



St. Michael Lutheran School

Education with Christ at the Heart

**And
Christ for Kids
Preschool & Childcare Center**

Parent/Student Handbook

2010 - 2011

A Ministry of:

St. Michael Lutheran Church

7211 Oakland Drive

Portage, Michigan 49024-4151

(269) 327-7832 (Church)

(269) 327-0512 (School)

(269) 327-4889 (Christ for Kids)

1. Be prompt and prepared.

- Come to school on time
- Have all necessary materials
- Have assignments completed to the best of your ability

“Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.”

2 Timothy 2:15

2. Respect authority.

- Listen to authority and follow school rules
- Follow directions promptly and without argument
- Accept responsibility for your own behavior

“Show proper respect to everyone.”

1 Peter 2:17a

3. Respect the rights of others.

- Use appropriate voice and language at all times
- Listen and pay attention to the speaker
- Respect the right of others to have differing opinions
- Refrain from harassment and retaliation

“Do to others as you would have them do to you.”

Luke 6:31

4. Respect Property

- Respect the property of others
- Respect your own property
- Use materials and equipment appropriately
- Keep things clean

“Whoever can be trusted with very little can also be trusted with much, and whoever is dishonest with very little will also be dishonest with much. So if you have not been trustworthy in handling worldly wealth, who will trust you with true riches? And if you have not been trustworthy with someone else’s property, who will give you property of your own?”

Luke 16: 10-12

Our Statement of Faith

As Lutherans, we subscribe to the Lutheran Confessions because they agree with the Bible. They include the creeds of the Christian Church, namely; the Nicene, Apostles’, and Athanasian – all of which confess God as Father, Son and Holy Spirit, and Jesus Christ as the only Lord and Savior. The Holy Scriptures are the basis and authority for all matters of faith and life and are the inspired and inerrant Word of God. The Bible teaches that Jesus Christ is both true God and true man, who was virgin born, and who suffered, died and rose again for our justification. We believe that we are saved by grace through faith in Jesus’ death and resurrection for us. The Holy Spirit leads us to confess Jesus Christ as our Lord and nourishes us in this faith relationship through the Word and the Sacraments of Baptism and the Lord’s Supper. The Christian life is a daily relationship with God of repentance, faith, and forgiveness, empowering us to serve God in our daily life by caring for one another and for the world around us.

Our Mission

St. Michael Lutheran School and Christ for Kids Preschool/Childcare Center partners with parents to help each child attain their God-given abilities by providing a quality education while nurturing their faith with God’s Word, creating Mighty Messengers for Christ.

Our Vision

St. Michael Lutheran School and Christ for Kids Preschool/Childcare Center is a ministry dedicated to *Education with Christ at the Heart* which:

1. Ensures that Christ is the foundation of the school and all related activities;
2. Provides enriching learning experiences;
3. Builds compassionate relationships in the classroom, the school, and the greater community; and
4. Welcomes all members of the community regardless of faith affiliation, with the understanding that all students will be taught the truths of the Bible and the doctrine of the Lutheran Church Missouri Synod.

Dear Students and Parents:

We are pleased that you are part of the St. Michael Lutheran School/Christ for Kids family! Our sincere hope is that your time spent with us will be a blessing to you and your child (ren). Our goal is to provide a Christ-centered education that develops the God-given gifts which make each student a unique creation in Christ.

As in the past, we continue to update each year's Student/Parent handbook. This year's edition is no exception. Each one of the policies, guidelines, and rules are implemented to better fulfill our mission in a safe and efficient environment. None are intended to cause inconvenience but rather to facilitate smooth operation and good order. I would encourage you to read this handbook carefully so that you can be better informed about the school and childcare programs. Not all issues have been addressed in this handbook, so if you have any questions please contact the school office at 327-0512 or the preschool/childcare office at 327-4889.

We look forward to another exciting and educational year here at St. Michael. We appreciate the opportunity to partner with you in the task of educating your child (ren). Please support this ministry with your prayers as we begin the 2010/2011 school year.

In Christ's Service,

Gregory Johnson
Principal

2010-2011 School Calendar

August

Wednesday 25 Early Childhood Back to School Night 6:30
 Monday 30 1st Day of School – Preschool
 K-8 (Full Day)

September

Wednesday 1 Back-to-School Night 6:30pm K-8
 Laptop Orientation (6th -8th Grade)
 Fri 3-Mon 6 No School or Early Childhood
 Wednesday 8 Instrument fitting 5th grade 6:30
 Saturday 18 Scholarship Golf Outing

October

Tues 5 & Wed 6 School Pictures
 Tues 12 – Th 28 MEAP Testing
 Tuesday 26 Windy City Players – Robin Hood 10:30
 Friday 29 All Saints Celebration
 Can Contest

November

Thursday 4 Living History 6:30
 Friday 5 No School or EC; End of 1st Quarter
 Tue 9 & Wed 10 School Picture Retake
 Friday 12 Report Cards Home
 Sat 13- Mon 22 Book Fair
 Mon 15- Sun 21 Operation Christmas Child
 Th 18-Tues 23 No EC; EC Conferences
 Mon 22-Tues 23 Conferences (evening) K-8
 Wed 24- Fri 26 Thanksgiving Break: No School or EC
 Th 25-Fri 26 Childcare closed

December

Thursday 9 School Play 1:30 pm & 6:30pm
 Christmas Program 6:30 pm: K-8
 Friday 10 Christmas Program 6:30 pm: EC
 Friday 17 ½ Day K-8
 No Early Childhood
 Mon 20-Fri 31 Winter break
 Thu 23 – Fri 24 Childcare closed
 Friday 31 Childcare closed

January

Monday 3 School Resumes
 Thursday 20 Open House 6:30-8:00 pm
 Friday 28 End of 2nd Quarter
 No School; No EC; No Childcare
 Teacher In-service

February

Thursday 3 Spelling Bee 1:30 pm
 Friday 11 Report Cards Home
 Sunday 13 Singing at Immanuel (2nd- 4th)
 Tu 15 & Wed 16 Spring Pictures
 Thursday 17 Open House 6:30-8:00 pm
 Mon 21-Fri 25 No Early Childhood
 Wed 23–Th 24 ½ Day of School K-8th
 Conferences EC-8th
 Friday 25 Mid-Winter Break: No School or EC

March

Mon 7- Fri 11 Lutheran Schools Week
 Thursday 10 Science Fair 6:30 pm
 Thursday 17 Open House 6:30-8:00 pm
 Thursday 31 End of 3rd Quarter

April

Mon 4- Fri 8 No School or EC – Spring Break
 Thursday 14 Open House 6:30-8:00 pm
 Friday 22 No School; EC or Childcare– Good Friday
 Monday 25 No School or EC– Easter Monday
 Childcare Open
 Thursday 28 Fine Arts Night 6:30 pm

May

Thursday 5 National Day of Prayer
 Tues 10 Regional Field Day – (Grades 5th- 8th)
 Friday 20 Volunteer Appreciation Breakfast 8:30am
 Monday 30 Memorial Day – No School; EC or
 Childcare

June

Wednesday 1 8th Grade Graduation 7 pm
 Last Day for DK & M/W EC Classes-Luau
 Thurs 2 Last Day for T/R EC Classes –Luau Party
 Tuesday 7 Last Day of School K-8 – Half Day
 Field Day

*Note: “Early Childhood” or “EC” refers to our Preschool, Pre-Kindergarten and our Developmental Kindergarten classes. Childcare does not follow school closing dates unless specifically listed.

Parent Handbook (2010-2011)

Principal’s Welcome 1
2010 – 2011 School Calendar 2
Table of Contents 3
Introduction 4
Philosophy 4
Non-Discrimination Policy 4
Christ for Kids Preschool and Childcare Licensing 5
Daily Schedule & Calendar 5
Before & After School Care 5
Entrance/Enrollment Requirements 6
CFK Withdrawal 6
Drop Off and Pick Up/Busing 6
Tuition & Fees 7
Field Trips and Fees 8
Scholarship Assistance 8
Dress Code/Required School Shirt 8
Teaching Staff 9
Curriculum 10
Library 11
Chapel 11
Homework 11
Classroom Grading 12
Report card Grades & Standardized Testing 12
Recess 13
Hot Lunch & Snacks 13
School Attendance/Absences (K-8 only) 14
Snow Day Closings 15
Emergencies 15
Illness 15
Medications 16
Birthdays 16
Parent Teacher League (PTL) 16
Parent Newsletters, Information Board & Conferences 16
Parent Volunteer Hours 17
Safety 17
 Weapons Policy 17
 Expulsions/Suspensions (K-8) 18
 Playground Discipline (K-8) 18
 Visitors 19
 Field Trips 19
 Student Photos 19
 Pets 19
 Discipline Policy 19
 Sexual Harassment 20
Pesticides, Lockers and ECD’s 21
Lockers 21
Electronic Communication Devices 21
Acknowledgement Form 22

Introduction

St. Michael Lutheran School and Christ for Kids Preschool and Childcare (hereafter referred to as: SMLS & CFK) extend a warm welcome to all parents and their children who will be attending our school. It is our hope that your experience will be a positive one.

This handbook has been prepared to assist you in the explanation of our programs. Please read it through and then refer to it whenever you have questions. It will explain policies, procedures and philosophy. It will also help in the preparation of both child and parent for participation in a program where home, church, and school work together in partnership.

SMLS & CFK is an outreach ministry of St. Michael Lutheran Church and is governed by the Board of Early Childhood Ministries. CFK is licensed by the state of Michigan and is inspected frequently to ensure high quality childcare and education. SMLS is approved by the state of Michigan to operate as a private school.

Questions or concerns regarding the School's (K-8) policies or procedures should be addressed initially to the Principal. Questions or concerns regarding the Preschool or Childcare policies or procedures should be addressed initially to the Director. When necessary, the Principal or Director may then take concerns to the Board.

Parents who are not members of St. Michael Lutheran Church are invited to attend classes on the teachings of the Lutheran Church - Missouri Synod so that they may understand the principles of faith shared and applied in the classroom.

Periodically children are offered the opportunity to sing or participate in other activities at one of our Sunday morning services. All parents and family members are invited to these events.

Philosophy

SMLS & CFK offer Christ-centered programs in a loving and caring atmosphere. Teachers and staff believe it is our responsibility to introduce and foster growth in a relationship with God, the family, the community, and the world. We desire to meet the needs of the whole child - spiritual, social, emotional, physical, cognitive and creative.

Our teaching philosophy evolves around the concept that all children can learn. Our teachers believe that as educators, it is their responsibility to determine each child's strengths and provide opportunities for continued growth. This builds self-confidence and provides individuals with positive and successful learning experiences.

Another important role our teachers play is to provide students with the support they need for successful learning. This is accomplished through activities such as one-on-one and small group work, working with parents to provide additional support at home, making themselves available to students when they are feeling confused or overwhelmed, and having a classroom library for students at many different stages in the reading process.

Non-Discrimination Policy

SMLS & CFK is open to any family regardless of church affiliation, and we admit students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to all students at the school. We do not discriminate on the basis of race, color, national, or ethnic origin in the administration of our educational or admission policies.

Christ for Kids Preschool and Childcare Licensing

Christ for Kids is licensed by the State of Michigan. Our license number is: DC390087782. A parent information board is available near the childcare entrance and between preschool classrooms 119 and 111 in the school wing. On these boards you will find notices regarding illness reported in the school as well as recall information impacting children for the current month.

Childcare Organizations Act 1973 Public Act 116

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- 2 copies of this notebook are available for parents for review during regular business hours (one in the school office, and one in the parent information center by the childcare entrance).
- Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

Your signature on the last page of this document will be considered as your acknowledgement of having received notification of PA 116.

Daily Schedule & Calendar

Childcare - The Center will be closed the following days: New Year's Day, Memorial Day, Good Friday, July 4th, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve day, and Christmas day. We may close up to 4 additional days a year for staff training; these dates will be announced at least two months in advance. Hours of operation are from 6:45 AM to 6:00 PM Monday through Friday. (Typically, if a holiday falls on a Saturday, we will close the preceding Friday, if a holiday falls on a Sunday, we will close the following Monday.)

Preschool – Preschool generally follows the SMLS calendar with some additional time off to allow for conferencing. Please refer to the school calendar for specifics.

K-8th: The school day begins at 8:30 AM and runs until 3:30 PM. Grades K-8 meet Monday through Friday. Kindergarten meets every day for a half day or all day with the Kindergarten Connections program.

SMLS generally follows the Portage Public School calendar with some exceptions. There will be a Thanksgiving break, Christmas break, and Spring break. Beginning and ending school dates can be found on the school calendar. Occasionally the staff will be involved in a teacher conference or workshop and there will be no school on those days.

Before & After School Care

CFK offers both before and after school programs for our families (an additional fee). Students can be dropped off as early as 6:45 AM, Monday through Friday, and can remain until 6:00 PM. A \$10.00 late fee will be charged if a child is picked up after 6:10 PM.

Students who are not enrolled in the after-school program, and who are not picked up by 3:45 PM on any given day, will be placed in the after-school program and charged the full after-school fee for that day.

Entrance/Enrollment Requirements

Required Childcare Age: Children must be 30 months old and potty-trained (age is set by state licensing requirements).

Recommended Preschool Ages: Children must be potty-trained to participate in our preschool programs. The kindergarten entry dates of the State of Michigan are used to determine the ages of students in our classrooms.

Preschool students should be 3 years old by December 1st

Pre-kindergarten students should be 4 years old by December 1st

Developmental Kindergarten students should be 5 years old by March 1, 2011.

SMLS & CFK – To enroll, you will need:

1. A completed enrollment form.
2. The non-refundable registration fee.
3. An up-to-date immunization record (**this MUST be on file on your child's first day of attendance**). Immunizations received during the year must be reported to the Center in written form. All immunizations will follow the county Health Department requirements.
4. A completed physical health form **SIGNED** by your physician (**Must be on file your child's first day of attendance**).
5. A completed child information/emergency contact card.
6. Students in grades K-8 must have a birth certificate on file.

CFK Withdrawal

To assure proper staffing, we must enforce a 2 week notice for schedule changes affecting days and times. We are unable to provide refunds or tuition credits for cancellations without proper notice. We must also enforce a 2-week notice for withdrawal from the program. Your child is welcome to attend during that 2-week period. In instances of sick children, or quick schedule changes, you will be charged for your regularly scheduled attendance times. Children enrolled in childcare may take up to 5 days each year as "vacation days." During such days, no fees will be assessed and the child's position in the program will be guaranteed. Vacation forms are located near the Parent Information Board and must be filled out two weeks in advance for fees to be waived.

Drop Off and Pick Up/Busing

CFK – When dropping off or picking up a child from CFK, you must escort your child all the way to and from your vehicle to the childcare classrooms. Staff will escort students as necessary to and from the school wing.

SMLS - The school day begins at 8:30 AM. Students may begin arriving at 8:15 AM at which time teachers will be in their classroom. **School doors are unlocked at 8:15 AM.**

For parents dropping off their children, please use the school entrance (the far north door by the flag pole). There is no parking allowed immediately in front of the school from 8:00 AM to 4:00 PM to allow for bus drop-off/pick-up. If parents plan to come into the school, they

should park in the regular parking lot. The same is true for picking up students at 3:30 PM. Cars should not be left running and children should never be left unattended in the parking lot. Make sure you enter and exit the parking lot using the correct drives. Enter in the south entry and exit to the north. For security reasons, the doors into the Church will be locked during school hours.

Busing is available for students who live within the Portage Public School District. Students riding the buses will be dismissed earlier than 3:30 PM (Portage buses will stop at St. Michael prior to going to the neighborhood public school). Once again, teachers will take this into account as they plan their end-of-day activities. However, it is the responsibility of the parent to make sure the child covers any missed materials the teacher sends home.

Tuition & Fees

Tuition: A statement is developed for each family and provided at the beginning of the year and updated monthly. A service called *Excel in Giving* available through Church Extension Fund is now mandatory for tuition payment for *all* parents. Tuition payments are automatically transferred from their bank to the school. There is no cost to the parent and all it takes is the completion of a simple form. Any changes to your *Excel in Giving* must be made in writing and submitted to the school office.

It is essential that parents pay their tuition in a timely manner so that we may meet our financial obligations for payroll, supplies, food, and general operating costs. ***A late fee of \$30 will be assessed to all tuition accounts exceeding 30 days. An additional fee of \$25 will be assessed for insufficient funds.*** If special circumstances occur that require a delay in payment, arrangements must be made with the Principal. No outstanding balance can be carried from one school year to another without special arrangements.

Childcare Charges:

- ***Key Card:*** Families of students enrolled for childcare or DK will receive one key-card. Additional keys are available for a fee of \$5.00 which is refundable upon return. When a family no-longer requires childcare services, the issued key(s) must be returned. Failure to return an issued key will result in a “lost-card fee” of \$5.00. In cases where a friend or family member who does not have a key-card will be picking up the child, we ask that person ring the doorbell rather than “borrowing” the family card.
- ***Schedule Adjustments:*** We strive to be flexible with our scheduling policy, however to ensure proper staffing we request families call ahead when additional care is needed. Should space not be available, we reserve the right to refuse care to students who have not prescheduled their attendance.
- ***Vacation:*** Up to 5 days may be taken as “vacation days” during a school year, to receive a tuition credit for these days, written notice must be given 2 weeks in advance. (See summer registration form for summer vacation policy.)
- ***School Holidays:*** We recognize that many families enjoy time off during school holidays such as spring break and Christmas. We do not assume you will attend during these weeks, and time off you take during these weeks will not count against your vacation time.
- ***Sick Days:*** We are unable to provide a tuition credit for days your child is unable to attend due to illness.

- *Snow Days:* CFK rarely closes its childcare for inclement weather. Tuition credit will not be available unless CFK closes. School-age students who need care on a school snow day may call the center for availability.
- *Center Closed:* Families will not be charged for days on which CFK is closed.

Damaged or Lost Books and School Property: Parents will be held responsible for the replacement of property and materials damaged or lost through the negligence of their children. Fines will be imposed for lost library books or books damaged beyond what is expected in the normal use for any given school year.

Field Trips & Fees

Christ for Kids Due to car seat requirements for younger children, preschool events are held in the building or on Saturdays. Saturday events are designed to involve the whole family. On Saturday trips, families will be responsible for their own transportation. Some of our events may require a small fee. You will receive ample notice of any events.

K-8: Students will be participating in a number of field trips. However, there are a few places for which there is a charge, and parents will be asked to cover those costs. The safety of our students is a primary concern at St. Michael. With that in mind, we use Portage Public School buses for field trips that include 15 or more students. This greatly increases safety but also adds additional costs to some field trips. Parents who volunteer to drive on field trips of 14 or fewer students are asked to fill out a “Volunteer Driver Checklist” for each field trip prior to the day of the trip to ensure your vehicle is in safe and proper working condition.

Scholarship Assistance

Thanks to many fundraising efforts and the kindness of individuals, some scholarship funds are available for eligible families. St. Michael uses the services of an outside company, *Private School Aide Service (PSAS)*, to evaluate such scholarship applications to ensure consistency and privacy.

Assistance is based upon two main criteria (1). what PSAS determines the family should be able to pay, and (2). what the family themselves indicate they are able to pay. Any family who fails to complete a scholarship assistance form is expected to pay full tuition. While we request the completion of the scholarship application prior to the school year, families experiencing a change in circumstance may apply as needed.

Dress Code/ Required School Shirt

Christ for Kids: Students are not required to purchase a school polo shirt, but many enjoy dressing like the others in their Chapel Families on Fridays. We ask you dress your child so that s/he can play outdoors each day. Please clearly label all removable clothing (jackets, hats etc). Staff may mark unlabeled clothing. Clothing should be durable and able to withstand spills. A complete change of clothing (including underwear and socks) should be brought to the Center and placed in a shoebox provided by your child’s teacher. Clothing should be updated with the change of seasons. Tennis shoes are the daily shoe of choice. Children may also be using the gym on a regular basis (especially in bad weather), so please make sure your child wears “non-marking” soled shoes. For safety, all students must wear closed-toe shoes.

K-8th: SMLS is an institution of Christian learning. We believe that students should maintain a quality of dress that complements our general school and academic standards. The basic consideration for student appearance is that it should be decent, in good taste, neat and clean, and will not be distracting to the learning environment. Parents/guardians have the responsibility of sending their children to school properly attired. Final decisions regarding “appropriate appearance” will be made by the staff. As the student population matures it is important to begin to define what types of dress are not appropriate for students to wear to school. We ask that all students of St. Michael Lutheran School adhere to the following guidelines:

- All students must wear a closed-toe shoe (No flip-flops)
- No visible undergarments
- Skirts and shorts should be mid-thigh length
- No bare mid-riffs
- No halter tops
- No spaghetti strap tops (Grade 3 and up)

Required School Shirt (for field trips and concerts): Although no formal school uniform is required, all K-8th students are asked to obtain a navy SMLS polo shirt, and wear this shirt for field trips and for select school concerts. Students should also wear the SMLS polo shirt every Friday for Chapel. Families who are financially unable to purchase the polo shirt should contact their child’s teacher so other arrangements can be made.

Items with the St. Michael logo can be purchased from a local vendor through the school office generally three times per year or individually you may purchase directly through *Land’s End*. When ordering specifically through *Land’s End*, the school’s logo # is 0556616K.

Required Gym Clothes & Non-Marking Soled Shoes: Students will be using the school gym on a regular basis, including a formal gym class. Students should wear non-marking soled shoes on a daily basis. In addition, students must wear a pair of gym shoes during their formal gym times each week. Such gym shoes can be left at school in the student’s locker, or brought the day of gym class. Students will *not* be allowed to participate in gym class without appropriate shoes. Students in Grade 3 and above should bring appropriate gym clothes (shorts/sweats, T-shirt, & socks) and deodorant. Clothes must be taken home each week to be washed and returned the following week.

Additional Change of Clothes: All students are encouraged to have a complete change of clothing. These can be kept in your student’s locker and should be changed with the seasons.

Teaching Staff

EC – 8th classroom teachers are State-certified and Childcare staff meet or exceed state licensing requirements for care givers. All staff members have Christian backgrounds and teaching philosophies. Other subject-matter specialists are involved in teaching music, art, band, computer, Spanish, and gym as well.

Curriculum

Christ for Kids: Our programs follow the standards and bench marks of the *National Standards for Early Childhood Centers*, designed by the National Lutheran Schools Accreditation team. We also follow the recommendations of the *National Association for the Education of Young Children* and the Michigan Benchmarks for early-childhood education.

K-8th: The school prides itself in offering a strong academic program, including:

- *Religion Instruction.* We utilize the *Voyages* religion curriculum which involves both daily instruction and memory work. In addition, weekly Chapel is offered.
- *Comprehensive Reading and Language Arts.* Our goal is to have all students initially reading by the end of kindergarten. To build on this reading foundation, we are using a new reading series from Scott Foresman in grades K-2. This program has a strong phonics component, leveled readers, and spelling. Beginning with the 3rd grade, we use a curriculum that utilizes trade and chapter books as its base. Our collection of children's favorites is literature rich and encourages a love of reading. Additionally, these grades include literature and grammar components both of which incorporate the 6 + 1 writing traits and the John Collins writing format.
- *Mathematics.* The *Scott Foresman* math program is used in grades K-8 and meets all the recent changes in state Grade Level Content Expectations (GLCE).
- *Science.* Beginning in 1st grade, a science series is used as developed by Concordia Publishing House in conjunction with Houghton Mifflin, called *ScienceWorks*. Not only does each student receive a visually stimulating textbook, but also a set of hands-on materials is available for the teacher and students. In grades 6-8 a series of modules are used as published by Glencoe.
- *History & Geography.* One concern with education today is that many elementary social studies programs provide only a superficial look at the subjects of history and geography. Our students use the *Pearson Learning and Core Knowledge History and Geography Books*, which provide a very rich foundation for grades K-2. Grade 3 includes Michigan History and in grades 4-7 *Glencoe's* social studies series is used. Students in grade 8 are taught American History using the internet, software, and other electronic sources through the middle school laptop program. This is a unique way to incorporate technology into the history curriculum.
- *Foreign Language.* As a wonderful enrichment to our program, students grades K-8 receive weekly Spanish instruction. Research clearly shows that it is important for students to start foreign language instruction in the primary grades, yet most schools still wait until high school. At SMLS foreign language instruction begins in kindergarten and continues through each grade.
- *Art, Music, Physical Education, Band and Computers:* These subjects are taught by Specialists and other assistants, and are strongly linked to the other academic subjects

being covered. Students in grades 1-8 may use the Internet. Parents must sign an “Internet Acceptable Use Policy” and return to the classroom teacher prior to internet use.

We ensure that all standards and benchmarks adopted by the state of Michigan are covered by these curricular offerings.

Library

CFK: Each classroom has a library center where age appropriate books will be placed for student use. Special theme books matching the current unit are also available to the children. Visits to the library are scheduled throughout the year.

K-8th: Library times will depend upon individual classroom teachers. Because SMLS is a Christ-centered school, we are very concerned with the type and content of the books in our library. We make it a priority to offer wholesome and interesting books for all school ages. However, it is very important that parents take an active role in helping their child make book selections. If you feel a book your child has chosen is inappropriate, please help redirect your child or ask a teacher for other suggestions.

Chapel

Following the belief that God is an integral part of our lives, all students will participate in a weekly Chapel session on Friday mornings. This provides students with increased understanding of why we practice worship, and provides opportunities to practice good church behavior.

Homework

CFK: All work is completed in class. To encourage student/parent discussion, information regarding classroom topics, songs, and memory verses will be included in the class newsletter. We encourage families to review this information with their child (ren).

K-8th: Homework in grades K-8 is an expected activity and should receive top priority. Homework provides an opportunity for students to practice skills and concepts taught in the classroom and to develop independent work habits. In addition, it allows parents to see the types of learning activities that students are engaged in within the classroom.

Homework may include memory work, reading or writing activities, math, special projects, and studying for tests. The amount of homework will depend on the grade level, and the student’s efficient use of work periods. In addition to the general information provided for each grade level below, each teacher can provide additional information on his/her expectations to parents.

Your child is to do his or her own homework, with your assistance as needed. If you have any questions about the homework, or your child is unable to finish it, please send a note in with your child or talk to the teacher when you drop them off.

Homework that is late or not completed will have a negative effect not only on the student understanding the material, but could negatively affect their grade as well.

Kindergarten: Until students begin reading circles, Kindergarteners will have homework only if they do not finish their work in class.

1st-8th Grade: Homework will be assigned at the discretion of the teachers.

Classroom Grading

There is a developmental approach used as teachers review and “grade” student work.

Kindergarten: When grading papers, the teacher will give smiley faces and stars for good work and check marks for satisfactory work. On some papers, teachers will write “please finish” or “re-write” when work is left unfinished or handwriting is messy.

1st Grade: Grading for daily work will consist of a smiley face, star or sticker and/or written comments. There will also be papers that are completed as group work in class, and often these will not have any “grading” marks at all. Spelling words will not always be corrected, especially if students are working on a creative writing project. Too much correction often is discouraging for early writers. Early in the year, students can tell the teacher what they have written. Getting the ideas down is more important at this stage, than the spelling. However, words that have been spelling list words are expected to be spelled correctly and will be corrected if there are errors.

2nd Grade: At the beginning of the year, you will see a symbol (smiley face, star, stamp) and/or written comments on the work your child completes at school. This is the teacher’s way of communicating to you and your child. Some papers we do in class together, and because of this they are not marked. However, for the second half of the school year, the teacher will begin giving letter grades.

3rd– 8th Grade: There will either be a check mark or a letter grade on work. Work completed as a whole group is usually not graded.

Report Card Grades & Standardized Testing

All K-8 students will receive a formal “report card” four times each year (with the last one being sent home shortly after the completion of the school year). For grades K-3, report card “grading” for each subject and/or set of skills covered that quarter will be reported as follows:

S = Secure: Child can apply the skill or concept correctly and independently.

D = Developing: Child shows some understanding, but errors or misunderstandings still occur. Reminders, hints, or suggestions are necessary to develop understanding.

B = Beginning: Child is just beginning to understand the skill or concept.

I = Improvement Needed: Child is experiencing difficulty with this concept. Further support of assistance is needed, both at home and in school.

Beginning in grade 3, additional letter grades are assigned to reflect cumulative growth. In addition, students (grades 1-2) will take the Iowa Test of Basic Skills near the end of each school year. These national tests provide parents with information on how their children are progressing in comparison to other students in the nation. The composite test scores are also used to help our teachers make refinements to our programs as needed. Grades 3-8 will take the Michigan Educational Assessment Program (MEAP) in the fall. All students K-6 will be taking the Developmental Reading Assessment (DRA).

Regular Grading Scale

A+	97%-100%	C+	77%-79%
A	93%-96%	C	73%-76%
A-	90%-92%	C-	70%-72%
B+	87%-89%	D+	67%-69%
B	83%-86%	D	63%-66%
B-	80%-82%	D-	60%-62%
		F	0%-59%

Honors Grading Scale

A+	100%	C+	83%-84%
A	96%-99%	C	80%-82%
A-	93%-95%	C-	77%-79%
B+	91%-92%	D+	75%-76%
B	88%-90%	D	72%-74%
B-	85%-87%	D-	69%-71%
		F	68%>

Recess

CFK – 6: Research shows that physical activity improves children’s attentiveness and decreases restlessness. Unstructured outdoor play provides students the opportunity to expand their imaginations beyond the constraints of the classroom.

Children who are well enough to attend are well enough to play outside. To ensure your child’s comfort, please send weather appropriate clothing to school. Discretion will be used when daily weather changes occur. Children will remain indoors if the temperature is 10° wind chill or below. Children will not be allowed to play in the snow unless they have snow pants, hats, gloves and boots. Extra socks should be kept in your child’s locker.

Hot Lunch & Snacks

CFK: Our childcare provides 2 snacks a day. Juice or milk is available for breakfast, snacks, and lunch. Parents must provide their children with a healthy breakfast and lunch if needed. Breakfast is given to children from 7:00 AM to 8:30AM, whenever they desire to eat it. Lunch is served around 11:45 PM for all children. Hot lunches are also available to children in childcare. Please see the information below. * Hot lunches are only available to the childcare students on days that school is in session. During school breaks, parents must provide a lunch for their child(ren). Due to health department regulations, we are not allowed to store student lunches in our refrigerator or microwave student food. We will provide milk or water at all meals so you do not need to pack it.

EC Snack Guidelines: Choosing a snack to share with friends is a special experience for our younger students. Families will receive a snack calendar from their teacher that includes allergy notices of students in the classroom. If the provided snack does not meet the allergy requirements for a specific classroom, teachers may choose to substitute a different snack that day. Early experiences with food have a strong impact on the future eating habits and health of young children and the best time to teach them good dietary habits is during their early years. Students of SMLS are taught that their bodies are temples of the Holy Spirit and they are to take good care of them. God also tells us to develop our talents to their potential. Healthy eating patterns are essential for students to achieve their full potential. It is for these reasons that CFK asks that you provide a healthy snack when it is your turn to share with the class. Some suggestions for healthy snacks are as follows:

Fresh fruit (washed and pre-cut)	Pretzels
Cheese (any shape/variety)	Vegetables (“Ants on a Log,” frozen peas...)
Crackers (graham, Club, Goldfish...)	Milk and 100% juice

Please use your imagination and have fun with your child when choosing the special snack they will share. It is very exciting for them and a great learning opportunity. Some examples of snacks that will not be allowed except for special occasions are: cookies, brownies, cake, fruit snacks, fruit roll-ups, fruit punch drinks and candy. Please understand that if these types of snacks are brought in on your regular snack day, they will not be served. However, CFK believes that God wants us to celebrate and enjoy life and for that reason sweet treats (cookies, cupcakes...) are welcome on your child’s birthday. Please arrange this with your teacher prior to bringing snacks on that special day.

K-8th: Breakfast: Parents should provide their children with a healthy breakfast in the morning prior to coming to school.

Lunches: The lunch period runs from 11:30 PM to 12:30 PM. Students are required to stay seated until lunch period is over, at which time they are dismissed by table for recess or to go back to class. Because of liability and time issues, SMLS will not microwave lunches for students. It is the parent's responsibility to provide either a hot lunch or cold lunch for each of their children. *If a child does not have a lunch the school office will contact the parents in an effort to see that one is provided.*

Hot lunches are available to children through Portage Public Schools. All hot lunches meet Michigan nutritional standards for school lunch programs. We also participate in the Federal Free/Reduced Lunch Program, so families who qualify for "reduced" meals pay a reduced fee and would be free for those who qualify. These families will need to complete a simple application for that program. Federal Free/Reduced Lunch Program applications are available in the school office (and must be completed annually). Hot Lunch menus will be sent home each month for the following month's lunches. Lunch money must be returned by the date stated on the form. *Failure to do so will require you to pack a lunch for your child that month. Late orders will not be accepted.*

Snacks: Kindergarten students will have a formal time for snack each morning. Parents of these students will be provided with a snack schedule and requested to provide healthy snacks approximately once each month for the entire class (see page 12 for Healthy Snack guidelines).

1st through 8th grade students will NOT take a formal snack break, but are permitted to bring in a small nutritious snack to eat during seatwork time. Such snacks are to be provided by parents for their children, and kept in the students' lockers.

School Attendance/Absences (K-8 only)

Students of Saint Michael Lutheran School in Kindergarten through eighth grade are expected to attend school regularly and on time. Regular attendance provides continuity in the learning environment and enhances the probability of success in school. When an absence cannot be avoided, parents are requested to contact the school office by 9:00am to inform us of the reason for the absence. If your child will be absent or will arrive late, please call **327-0512**. When a student is absent due to illness or a family crisis, make-up assignments will be given when the student returns.

Students arriving late or leaving early should be signed in/out in the school office. Students who arrive late to class will be considered tardy and must obtain a tardy slip from the office in order to enter the classroom. Parents should notify the office and classroom teacher prior to any planned absence. It is often not feasible to give homework in advance as assignments are usually determined by daily class progress. Missed assignments will be given when students return to class. Parents should be prepared to insure that students make up missed assignments and understand missed concepts.

Tardies: Timeliness is a valuable life-lesson for students to learn for their future years in education as well as when they enter the workforce. Therefore, five tardies will result in one unexcused absence recorded in the student's attendance record. Students who arrive at school after the school day begins are required to check in at the school office before entering the

classroom. Children may be expected to make up any lost instructional time after the school day or at recess time as the principal or teacher see fit.

Absences: Absences for reasons other than illness or emergency situations are to be avoided. The student is responsible for missed assignments. If chronic attendance problems persist (defined by 20 or more absences a school year), the building administrator may contact the county truancy officer and/or juvenile authorities for further assistance. Children may be expected to make up any lost instructional time after the school day or at recess time as the principal or teacher see fit.

Snow Day Closings

If the educational programs must be closed due to bad weather or other adverse circumstances, notice will be given over radio and television stations.

Childcare: CFK Childcare will close whenever Curious Kids, the Portage Public School childcare center, closes. When the Center closes due to adverse conditions, parents will not be charged for that day.

SMLS and EC: SMLS will close whenever Portage Public Schools close. When these programs close due to adverse conditions the normal tuition fee continues to be the same.

Emergencies

In an emergency (illness or accident), we will contact the parent at the location given on the Child Information Card. If we cannot reach the parent, the contact person listed on the card will be asked to come for the child. If we cannot reach the parents or the contact person, the child will be removed from other children (illness) or taken to a medical facility (in a situation needing emergency medical treatment). ***Please keep your emergency contact information up-to-date.***

Illness

The Kalamazoo County Health Department recommends that *children with a 100° or above temperature, signs of a bad cold or excessive coughing, diarrhea, vomiting, skin rash, or head lice, should not come to school.* If your child has contracted a contagious disease, please notify the school so that parents and teachers can be alerted of the symptoms. Children who have been sick should be free from abnormal temperatures, vomiting and diarrhea for at least 12 hours before returning to school. A note *may* be needed from your child's doctor indicating when the contagious disease is cured, and a doctor's note *is* required to clear them of head lice.

When a child becomes ill at school, parents will be notified immediately to come and pick up their child. If the parent cannot come, arrangements must be in place for an alternate responsible adult to come and pick up the child. Children will be removed from the classroom and placed away from others until taken home. Children will not be released to another adult without verbal or written consent from the custodial parent.

When illness keeps your child home, you must notify the school by phone or with a written note. The County Health Department requires a weekly health report. Your cooperation in this matter is appreciated.

Your signature on the St. Michael Lutheran School Receipt & Acknowledgment of Handbook Content indicates that you will not hold St. Michael Lutheran School, Christ for Kids Childcare or St. Michael Lutheran Church liable for any event relating to any preexisting medical conditions, disclosed or undisclosed.

Medications

Before any medication, prescription or over the counter, can be administered, a 'Medication Form' must be completed and signed by the parent. Medication Forms are available from the school and CFK offices. All medication must be in its original container. Prescription medicine must have the pharmacy label and will be administered according to that prescription label. All medications must not exceed the expiration date. School staff will not provide tools for measuring out medication dosages. Parents must provide this along with the medication. Parents should bring the form, medication in its original container, and measuring tool to the school office themselves. ***Medication must not be sent in with the student. All medications will be kept in the school or childcare office.***

Because some children may experience a reaction to medications, we ask that the parent administer ALL FIRST DOSES at least 12 hours before the child attends school.

Birthdays

Birthdays are a special time in a child's life, and therefore, we celebrate them within the classroom. If desired, appropriate treats can be sent with your child on his/her birthday. Celebration of birthdays not falling on school days may be scheduled in advance with your child's teacher. When planning a private birthday celebration, we ask that you please send invitations via mail rather than through classroom distribution. This will avoid hurt feelings if everyone is not invited.

Parent Teacher League (PTL)

The Mission Statement of the St. Michael PTL is to coordinate Parents, Teachers, Staff and others to work together to build and support home/school relationships, foster fellowship, and encourage parent participation in school events and projects. The PTL will raise funds for materials and projects that support SMLS/CFK and provide support for teachers and school leadership. All parents are considered members of the PTL and encouraged to attend meetings and provide input. Meetings will be announced in school newsletters. A bulletin board with PTL information is located across from the school office.

Parent Newsletters, Information Boards & Conferences

Newsletters are sent home on Fridays. These contain important information and should be read promptly. The school website is increasingly becoming another source of parent information as well. Please visit www.mightymessengers.org and click on the school link or go directly to stmikeschool.org.

A school-focused parent information board is located on the wall across from the school office. This board will carry current letters that have gone home to all parents as well as other important information. An additional parent information board is located near the entrance of CFK and between the PS/PK or EC classrooms with information specific to our younger students.

Parents are welcome to schedule a time to come and observe in the classrooms. You may also come to the school and eat lunch with your child (although fast food lunches are discouraged for both the parent and the child). From time to time parents will also be given the opportunity to sign up for special projects, i.e., an art project, holiday celebration or program, field trip, etc.

To insure accurate communication between the parents and staff, all vital communication should be in written form and dated (i.e., schedule changes, updated contact information such as *School Year 2010/2011*

address and phone numbers, parent concerns, etc). Requests, ideas, concerns, and payments can be placed in either office.

Formal Conferences: Formal parent-teacher conferences will be held twice a year for all students (Fall and Spring). In addition, parents are welcome to ask the teachers on a regular basis about their child's progress.

Parent Volunteer Hours

Parents are encouraged to volunteer their time to assist teachers with various classroom activities, field-trip driving, and other school-related tasks. Indeed, many private schools "require" all parents to log a minimum number of volunteer hours (to help keep tuition costs down).

The Board of Early Childhood Ministries has adopted a policy whereby each family attempts to provide at least 10 hours of volunteer time for the school. In the back of this publication you will find ten (10) vouchers that each have a value of \$5.00. If you so choose, you may use these vouchers for each hour you volunteer at school (up to ten hours) and turn them in towards your school tuition up to \$50 per student or \$100 per family. If you have used up your vouchers, we encourage you to continue to help volunteer at the school as volunteers are the strength of many of our programs.

There are many opportunities for parents to offer their time, including being a playground supervisor, assisting with fundraising projects, working in the school library, school office, helping out with building projects, and of course, offering your time to assist teachers with classroom activities. We understand that some parents will not be able to provide any assistance during the school day, but there are many things that can be done in the evenings or at home. We appreciate the support of our parents and welcome any time you can spare to assist with various projects.

SAFETY

St. Michael Lutheran School and Christ for Kids have worked in conjunction with the County Emergency Management Agency and local police and fire departments to develop Crisis Plans for the safety of our students and staff. These plans are available to review in the school or CFK office upon request.

Weapons Policy (School-wide)

Saint Michael Lutheran School (SMLS) and School Board maintains a 'zero tolerance' policy regarding weapons. SMLS and Board prohibit students, staff and visitors from possessing, keeping, manufacturing, threatening to use, or using a weapon in any setting, on or off campus, which is under the control and supervision of the school for the purpose of school activities approved and authorized by SMLS and Board.

DEFINITION OF WEAPON: The term "weapon" means any object which could be used to inflict serious bodily harm or property damage, as well as used to endanger the health and safety of people. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), tazers, knives, daggers, dirks, stilettos, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, explosives, sling-shots as examples.

School suspension or expulsion will also result from crimes such as false fire alarms, bomb threats or intentional calls to falsely report a dangerous condition.

According to State Law, the Principal will refer any student who violates this policy to the student's parents or guardians and to the law enforcement agency. The student may also be subject to disciplinary action, up to and including expulsion. Such expulsion is mandatory, unless the student establishes in a clear and convincing manner, at least one of the following:

1. That the object or instrument possessed by the student was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
2. The weapon was not knowingly possessed by the student;
3. The student did not know or have reason to know that the object or the instrument possessed by the student constituted a weapon or dangerous weapon; or
4. That the weapon was possessed by the student at the suggestion, request, or direction of, or with express permission of school or police authorities.

Expulsions/Suspensions (School-wide)

A student whose actions are in any way threatening to the welfare of the school, its students or staff, may be suspended for a period of up to three days or expelled depending upon the seriousness of the situation.

1. **Assault**-striking or threatening to use force, either physical, or verbal, with school personnel, students and/or others on school property or at school sponsored events.
2. **Insubordination**- Defiance of authority: the refusal of a student to comply with reasonable requests of any school employees.
3. **Bullying or intimidating**- Conduct towards school personnel, students, or others that poses a direct threat to safety or general order.
4. **Harassment**-Conduct that shows hostility or aversion toward an individual for purpose/effect of creating an intimidating, hostile, or offensive environment during and after school hours and/or off campus.

Three behavioral referrals in a quarter may result in suspension. Three suspensions may result in expulsion. The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his discretion.

CFK reserves the right to remove a child from the Center upon the recommendation of the Director and the Board of Early Childhood Ministries should the child be considered a detriment to the other children and/or the program. Meetings will be set to discuss the issue with the parents, and if a course of action is not agreed upon, the parents will be given a 2-week notice for the withdrawal of their child. All fees must be paid in full at the time of withdrawal. We will try in every situation to work with the parents for the benefit of the child.

Playground Discipline (K-8)

If disciplinary action becomes necessary, our playground staff will administer a warning for a first offense. A second offense will result in the child receiving a disciplinary slip, a copy of which will go to the parent and teacher. After receiving two slips in a marking period, the child may temporarily lose playground privileges for up to 5 days.

Visitors

Between the hours of 8:15 am and 3:45 pm Monday through Friday, all individuals who are not employees or students of SMLS or CFK and who are not directly involved in drop-off/pick-up of a student must sign in at the school office and wear a visitor's badge during their time at school. For CFK this provision shall be in effect between 6:30 am and 6:00 pm. Visitors are to record in the school office the purpose of their visit, including the location and/or teacher they are meeting with. Such visits must be of legitimate benefit to the school or CFK. This procedure is critical to maintain the safety of our students and staff.

All visitors who are volunteering on a regular basis must first provide proper information and give permission to have appropriate background checks completed. All such school volunteers who are working one-on-one with children shall be supervised by a school employee. Within CFK and preschool areas, no volunteer may have unsupervised contact with a student.

Field Trips

A "Volunteer Driver Checklist" must be completed and turned in prior to anyone driving students on a field trip. Please see page 7 for more information. Permission forms for each child must be completed in advance for each field trip. Parents who are planning to chaperone a field trip should not bring other children as they may distract from the chaperone duties. Due to allergies, parents are also asked not to provide snacks on a field trip unless asked by a teacher.

Student Photographs

No photographs taken of children while at SMLS/CFK or within any SMLS/CFK sponsored activity shall be posted on the Internet or otherwise used unless all of the following occur:

1. Parental permission is obtained
2. Children are in groups of 2 or more
3. No last names of children or families are mentioned
4. Photographs are only placed on school-sanctioned websites or within school-sanctioned materials

Pets

Due to safety and liability, we ask that pets not be brought in the building or on school grounds. Students wanting to share a pet during class must first receive permission from the Principal or Director. Once permission is received, pets must be contained in a pet carrier, shown for the specific purpose, and then returned home. They may not stay all day.

Discipline Policy

All school educational programs and other activities will be conducted in an environment of Christian love and support. Children will be guided to relate to each other with respect, understanding, and to appreciate the consequences of their actions and how they affect others. Self-control and cooperation will be facilitated, using positive methods of discipline.

SMLS strives to promote a Christian attitude when dealing with discipline. Rules and discipline will be administered with concern for the growth and safety of each child. Students will be held responsible for their actions. Positive discipline is achieved through proper modeling and self-control. Self-controlled Christians control their behavior because they know that doing

what is right is better than doing what is wrong. Discipline, in order to work, must be done with patience. The goal of our staff is to move students to practice the self-discipline they will need as they mature into adulthood. We hope that in knowing and respecting limits of behavior, our students will learn what is acceptable in society, as well as the classroom. **Bullying at St. Michael is not tolerated.** We define bullying as “repeated unkind actions or words, with the purpose of hurting another’s body, feelings, friendships or property.”

From the first day of school we, as a school family, begin to establish trust in each other, and the students learn what the teachers’ expectations are. Classroom rules are displayed in the class, discussed on a daily basis, and whenever possible, disciplinary action is handled in private between the student, teacher and parents (as needed).

Five basic rules will be enforced by all school teachers and staff:

- 1) Voices off and eyes forward when teachers are speaking.
- 2) No teasing or put downs. Treat others with respect.
- 3) Keep hands, feet, and objects to yourself.
- 4) Follow directions the first time they are asked.
- 5) Always do your personal best.

In the event that disciplinary action becomes necessary, our teaching staff will follow a 4-step procedure, with subsequent steps being taken until the issue is resolved. First, a student will receive a warning about their inappropriate behavior. Second, they will lose a classroom privilege. Third, they will receive a slip and a visit with the Principal, where they may need to call their parents, and tell them about their behavior. Fourth, they will receive an after-school detention (following another phone call to his/her parents). If a child receives more than two detentions, parents will be called for a formal meeting. In response to more serious offenses, this process may be accelerated. For example, a situation involving striking or threatening to use force, either physical or verbal, with school personnel, students, and/or others on school property or at school sponsored events may result in 1–3 days suspension and /or expulsion up to and including 180 school days. Offenses involving the health and safety of students and staff will always be addressed directly and decisively.

CFK Specific: In the event disciplinary action becomes necessary, staff will utilize the common steps of conflict resolution. Those involved will be guided in the use of conflict resolution as needed in order to empower each child with the ability to problem solve. The children’s attention may be redirected to an appropriate activity. If necessary, the children may be directed away from the other children for a brief “thinking time”. Staff will encourage self-control and cooperation using positive methods of discipline. Children will be guided to understand the consequences of their actions and how their actions affect others. Respect is stressed more than anything else in our classrooms.

Sexual Harassment

Sexual harassment of or by any student at St. Michael Lutheran School shall not be tolerated and may result in disciplinary and/or legal action, including possible suspension, or expulsion.

Sexual harassment has the purpose or effect of having a negative impact on an individual’s performance or of creating an intimidating, hostile, or offensive environment and includes, but is not limited to:

1. Verbal conduct, such as derogatory comments, unwanted sexual advances, sexual jokes, etc.
2. Visual conduct, such as derogatory cartoons, drawings, pictures, gestures, etc.
3. Physical conduct, such as leering, assault, blocking normal movement, touching an individual's body or clothes in a sexual way, etc.
4. Threats and demands to submit to sexual requests.
5. Retaliation for reporting a violation or participating in an investigation.

Teachers may discuss this policy with their students at the beginning of the school year in age-appropriate ways, and assure them they need not endure any form of sexual harassment. Anyone at St. Michael Lutheran School who is subject to or witnesses sexual harassment should immediately report such conduct to a teacher, the office staff, or the pastor of St. Michael Lutheran Church. Complaints of sexual harassment shall be promptly investigated in a way that ensures the privacy of all parties concerned. In no case shall a student be required to resolve the complaint directly with the offending person. If the person reported to does not promptly remedy a situation involving accusations of sexual harassment, a complaint of harassment can be filed with the Board of Early Childhood Ministries.

Pesticide Treatment

The St. Michael Lutheran Church and School complex is periodically professionally treated for pests. Prior to any treatment parents will be notified both in the school newsletter and signs will be posted on the entrance doors. Further information can be obtained from the school office if there are any questions or concerns.

Lockers

Lockers are the property of St. Michael Lutheran School and students may use them without charge. Students who use a school locker are presumed to have no expectation that the locker or the locker's contents are exempt from reasonable search and possible seizure of property.

The principal or his or her designee may, with reasonable cause, search a student's locker and the locker's contents. In the course of a search conducted pursuant to this policy, the privacy rights of the student shall be respected regarding any items that are not illegal or against school policy. Any illegal items obtained as a result of a search of a student's locker or locker's contents may be admissible in any court or administrative proceedings.

At the request of the school principal or his or her designee, law enforcement agencies having jurisdiction over the school may assist school personnel in conducting a search of a student's locker and the locker's contents.

Electronic Communication Devices

Students may have in their possession cellular telephones or other electronic communication or gaming devices (ECD) in school, on school property, at after school activities and at school related functions. However they may not be used during school hours or in Before/After school childcare. During these times all ECD's must be turned off and kept in the student's locker or backpack. ECD's shall not be used during the described times unless specific permission is given by a teacher or administrator.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. In instances of non-compliance, the cellular telephone and/or ECD will be confiscated for return to a parent or guardian. The student who possesses a cellular phone or ECD shall assume responsibility for preventing theft, loss or damage to cell phones or ECDs.

St. Michael Lutheran School/Christ for Kids

Receipt & Acknowledgment of Handbook Content

We have read the SMLS/CFK Student Handbook, and agree to abide by the established policies contained within.

Student Signature

Date

Parent Signature

Date

Please sign and return this form to your teacher no later than Friday, September 10, 2010.