total number of children divided into the total cost of the trip, the field trip monies will not always be refunded.

- E. **Fairs and Musicals:** An evening is set annually when students display their talents. This special event may take various forms: Musicals, Science Fair, or a Social Studies Capstone Fair. We also host an Evening of the Arts night which features our students' music and artistic talents.
- F. **Graduation Ceremonies:** Closing ceremonies for the Kindergarten class and graduation for the 8th grade class are scheduled during the closing week of the school year.
- G. **Spelling Bees: In February,** Grades 3-4 and 5-8 have a **School Spelling Bee**. After our School Spelling Bee, one student from each grade in 5-8 is entered in the **Saginaw Area Lutheran Spelling Bee**.
- H. **Music Festival:** A **Lutheran Schools Music Festival** is held annually in April or May. Piano, band, or choral students in grades 5-8 may enter, although teachers reserve the right to restrict a student from entering.

## VII. MUSIC

- A. **Music Classes:** Music classes are taught to children in grades PS-8. Music instruction for students in lower grades consists primarily of singing, along with the use of basic rhythm instruments. Starting in third grade, students learn to play the recorder and begin to learn basic music theory and note reading skills. Middle school students continue to learn more advanced music theory and are introduced to important musical composers through music history lessons. Older students also have an opportunity to play handchimes and perform at special events during the year.
- B. **Choir Participation:** All students in grades 2-8 have the opportunity to participate in our school choirs, as we believe music is an important part of our identity as a Lutheran school. Therefore, choir is part of the graded curriculum of St. Peter Lutheran School. All students in grades 2-4 sing in the Cherub Choir, and the Seraphim Choir is open to students in grades 5-8. Auditions for the Seraphim Choir will be held during the first week of school. Students in preschool through grade 1 will also have opportunities to sing at St. Peter Lutheran Church during the year.

Children who attend churches other than St. Peter are expected to sing with their choir whenever possible. If participation at their home congregation does not permit them to be present at St. Peter, they will be excused with a note explaining their absence. They are, however, required to be present at events such as the December Advent Services and any events when times do not conflict with regular Sunday morning services at their home church.

Members of the Cherub Choir and Seraphim Choir need to be present in the church balcony at least 20 minutes prior to the start of the service. Singers who are late will have their grade lowered, depending upon how late they arrive. Choir members are expected to stay for the entire service.

All children are expected to be present when their choir is scheduled to sing. If an absence is absolutely unavoidable, a written note or email ([brian.heinlein@stpeterhemlock.org](mailto:brian.heinlein@stpeterhemlock.org)) must be sent at least 48 hours in advance to the director explaining the absence. Each student is allowed 2 excused absences per year. After 2 excused absences, the student's grade will be lowered for each subsequent absence. Students may be given a homework assignment to complete as the basis of their grade when they have an excused absence from singing. If a child is absent due to illness, please send a note when your child returns to school indicating the absence was due to illness and they will be marked excused. If your child is not present to sing and a note is not sent, the absence is considered unexcused and your child's grade is lowered accordingly.

Each August a singing schedule is completed that contains all choir performance dates for the entire year. Please add these dates to your calendar so scheduling conflicts can be avoided. See the Music Director's parent letter on our website for additional guidelines and expectations for choir members.

- C. **Band Program:** St. Peter Lutheran School offers a band program for students in grades 5-8. This program consists of weekly small group lessons during the school day at St. Peter and monthly joint rehearsals with students from other area Lutheran schools at Valley Lutheran High School. Beginning band students learn musical terms, note values, note reading, and how to play their particular instrument. The Advanced band reinforces and enhances these skills. Band members perform occasionally for the student body at St. Peter Lutheran School and in joint concerts with other area Lutheran schools at Valley Lutheran High School.

## **VIII. VISITING & VOLUNTEERS**

Visitors to the school are welcome to visit. Visits must be arranged through the principal or a teacher, in advance if possible, and visitors must report to the office upon their arrival. Please realize that there are certain times when visiting may not be allowed because of the nature of activities being conducted. Parents of student prospects may make arrangements for their child to visit.

All volunteers within our school are subject to a background check via ICHAT. All volunteers with the possibility of having unsupervised access to our students may be subject to an ICHAT background check. If any negative or suspicious information is received, a fingerprint background check may be run at the expense of the volunteer.

## **IX. EMERGENCY SCHOOL CLOSING**

In case an emergency such as inclement weather should cause our school to close, notice will be sent via Fast Direct, the Panther Press, and on our Bright Arrow system which calls, emails, and texts messages to parents. There will also be notices given on local radio and/or television stations. On those occasions our entire school--Preschool through Grade 8--will be closed. Announcements are made on WNEM-TV5, WJRT-TV12, WEYI-TV25, WHNN 96.1.

## **X. SCHOOL NEWSLETTER: THE PANTHER PRESS**

Each week, a newsletter is written by the principal to inform parents, students, and others of upcoming activities, happenings in the school, and other important news. The Panther Press is emailed to any individual with an email address who has signed up to receive it. Paper copies are made only upon request.

## **XI. SCHOOL PICTURES**

A professional photographer is hired on an annual basis to take pictures of all the children in grades Preschool through 8th. The purchase of the pictures is strictly on a voluntary basis. A school yearbook, which the students may purchase, is printed toward the end of the school year.

## **XII. SAVINGS STAMPS**

The Savings Stamps Program (Church Extension Fund) exists to help build Lutheran churches, schools, and missions throughout the Michigan District. Each person can become a "builder of the church" in his own way. Stamps are available for \$.25 and \$1.00 and can be put into a Dedicated Savings Account earning competitive daily interest rates, paid and compounded quarterly. These stamps may be purchased each week and pasted into the student's booklet.

## **XIII. LOST AND FOUND**

All items, including clothing and sports equipment, which are left in the school halls or on the playground will be put into the "*Lost and Found*" area. Items not claimed after several weeks will be donated to a local charity.

## **XIV. PARENT-TEACHER LEAGUE**

The **Parent-Teacher League (P.T.L.)** is a support organization whose purpose is:

- A.** To create a better understanding between parents and teachers and of their work pertaining to the child.
- B.** To help develop a closer relationship between the home and the congregation's educational agencies so parents and teachers may cooperate in the Christian training of the child.
- C.** To help raise funds through different means to support the school's mission. These funds will provide enrichment opportunities for the students.

**During the year, there are regularly scheduled meetings as well as other P.T.L.-sponsored events.** Parents are asked to volunteer for certain events based on the annual volunteer schedule distributed at registration. All parents with students in school are members of the P.T.L. and are encouraged to attend all meetings.

## **XV. COST OF EDUCATION FEES**

- A. Tuition:** The cost of educating a student at St. Peter Lutheran School is paid almost entirely through the freewill offerings of members of St. Peter Lutheran Church. However, for students from other churches or non-church affiliated people, there is a cost of education fee called tuition: **for students in Grades K-8, this cost is \$3,100.00 for the first child in the family (\$1,550 for Young 5's students), \$2200.00 for the second child, and \$1,700.00 for the third child.** Parents who are not members pay tuition until the day the Board of Elders accepts their membership. Parents begin paying tuition on a prorated basis beginning the day after the Board of Elders transfers or dismisses them from membership. Parents are encouraged to take their church commitment seriously and allow the Lord to guide them in their support of the total parish operation at St. Peter. (Preschool fees are in a separate handbook. Please contact the school office.)



- B. Book Fees:** The basic **Education Fee** has been established by the Board of Christian Education at **\$540.00 for students in Grades K-8** (*\$370 for Young 5's students*). This fee covers the cost of workbooks, text rental and replacement, religion packets, as well as supplies used by the students and staff. **At least 1/7<sup>th</sup> of the remaining Education Fee is due on the day of registration. This can be paid monthly and is all due by February 10.**
- C. Technology Fee:** All students will pay a \$25 technology fee at the beginning of the year. This fee will cover minor accidental repairs to the Chromebook. It will not cover lost or stolen technology including power adapters & cords.
- D. Payment plans are available.** If you choose a payment plan, you are expected to stay current on that payment plan. If you become delinquent, you will receive emails from Fast Direct or a letter of reminder from the school. If payment continues to be delinquent, the Board of Christian Education will be notified and then act on the necessary payment action that needs to take place. At this point, the report card and other academic records will be held until payment is made in full.

If a child in Grades K-8 leaves after the fifth day of the first semester, half of the yearly Education Fee will be returned. If a child leaves after the fifth day of the second semester, none of the yearly Education Fee will be returned. This is necessary because books are planned for a child, they are ordered, and names are sometimes written in. Tuition is invoiced and reimbursed on a per month basis.

- E. Family School Aid Fund:** St. Peter has a fund to help those families who are financially unable to pay the cost of tuition or book fees. The parents are informed about the "Family School Aid Fund" in March along with re-registration materials. 2) The deadline to apply for help is June 1. After that date, the help will be given as funds are available and the committee approves. 3) Families are to request forms from the school office and send these directly to FACTS along with the cost of application. 4) The scholarship money will help to pay only for tuition or the book and materials fees for children attending Preschool–8th grade of our school. It will not cover sports fees, band Fees, field trips or class trips, lunch costs, and other costs for special school activities. 5) Parents will be notified. Parents may appeal the decision of the review committee to the Board of Christian Education.
- F. Returned checks.** There is a \$15.00 charge per check assessed to accounts when checks without sufficient funds are presented to the office.

#### **XVI. HOMEWORK POLICY GUIDELINES**

- A.** Students should set aside a certain period of time each evening to do their homework assignment (ie.--7:00-7:30).
- B.** Students should work in a room which is quiet and free from noisy distraction.
- C.** If a child spends an excessive amount of time with homework on a particular evening, have him stop. If he has not completed the assignment, please send a note to the teacher explaining the situation.
- D.** All homework not completed should be reported to the teacher prior to the beginning of classes.
- E.** Parents, naturally, will want to show interest in the school life of their children by giving them assistance with their homework.

#### **XVII. ATHLETIC POLICIES See Athletic Handbook for policies for athletics.**

#### **XVIII. BUS & CAR LINE**

##### **A. Eligibility for Bussing**

Bus transportation is provided by the Hemlock Public School District to all students living within the District. This service is provided only on those days on which the Hemlock Public Schools are in session. Our students board the bus at their homes or at the designated area and are delivered to Hemlock. St. Peter Lutheran students then board a shuttle bus which brings them to our school. The process is reversed in the afternoon. Usually some students arrive at the Hemlock High School before their shuttle bus arrives. These students are to remain in the designated place of the high school until their shuttle bus arrives.

##### **B. Bus Discipline**

Children are under the supervision of the school bus driver at all times when it is in operation. A proper amount of discipline must be maintained on the bus in order to permit the driver to maintain adequate composure for the safest operation of the school bus. Each driver is given the authority to stop the bus to talk with a student who is not conducting himself properly and/or report the student to the bus superintendent and/or principal for further disciplinary action. Proper disciplinary action will be reported to parents or guardians. **Please note that most busses are equipped with video surveillance which is shared with the principal for disciplinary purposes.**

### C. Basic Student Bus Rules

1. All students are to be seated when the bus is in motion.
2. Normal conversation is expected while on the bus.
3. The consumption of food or beverage is not permitted while riding the bus to and from school.
4. Students are to be ready and waiting for the bus every morning. The bus is not required to wait while students walk from the house to the pick-up point. This is time consuming and dangerous for the bus and its students.
5. In the afternoon, students are to board the buses only at the school they attend unless previous arrangements have been made. Students may be discharged only at the regular unloading stop unless they have specific written permission from their parents and authorization by the school principal and transportation supervisor.
6. The bus driver may assign definite seats for students to occupy in certain situations.
7. Students are not to throw paper or other items while on the bus.
8. Always cross in front of the bus. Look for possible moving traffic even though the bus has on its flashing lights.
9. Students who do not plan to ride home must notify the bus driver personally, preferably in the morning.
10. Any student disfiguring or mutilating any part of the bus will be required to pay for the damage and will be disciplined properly for such action.

### D. Car Line Safety Rules

In order to maintain a safe car line for our students, we would like all those dropping off and picking up students to observe these safety precautions and rules:

1. The safety of our children is our highest priority. Thank you for taking extra precautions and extra time to maintain our safe school zone.
2. Observe the speed limit on Raucholz Road. Drive slowly through our parking lots and through the car line.
3. For morning drop off, drivers may turn from Raucholz Road into the car line.
4. For afternoon pick up, drivers should enter the church parking lot from Lunney Road. Please note that the Hemlock Public School bus picks up first in the car line. Before crossing from the church parking lot to the car line, please wait until the bus is in place.
5. All students should enter or exit their vehicles on the passenger side when being dropped off or picked up through the car line.
6. Please be patient when using car line. We discourage passing.
7. Students need to cross the parking lot with adult supervision. Drivers parked on the far side (north) of the parking lot will need to walk students to their vehicles, or students will be walked to their automobiles by a teacher.
8. Thank you for helping to keep our children safe.

## **XIX. LUNCH PROGRAM**

St. Peter Lutheran School students are offered a well-balanced, nutritious lunch (which includes milk) each day. **The cost for a lunch, milk, juice, water, and snacks can be found on our website or by contacting the school office.**

Parents are requested to send in deposits of \$20.00 or more. The student gives the deposit to his teacher, the teacher posts the amount on the daily form, and sends the deposit to the office where it will be recorded in Fast Direct. As the student goes through the lunch line, the student gives the card to the cooks. The cooks debit his account for the lunch. If the student destroys the card or loses the card, the student is fined \$1.00 as he receives a new card.

The costs are kept low because parents, relatives, and friends of St. Peter students volunteer their time. You may volunteer by signing on the P.T.L. volunteer list on Registration Day, or by contacting the school office after that day. **The volunteers assist the cooks from 10:30 a.m.-12:30 p.m. Their duties include washing tables between the eating groups, serving food, refilling bowls on the salad bar, operating the dishwasher, sweeping the lunchroom section of the gym, wiping down the stainless-steel surfaces, setting up and taking down tables and benches.**

Parents will be **notified of a low balance** in their student's lunch account through Fast Direct. Students that have a balance under -\$20 will not be allowed to order seconds, or purchase juice, water, or snack until the balance is paid.

## **XX. SCHOOL HEALTH SERVICES**

**A. Health Care:** The school utilizes the services of the Saginaw County Public Health Department. Personnel from this department make periodic visits to conduct vision and hearing screening and to see children with health problems.

**B. Communicable Diseases:** It is our goal to maintain a healthy classroom. Children who are ill should not come to school. If your child exhibits symptoms of, or is diagnosed with a contagious disease, please report this to the school office at once. St. Peter Lutheran is required by law to report all contagious illnesses and diseases to the Saginaw County Health Department. For the protection of all children, your child will not be permitted to attend

school if he has any of the following symptoms: *fever (over 100.0 degrees), diarrhea, vomiting, strep throat, flu, conjunctivitis (pink eye), chicken pox, head lice, or other communicable disease including COVID-19 symptoms*. If such a condition presents itself while your child is at school, you will be called and your child will need to go home. It is necessary that you make arrangements so that your child can be picked up from school within one hour if your child is ill.

- C. Fever:** A child with a fever of 100 degrees or higher will be sent home. Fever is not contagious, but whatever is causing the fever usually is. Therefore, the child must be fever-free (without the use of fever-reducing medication) for at least 24 hours before returning to school (note: with COVID-19, this time has been subject to be longer than 24 hours).
- D. First Aid:** Our school is equipped with first aid supplies and we will administer first aid to minor injuries. If a child is seriously injured, we will arrange for his immediate transportation to the emergency room at one of the Saginaw hospitals and then contact you. A school employee will accompany your child.
- E. Handwashing:** Children need to be taught how to wash their hands. Liquid soap and running water are essential for removing germs. Liquid soap is preferable to bar soap, because germs can collect and grow on the bar. Children are to be taught to:
  1. Wet the hands and apply liquid soap, about the size of a dime or quarter,
  2. Rub hands together vigorously to create a soapy lather, and continue rubbing for at least 20 seconds. Scrub between fingers, under fingernails, if necessary,
  3. Rinse hands under warm running water,
  4. Dry hands with a clean, paper towel,
  5. Turn off the faucet with the towel (to avoid picking up germs that you may have left there when you turned on the faucet), and
  6. Discard the used towel in a trash can lined with plastic bags.
- E. Lice:** If your child is suspected of having head lice, he/she will not be able to return to school until treatment has taken place and all head lice and/or nits have been removed. A letter will be sent home with your child that gives available resources. Your child's hair will be re-examined by a designated school personnel prior to returning to class.

## **XXI. ATTENDANCE**

### **A. Absences**

On days when your child is going to be absent, please notify the school by phone or with a signed note sent with a sibling. If your message is not received by 9:00 a.m., the school will contact you by phone. If no one answers the phone at home, the school will call the parents' phone numbers at work, and finally, emergency phone numbers will be called. This is being done out of a loving concern to help keep a child from being unnoticeably lost because he perhaps fell asleep after parents left for work, missed the bus, or encountered a catastrophe.

Michigan State Law requires attendance at school. St. Peter requires that students are responsible for all work missed on the days of absence. Furthermore, if a child misses twenty (20) or more days during a school year, the parents are to meet with the principal to discuss consequences of the missed time, including the possibility of the child being enrolled in class work other than regularly scheduled days of school. The principal is to make the decision as to whether or not to call for such a meeting.

If a student must leave school during the day, such as a dental appointment, the student is to bring a signed note from home, or parents may call the school office explaining the reason for such leaving. All absences, including medical appointments, are counted as absences. Any absence of 2 hours or more is counted as a ½ day of absence. If a child misses a day when school is in session for ½ (one-half) day, the child is counted absent ½ (one-half) day.

Absence usually causes a breakdown in the organized learning process. The information needs to be studied soon in order for the child to return to the flow of the lesson material. To encourage this, if school assignments are missed, the child has the number of school days missed + 1 to make up work and turn in the assignments. Lower grades may be given in consequence if the work is not made up in that period of time.

## **B. Tardiness**

Punctuality is an important trait that demonstrates respect for others and the learning process, and also has a direct application to the work place. Starting on time with the other students in the class enables your child to begin the day with a healthy mind set.

Tardy Definition: Tardy is an absence less than 2 hours in length. Students in grade K-8 who are not in their classrooms and ready to learn at the school starting time are considered tardy except for those absences due to medical appointments. If they arrive more than two hours late or leave more than two hours early, they are counted absent one-half day. Arriving late or leaving early for a medical appointment is not considered a tardy. Missing more than two hours in any one-half day for a medical reason is considered an absence. Tardies shall not be cumulative, adding up to an absence. Both absences and tardies are recorded on student report cards.

Tardiness that is deemed to be excessive by the Administration of St. Peter Lutheran School is subject to disciplinary action which may result in before-school detentions, in-school suspensions, revoked privileges for the student and/or parent.

## **C. Extended Vacation Policy**

Planned extended absences greater than five days are strongly discouraged because much learning takes place within the context of the classroom. Parents should inform the school office of a planned extended vacation. Assignments generally will be given when the student returns from vacation. All assignments must be completed within one week of return.

- D. Attendance Award:** Attendance awards are presented at the end of the year to students who have maintained a "perfect" (no absences) attendance. Any absence, for whatever reason, eliminates the student from eligibility for this award.

## **XXII. DISCIPLINE POLICY**

Our Christian students are expected to put their understanding of God's Word into practice in all areas of school life. Disobedient, disrespectful and disruptive behavior will be corrected by the teachers in a spirit of Christian love and concern for the child and his Christian development. Such loving concern must often involve the use of punishment to enable the child to recognize his sin and accept the forgiveness of Jesus Christ. The discipline is never carried out because the child is irritating the teacher. Instead, the punishment is carried out because the child's behavior is disrupting good teaching and, the more self-disciplined the child can become, the better his self-esteem will become.

Forms of punishment will include temporary withdrawal of privileges, detention, isolation, suspension, and expulsion.

- A. Withdrawal of Privileges:** Students will be prevented from participating in certain activities such as portions of recess periods, athletic events, class tours, and trips.
- B. Detention:** Students will stay after school for a period of time to be determined (this could also be served before school starts in the morning). The teacher will inform the parent of the detention and the parent will be responsible for arranging transportation for the child. If the parent(s) cannot be contacted, other disciplinary arrangements may be made.
- C. Fighting:** If a child is fighting on the school premises, the child will be isolated for some relaxation and re-think time. Parents will be notified. On the second event of the year when the child is found to be fighting, the parents will be notified immediately to remove the child from the school for the remainder of the day. (A fight will be defined when a child makes physical contact with another child while angry.)
- D. Consistent Negative Behavior:** In cases of consistent negative behavior, the following series of suspensions and meetings will be used to follow an orderly process to help children. This is written in the hope that the parents and school could agree that some form of professional counseling or other helpful means would be used to intervene.

**1st disruption: Child's name written down.**

**2nd disruption: Child's name or a mark indication in writing.**

**3rd disruption: Child's name or a mark indication in writing.**

**4th disruption: When this disruption occurs during the same day, the child is excused from the room for a short period of time. He is told exactly why he has been sent out of the learning environment. This could be written down for him, but it must be written down in the teacher's records of that child.**

This series of events occurs every time before the child is removed from the classroom environment. When the child is removed from the learning environment:

- The 2nd time: Record is made.**
  - The 3rd time: Record is made; the parents are called.**
  - The 4th time: Suspension in the school occurs for ½ day.**
  - The 5th time: Record is made; parents, teacher, principal conference.**
  - The 6th time: Record is made; parents met with; in-school suspension for one day.**
  - The 7th time: Record made and child sent home for the remainder of the day as soon as transportation can be arranged.**
  - The 8th time: Record made and child sent home for the remainder of the day as soon as transportation can be arranged.**
  - The 9th time: Suspension out of school for two days (child cannot leave school until parents arrive); parent(s), teacher, and principal conference.**
  - The 10th time: Child is suspended for five days to await the disposition of the Board of Christian Education. (The Board will call a special meeting to consider expulsion.)**
- \*\*At any time, some of these steps may be eliminated when the principal deems that the severity of the infraction warrants.**

### **XXIII. SEXUAL HARASSMENT POLICY**

It is the policy at St. Peter 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 Lutheran Board of Christian Education, faculty, staff, volunteer, or student to harass a faculty, staff, volunteer, or student member of St. Peter Lutheran School, or other member of the school community, through conduct or communications of a sexual nature as defined below. Sexual harassment, as prohibited by this Policy, will not be tolerated.

#### **A. Definitions**

1. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by a Board member, faculty member, staff member, student member, or volunteer of the school to any other member, adult or student when:
  - a. Submission to such conduct is made either explicitly or implicitly a condition of employment or educational advancement;
  - b. Submission or rejection of such conduct by an individual is used as the basis for educational or employment decisions; or
  - c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include but is not limited to:
  - a. Sexually related verbal harassment or abuse;
  - b. Sexually related written harassment or abuse;
  - c. Pressure for sexual activity;
  - d. Repeated remarks to a person, with sexual or demeaning implications;
  - e. Unwelcome touching; or
  - f. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning grades, job and the like.

#### **B. Procedures**

1. Any student who believes that he/she has been subjected to sexual harassment as prohibited by this policy may complain to any other adult teacher or employee of St. Peter with whom she/he feels comfortable discussing the matter. Parents may communicate complaints on behalf of their children to their child's teacher, the school principal, the chairperson of the Board of Christian Education, or the St. Peter's pastor(s), whichever individual was not the alleged harasser.
2. Upon learning of a complaint, St. Peter will investigate the allegations. As deemed appropriate by St. Peter, the complainant will be consulted as to the facts of the allegations and his/her suggested remedy, and the alleged harasser will be provided an opportunity to respond to the allegations.
3. If St. Peter determines that a violation of the policy has occurred, appropriate remedial action will be taken in St. Peter's discretion.
4. The complainant will be notified at the conclusion of the investigation that appropriate remedial action has been

taken. However, all documents generated during the course of the investigation will be kept confidential by St. Peter to protect the privacy rights of all involved, except to the extent required by law or as deemed appropriate by St. Peter's Board of Elders.

5. Appropriate civil or criminal authorities may be notified of any substantiated charges.

### C. Sanctions

1. Violations of this Policy which are determined by St. Peter to have merit will result in disciplinary action being taken against the offender. Disciplinary action may include, but need not be limited to, suspension or termination of St. Peter employees or agents and suspension or expulsion of St. Peter students, as deemed appropriate by St. Peter.
2. Sexual harassment is illegal in many circumstances under both state and federal law, and violations of this policy may be reported to the appropriate civil or criminal authorities for prosecution of offenders.

## XXIV. FINES FOR MISUSE OF EQUIPMENT

Occasionally the school and church property, mainly textbooks, classroom desks, playground supplies and other items, are abused. All books are numbered and checked out to specific students at the beginning of the school year. Students are responsible to return the books in a reasonable condition given the previous condition and age of the book. Records are kept by teachers concerning the condition of the book when it was distributed and collected.

The Board of Christian Education has initiated the following fining policy. The fines will be levied by the teacher or principal. The fine must be paid in one day or the child will serve recess detentions until it is paid or there is a note from parents that the article truly cannot be found.

1. A \$1.00 charge will be assessed for books marked up with pen, pencil, marker, etc.
2. A \$10.00 charge will be assessed for books which, previously having been in fair to new condition, are returned in poor but useable condition. Such damage may include things like water damage, torn pages, broken bindings or covers, etc.
3. The full replacement cost of the book will be assessed for books which are lost or damaged beyond use.
4. Book fines are payable upon receipt of the book fine slip.
5. Damage to or loss of church and school property: The fine shall be the replacement cost of the damaged or destroyed equipment or supplies, or a figure designated by the principal.
6. Failure to pay such fines shall result in the withholding of report cards or diplomas.

## XXV. MISCELLANEOUS

- A. **Telephone:** Upon receiving permission from a teacher, principal, or other staff member, students may make important telephone calls. **Calls to arrange social visits will not be permitted.**
- B. **Cell Phone Policy:** A student may possess a cellular telephone or other electronic communication device (ECD) in school, on church/school property, at after school activities and at school-related functions provided that during school hours the cell phone or other ECD remains off and in the student's school bag. The use of cell phones and other ECDs in locker rooms and in church/school bathrooms is prohibited. If an ECD is confiscated, it will be turned in to the school office, and will be returned only to a parent or guardian. By stating this policy, we are not encouraging having an ECD. The church, school, or faculty is not responsible for lost, stolen, or damaged.
- C. **Office, Conference Room, Kitchen, Storerooms:** The office, kitchen, conference room, and storeroom spaces are used for work and/or storage by school-employed personnel. Students should not enter these areas without the permission of a member of the school staff.
- D. **Adequate Sleep:** It is important that children receive the proper amount of sleep to enable them to be alert and happy. Insufficient sleep frequently causes academic and social problems in school.
- E. **Dangerous Articles:** Teachers have the right to confiscate potentially dangerous or annoying articles brought to school by students. If a student brings weaponry (guns, knives, pocket knives, brass knuckles, etc.) onto St. Peter School property during the school day or after hours, the child may be suspended for two days or until the Board of Christian Education meets and decides the consequences. **If a student makes a bomb threat** verbally, in writing, or by gesture, the student(s) making the threat may be sent home with a parent. If the threat is deemed to be real, students and teachers will evacuate the building and proper authorities will be contacted.

- F. **Illegal Drugs:** No illegal drugs or look-alike drugs may be brought onto the school property without the permission of the Principal. If a student is found to have these drugs without school permission, the parents may be called and the child will be suspended for two days or until the Board of Christian Education meets to decide the consequences. Because St. Peter students represent St. Peter Lutheran School and the Hemlock community, a student involved in any illegal activity in the community off the school campus may be disciplined at the discretion of the Board of Christian Education.
- G. **Gum Chewing:** Gum chewing is not permitted in grades K-8 unless a special exception is made.
- H. **Soliciting Classroom Funds:** In the spirit of maintaining good classroom communication, we request parents to refrain from soliciting funds from other parents without prior consent or approval from the principal or the child's teacher.
- I. **Animals in the School:** Animals or pets are not permitted in the school unless invited in by a teacher. Bringing animals on to the school campus when students are in the vicinity is discouraged.
- J. **Names on Materials:** Put your child's name on all materials which he might have at school.
- K. **Medication:** Medication of any kind, including aspirin, cannot be dispensed by school personnel without the written consent of the parents.

Children receiving medications which must be taken during school hours **must have a written order from their physician or parent stating the reason for which the child is taking medication, the name of the child, the name of the medication, directions for administering, possible side effects if effects are unusual, and the length of time the child is to receive such medication.** The medication should be shown to the teacher and then taken to the school secretary. Generally, the medication is kept unrefrigerated in a lockable file cabinet. (If medicine needs to be refrigerated, please indicate this on the note.) The child is to go to the office for the assigned dosage. The secretary will log the dosage, the time the medicine was dispensed, and witness the child taking it. When possible, the child should carry his required medication to school daily.

All medications are to be kept in the school office. The only exception to this will be cough drops which will be monitored by the individual teachers.

**XXVI. REPORT CARDS & GRADING SCALE**

Report cards are made available every nine weeks on Fast Direct. The grade on a report card is a reflection of the average score of the assessments used for that particular subject. Tests, quizzes, homework, work ethic, and classroom performance and participation are types of assessments which teachers use. The report card grade is different from the score earned on the NWEA tests, which are scores based only on test answers. A Parent-Teacher Conference for all parents is scheduled after the first nine weeks and during the third nine weeks grading period. In the interest of time and accurate communication, one conference is scheduled for each child. At that time, parents have the opportunity to discuss the progress of their child(ren) with the teacher. Parents are encouraged to arrange appointments with the teacher(s) any time during the school year. The following is our grading scale:

<b>Letter Grade</b>	<b>Percent</b>	<b>GPA (approximations)</b>
A+	100+	
A	93.0-99.9	4.0
A-	90.0-92.9	
B+	87.0-89.9	
B	83.0-86.9	3.0
B-	80.0-82.9	
C+	77.0-79.9	
C	73.0-76.9	2.0
C-	70.0-72.9	
D+	67.0-69.9	
D	63.0-66.9	1.0
D-	60.0-62.9	
F	50.0-59.9	

**XXVII. PRESCHOOL PROGRAM & CHILDCARE**

St. Peter Lutheran School operates a Christian Preschool and Childcare. A supplementary handbook is available explaining the unique aspects of this program.

**XXIII. INTERNET POLICY**

St. Peter Lutheran School is pleased to offer students the use of the school's technology to access the Internet. To gain this access, the student must obtain parental permission by having his parents sign and return the *Acceptable Use and Technology Guidelines Permission Form* to the child's classroom teacher.

**Persons who use St. Peter's equipment to access the Internet are expected to conform to the following general policies:** Students are expected to read, understand, and obey the rules. The students are expected to maintain high ethical standards. Students are responsible for good behavior on the Internet just as they are in the classroom or anywhere in the school. Internet access is a "window to the world." We are looking out while others look in. What is done by any of us on the Internet reflects on all of us at our school. **Access is a privilege--not a right.**

**Access to the Internet** will enable students to explore many avenues of information while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to Christian people. While our technology goal is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and others responsible for minor students are responsible for setting and conveying the standards that their children should follow when using all media and information sources. To that end, **each family has the right to decide when their child is responsible enough to use these services or decide never to apply for access by signing the permission form.**

During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for guidance that they exercise at home with information sources such as television, telephone, movies, radio, and other potentially offensive media.

**XXIX. STUDENT DRESS CODE**

There is a significant correlation between student dress and grooming and student behavior and learning. Our Board of Education requests that each child be dressed as befits a Christian and in a way that will not hinder the educational process. **The following guidelines are in effect:**

- A. Cosmetics:** Cosmetics may be used in moderation by seventh and eighth grade girls.
- B. Hair:** Hair should be neat and clean at all times. Please refrain from haircuts that draw undue attention to oneself. This includes but is not limited to extreme hair coloring and exaggerated styles.
- C. Hair sprays, other aerosols, or spray mists** are not allowed in school. The close quarters of our restrooms make the use of aerosols/sprays a hazard. Students needing to use deodorant should bring a stick or roll-on type.
- D. General Clothing Standards:** Clothing should not display writing or symbolism which may be distracting, offensive, or promote unchristian lifestyles. The concern for modesty does not allow revealing shirts or pants, mesh shirts, or shirts not covering the midriff adequately. No tank tops or halter tops (tops without fitted arm holes and fitted neck) will be allowed. Pants with ripped seams or tears may not be worn.
- E. Boys' Clothing Standards:** Pants should be worn so that undergarments are not exposed. Belts are encouraged to be worn to keep the pants at waist level.
- F. Girls' Clothing Standards:** Hemlines of dresses must be of respectable length. The skirt may not be more than 5" from the floor when the student is kneeling on the floor. Clothing should be worn so that undergarments are not exposed. In 5<sup>th</sup>-8<sup>th</sup> grade, all stretch pants, tights, form fitting pants, jeggings/leggings, yoga pants, and similar fitting pants must be covered by an outer garment that meets our dresses and skirts guideline of 5 or fewer inches from the floor when kneeling. The outer garment can be a dress, skirt, sweater, sweatshirt, t-shirt, etc. as long as it measures 5 or fewer inches from the floor when kneeling and otherwise meets our dress code.



- G. Shorts:** Neat and clean, loose-fitting shorts are allowed to be worn by students. Shorts should extend to the mid-thigh or longer. They may not be more than 9" from the floor when the student is kneeling. Shorts should be hemmed at the bottom. No Spandex, Lycra, or Bike shorts will be allowed. For off-campus trips, a note will be included with permission slips when shorts are not appropriate for that event. Parents will be notified via the Panther Press or on the permission slip if shorts will not be allowed for certain on-campus events or functions.
- H. Shoes:** Each student is required to wear shoes or sandals. No shoes or sandals without heel straps will be permitted. Shoes which require tying must be tied to avoid loose laces.
- I. Cold Weather Clothing:** Students are encouraged to wear heavy sweatshirts or coats and proper waterproof footwear during cold and wet weather. Hats, mittens/gloves, and coats are also encouraged during cold weather. Teachers may restrict children's outdoor activity when they are not wearing proper dress. Rules of courtesy dictate that sunglasses, hats, heavy clothing and boots be reserved for outside wear only.
- J. Shorts and T-Shirts:** A *St. Peter shirt and shorts* set must be worn during all Physical Education classes in grades 5-8. These may be purchased in the school office.
- K. As you outfit your child for school,** you may want to choose clothing that presents a neat appearance while still being comfortable for play. While "dressing down" does not present a good image of our school, studies have shown it can also promote an overly casual attitude toward school. "Dressing up" can present its problems, too. While dressing up is appreciated and presents a good image of our school, it can, at times, interfere with a teacher's planned recreational activities. It is advised that if a child is "dressed up," he should have a suitable change of clothes available which would allow for recreational activities. Type of clothing will not be accepted as an excuse for not participating in physical education classes or other activities.
- L. In all matters regarding dress and appearance,** the principal retains the right to declare clothing unacceptable for school wear. In such cases, a parent will be contacted informing them of inappropriate attire worn by the child and may be asked to bring a suitable change of clothes.

**XXX. FERPA (Family Educational Rights and Privacy Act)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records.

Parents have the right to:

- Inspect and review the student's education records maintained by the school (CA60).
- Request that a school correct records which they believe to be inaccurate or misleading. This can be done through a written request which will be reviewed by the principal and Board of Christian Education.

Schools must have written permission from the parent in order to release any information from a student's education record (CA60). However, FERPA allows schools to disclose those records, without consent, to the following parties:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations'
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. St. Peter also considers student pictures, video, and film of students to be directory information. However, the law and policy further stipulate that parents shall be given the right to request that this information not be released on their child. *If a parent wishes not to have this information released, he/she must present a written objection to the principal. Written requests will be dealt with by the principal and the Board of Christian Education.*

For additional information on FERPA you may contact the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

**XXXI. STUDENT CONDUCT**

St. Peter Lutheran School has high expectations for students in many different areas: academics, athletics, spiritually, in school, and out of school. We want students to conduct themselves in a manner that is God pleasing at all times whether school is in session or while students are at home, on vacation, or wherever they may be. We are to model Paul's words in Colossians 3:17, "And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him." Students of St. Peter Lutheran School should be motivated by their faith in Jesus Christ to have a conduct that is Christ-like. Unfortunately, we know that sin is a barrier that gets in the way. That is why we teach about the forgiveness of Christ each day. Even though there is forgiveness, there are still consequences for our sins in this world. Therefore, actions that do not uphold the Christian faith and are deemed to be extremely offensive by the Administration of St. Peter Lutheran School could be subject to disciplinary action up to and including expulsion from school.

**XXXII. BEFORE SCHOOL CARE**

St. Peter Lutheran School offers a Before School Care program for its students in grades K-8. The Mission Statement of BSC is: St. Peter Lutheran Before School Care program exists to provide quality and safe child care to parents. The purpose of the program is: Our purpose as a part of the total ministry of St. Peter Lutheran Church and School is to serve families of the church, school, and community who desire Christ-centered care for their children. St. Peter Lutheran Before School Care provides parents a place for their St. Peter K-8 students to be cared for in a safe and convenient location. The following guidelines will be followed:

**Time:** 7:00-7:40 AM for all days of school.

No BSC will be provided on holidays, school days off, or during the summer.

If school is called off (due to weather, etc.) there will be no BSC, but child care may still be available.

**Cost:** All children will be charged \$2.00.

**XXXIII. ST. PETER AFTER SCHOOL HELP (SPLASH)**

St. Peter Lutheran School offers an after-school program called SPLASH. The Mission Statement of SPLASH is: St. Peter Lutheran After School Help exists to provide quality and safe child care to parents. The purpose of this program is: Our purpose as a part of the total ministry of St. Peter Lutheran Church and School is to serve families of the church, school, and community who desire Christ-centered care for their children. St. Peter Lutheran After School Help provides parents a place for their St. Peter K-8 students to be cared for in a safe and convenient location. The following guidelines will be followed:

**Time:** 2:40-5:40pm for all full days of school.

On half days, SPLASH will be provided from 11:05-5:40 in the afternoon.

No SPLASH will be provided on holidays, school days off, or during the summer.

If school is called off (due to weather, etc.) there will be no SPLASH.

**Cost:** All children will be charged \$5 until 4:00 or \$10 for those being pick-up after 4:00

On half days, SPLASH will be \$5/child until 12:00, \$15/child until 4:00, or \$18/child

after 4:00. Lunch will not be provided on half days. Children will need to bring a lunch from home.

*Note: All children must be picked-up by 5:40. The cost for care after 5:40 is \$5/15 minutes.*

**NOTE:** Students who are not picked up from school by 2:50 will be taken to SPLASH.

**CHILD CARE ON NO SCHOOL DAYS**

We will offer childcare for PS-8th grade students on days we do not have school except for holidays from 7:00 am-5:30 pm. Children that will be here through the lunch hour will need to bring a lunch from home. The cost is \$20/child half day (5 hours or less) or \$35/child (for all day). Prepaid Punch Cards are available for greater savings. Prepaid cards from Summer SPLASH may be used for All Day Child Care on no school days.

**XXXIV. SUMMER CHILDCARE (SUMMER SPLASH)**

We offer a summer childcare program. Please see Summer SPLASH handout for more details.

## **XXXV. STATEMENT of BELIEFS**

These are the beliefs of St. Peter Lutheran Church and School in accordance with the LCMS.

St. Peter Lutheran Church and School is a Recognized Service Organization of The Lutheran Church-Missouri Synod (LCMS, 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” (Ephesians 2:20). With the universal Christian Church, the LCMS teaches and responds to the love of the Triune God, who created all that exists; became a 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 ministries 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 New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the LCMS 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, LCMS ministries 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 members and ministers. However, the voluntary association of member ministries 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 “principal 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 members.

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

*Statement of Belief on Marriage, Gender, and Sexuality*

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 (Genesis 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 (Genesis 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 Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.

We believe that any form of sexual immorality (including but not limited to adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).

We believe that in order to preserve the function and integrity of St. Peter Lutheran Church and School as the local Body of Christ, and to provide a biblical role model to the St. Peter Lutheran students and the community, it is imperative that all persons employed by St. Peter Lutheran Church and School, or who serve as volunteers, agree to and abide by this Statement of Belief on Marriage, Gender, and Sexuality (Matthew 15:6; Philippians 2:14-16; 1 Thessalonians 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; Romans 10:9-10; 1 Corinthians 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 acknowledged as not in

accord with scripture nor the policies of St. Peter Lutheran Church and School.

*Statement on the Sanctity of Human Life*

We believe 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).