



St. Michael Lutheran School
Education with Christ at the Heart



And

**Christ for Kids
Childcare Center**

Parent/Student Handbook

2017-2018

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 those in authority and follow school rules
- Follow directions promptly
- 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

Ministry Statement

St. Michael Lutheran School and Christ for Kids Childcare Center are ministries of St. Michael Lutheran Church which understands its God-given mission as making disciples of the Lord Jesus Christ by both building up existing believers in the faith and reaching out to unbelievers with the good news of the Gospel.

We believe that the Bible is the inspired and infallible Word of God that is the final authority concerning truth, morality and ethics. Therefore we believe, as the Bible teaches, that all human life is a sacred gift from God from the time of conception until natural death and should be defended, protected and nurtured. Likewise, as the Bible plainly reveals, God's design for marriage and the family is based upon the lifelong one flesh union of a man and woman. These and other Biblical truths inform our doctrine and practice for both St. Michael Lutheran Church and School.

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 Childcare Center partners with parents to develop each child's God-given abilities by providing a high quality education that nurtures faith and creates Mighty messengers for Christ.

Our Vision

St. Michael Lutheran School and Christ for Kids 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.



St. Michael Lutheran School

Christ For Kids Childcare

Education with Christ at the Heart

7211 Oakland Drive

Portage, Michigan 49024-4151

School: (269) 327-0512 CFK: (269) 327-4889

Fax: (269) 327-3148 www.stmikeschool.org

Mr. Greg Johnson, Principal

Mrs. Emily Ritchie, CFK Director



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. Our goal is to provide a Christ-centered education that develops the God-given gifts which make each student a unique creation in Christ.

This year's edition of the handbook does include some changes over previous editions. 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 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 2017/2018 school year.

In Christ's Service,

Gregory Johnson

Gregory Johnson
Principal



August

Mon 22-Fri 26 Childcare Closed
 Tue 23 PTL Culver's Night 5-8pm
 Thurs 25 K-8 Teacher Meet & Greet 5-7pm
 Paperwork update, pick up handbook
 5th grade instrument fitting
 Mon 29 1st Day of School K-8
 (half day 11:30 dismissal)

September

Fri 2 & Mon 5 No School K-8
 Mon 5 Childcare Closed
 Wed 14 PS Meet & Greet 5-7 pm
 Fri 16 PTL Bingo Night
 Mon 19 1st Day of Pre-School 3's/4's/TK
 Sat 24 Tuition Assistance Golf Outing

October

Mon 3 & Th 6 Fall Pictures
 Thurs 6 Parade of Rooms (PS-8) 6:30-7:30 pm
 Fri 14 K-8 No School Teacher In-Service
 PS & Childcare Open
 Sun 16 Band plays at SMLC 8:30 am

November

Tue 1 All Saints Celebration
 Fri 4 End of 1st Quarter
 Sun 6 SMLS Singing at SMLC 8:30 am
 K-4 & Worship Team
 Fri 11 K-8 Report Cards Home
 Mon 14-Fri 18 Operation Christmas Child Collection
 Wed 16 Picture Re-Takes
 Fri 18 PS Report Cards Home
 Mon 21-Tue 22 No PS/PS Conferences
 K-8 Conferences (evening)
 Wed 23 K-8 (half day 11:30 dismissal)
 No PS
 Childcare Open
 Thurs 24-Fri 25 PS-8 No School
 Childcare Closed

December

Thurs 8 Christmas Program Drama Club
 1:00 pm and 6:30 pm
 Sun 11 SMLS sing at Lighthouse Community
 Church Nativity
 Thurs 15 4's and TK Christmas Program
 1:00 pm and 6:30 pm
 Tues 20 Christmas Band Concert 6:30 pm
 Mon 26-Jan 6 Christmas Break
 Mon 26 Childcare Closed

Note: "PS" refers to our 3's 4's and Transitional Kindergarten classes.
 Childcare does not follow school closing dates unless specifically listed.
 Events are subject to change with prior notice.

January

Mon 2 Childcare Closed
 Mon 9 School Resumes
 2016-17 Registration Begins for ALL
 Thurs 19 Open House 6:30-7:30pm
 Friday 20 End of 2nd Quarter
 Sun 22 4's & TK Singing at SMLC 11am
 Mon 23-Fri 27 Lutheran Schools Week
 Fri 27 PTL Snowball Dance
 K-8 Report Cards Home

February

Sunday 12 SMLS Singing at Immanuel Lutheran
 Church; K-4 & Worship Team 10:00 am
 Thurs 16 Academic Showcase 6:30-7:30 pm
 Fri 17 PS Report Cards Home
 Wed 22 & Th 23 PS Optional Conferences
 Thurs 23 Open House 6:30-7:30 pm
 Fri 24 Mid-Winter Break
 K-8 (half day 11:30 dismissal)
 PS No School/Childcare Open
 Mon 27 Mid-Winter Break
 PS - 8 No School/Childcare Closed

March

Sat 11 Spring Mom to Mom Sale
 Thurs 16 Open House 6:30-7:30pm
 Fri 17 End of 3rd Quarter
 Sat 18 SMLS Sing at SMLC 5:00 pm
 K-4 & Worship Team
 PTL Roller Skate
 Fri 24 K-8 Report Cards Home
 Tue 28 & Th 30 K-8 Optional Evening Conferences

April

Mon 3 - Fri 7 Spring Break
 Mon 10 School Resumes
 Fri 14 PS-8 No School Good Friday
 Childcare Closed
 Thurs 27 Open House 6:30-7:30 pm

May

Mon 1 - Fri 5 Fitness Week
 Tue 9 5-8 Regional Lutheran School Field Day
 Fri 19 Volunteer Appreciation Breakfast
 Tues 23 Spring Band Concert 6:30 pm
 Mon 29 PS - 8 No School Memorial Day
 Childcare Closed
 Wed 31 8th Grade Graduation 7pm

June

Sat 3 Tuition Assistance Dinner
 Thurs 8 PS Last Day
 4's & TK Blasting into Kindergarten 6:30
 Fri 9 K-8 Last Day (half day 11:30 dismissal)

St. Michael Lutheran School
Parent Handbook (2017-18)

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Introduction

St. Michael Lutheran School and Christ for Kids 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 blessing.

This handbook has been prepared to assist you in the explanation of our programs. We ask that you please read through it and then use it as a reference whenever you have questions. It will help 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 and School Ministries. CFK is licensed by the state of Michigan and is inspected frequently to ensure high quality care and education. SMLS is approved by the state of Michigan to operate as a private school and accredited by National Lutheran Schools Accreditation.

Questions or concerns regarding the school's policies or procedures should be addressed initially to the Principal. Questions or concerns regarding childcare's policies or procedures should be addressed initially to the Director. When necessary, the Principal or Director may then take concerns to the governing 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 better understand the principles of faith 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 a shared 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 classroom activities as well as 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.

St. Michael Lutheran Church and its affiliated agencies are open and accept all people consistent with the clear teachings of Scripture. Scripture teaches that we are all sinful by nature and are in need of the salvation that comes only through faith in Jesus Christ. Correspondingly, St. Michael does not discriminate on the basis of one's sinful condition, even though it does not and cannot condone sinful behavior.

Daily Schedule & Calendar

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

3's Preschool

Monday/Wednesday
8:15-11:15

OR

Tuesday/Thursday
8:15-11:15

4's Preschool

Monday-Friday
AM 8:15-11:15

OR

PM 12:15-3:15

TK (Transitional Kindergarten)

Monday-Friday
8:00-11:30

Doors will open 15 minutes prior to start time and children must be picked up within 15 minutes of end time.

K-8th: The school day begins at 8:00 AM and runs until 3:15 PM. Grades K-8 meet Monday through Friday.

SMLS generally follows the Portage Public School calendar with some exceptions. There will be a Thanksgiving, Christmas, 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.

Entrance/Enrollment 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.

3's students should be 3 years old by September 1st

4's students should be 4 years old by September 1st

Transitional Kindergarten students should be 5 years old by March 1st.

Kindergarten students should be 5 years old by September 1st.

SMLS & CFK – To enroll, you will need:

1. A completed enrollment form.
2. The non-refundable registration fee and the PTL enhancement 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. (Kindergarten and TK student must have a vision test on file)
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.
7. Concussion Awareness form.
8. Automatic Payment form for paying tuition.

Drop Off and Pick Up/Busing

SMLS - 8:00 AM for grades TK (Transitional Kindergarten), K-8 and 8:15 for preschool classes. TK-8 students may begin arriving at 7:45 AM when the school doors are unlocked and teachers

will be in their classroom; 3's and 4's students may be dropped off in their classrooms at 8:00 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 7:30 AM until 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 3:15 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, 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 at 3:15 PM as buses arrive (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.

Tuition & Fees

Tuition: A payment schedule is provided at the beginning of the year and updated monthly with a statement. A service called *Excel in Giving*, available through Church Extension Fund, is mandatory for tuition payment for *all* parents. Tuition payments are automatically transferred from your account to the school. There is no cost to parents and all it takes is the completion of a simple form. Any changes to your *Excel in Giving* must be made by the holder of the account in writing and submitted to the school office. ***No payment changes can be made by the school, including stop payments.***

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 may 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. St. Michael reserves the right to hold student records until any outstanding tuition balance is satisfied.

- ❖ All families are expected to sign a financial agreement at the beginning of each year school year agreeing to pay 100% of their tuition cost.
- ❖ All accounts must be paid in full at the end of the payment period in order to receive student grades or reports.
- ❖ Families whose accounts become 90 days delinquent will not be allowed to re-enroll until the account is paid in full.
- ❖ Families are required to pay all cost incurred by SMLS/CFK to collect on past due accounts (including attorneys and legal fees).
- ❖ If families are unable to satisfy required tuition payments they are expected to contact the School Principal or Board of Early Childhood Ministries. In the event the tuition is not paid legal, mean maybe used for collection.

Damaged or Lost Books and School Property: Parents will be held responsible for the replacement costs 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.

Childcare Charges:

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.

- ***Late Pick up Fee:*** Our center closes at 6:00 each night. Parents should make every effort to pick-up their children before that time. Please consider weather and traffic conditions when making your pick-up arrangements. If a child is not picked up by 6:00 pm, a late pick up fee of \$10 for every 10 minutes, or portion thereof, will be assessed.
- ***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. Nor credits for Hot Lunch.
- ***Snow Days:*** 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 chooses to be closed.

Field Trips & Fees

Preschool: Due to car seat requirements for younger children, we bring field trip experiences to the school.

K-8: Students will be participating in a number of field trips. Some trips may require a fee 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 for larger groups of students. This greatly increases safety but also adds additional costs to some field trips. Parents who volunteer to drive on field trips for smaller groups 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.

Tuition Assistance

Thanks to many fundraising efforts and the generosity of individuals, some tuition assistance funds are available for eligible families. St. Michael uses the services of an outside company, TADS, to evaluate such applications to ensure consistency and privacy.

Assistance is based upon two main criteria (1). What TADS 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 tuition assistance form is expected to pay full tuition. While we request the completion of the tuition assistance application prior to the school year, families experiencing a change in circumstance may apply as needed.

Dress Code/ Required School Shirt

Preschool:

Shoes: For the safety of the students, we require all students to wear closed-toe shoes (no flip-flops).

Daily: 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 left in the building (a gallon size freezer bag works well for storing clothes). Clothing should be updated with the change of seasons. Children may use the gym regular basis (especially in bad weather), so please make sure your child wears “non-marking” soled shoes.

K-8th: SMLS is an institution of Christian learning. We believe that students should maintain a level 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 not 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; pants and shorts that fit appropriately and are not worn below the beltline
- No Leggings or skin tight pants (unless paired with a shirt or skirt that is mid-thigh length) or Yoga pants
- No bare mid-riffs
- No halter tops
- No spaghetti strap tops (Grade 3 and up) Tops need to have at least two straps that are at least three fingers in width and cover bra straps
- No shirts, hats, pants or other clothing with inappropriate messages: alcohol, tobacco, profanity, sexual references or drugs
- It is required that each student registered in one of our programs dress in conformance with their individual biological sex.

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 Blue 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.

Items with the St. Michael logo can be purchased directly through *Land's End*. When ordering specifically through *Land's End*, the school's logo # is 0556616K or through a local vendor.

Preschool students may purchase a Navy Blue t-shirt for \$5.00 if they wish.

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 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.

Restrooms/Locker Rooms

Restrooms are available in some classrooms (kindergarten and 1st grades) or off the main school hallway for all students. Locker rooms are also available for use in connection with gym classes and after school sports activities. All students will use the proper restroom and locker room based upon their biological sex.

Teaching Staff

Preschool – 8th classroom teachers are State-certified. Childcare staff meet or exceed state licensing requirements for care givers. Staff members have Christian backgrounds and teaching philosophies. Other subject-matter specialists are provided by Portage Public Schools through a program known as Shared Time. They are involved in teaching art, band, computers, Spanish, and gym.

Curriculum

Preschool:

- *Bible:* We teach the *Bible*, in an age appropriate manner focusing on the Bible as the “true Word of God,” and of the loving grace and forgiveness of our Savior, Jesus Christ. Time is set aside daily for Bible instruction and Christian concepts are interwoven throughout all lessons. We utilize the One in Christ Bible curriculum.
- *Benchmarks:* CFK utilizes the framework set forth for Early Childhood programming by the Michigan District of the Lutheran Church Missouri Synod. These benchmarks are designed to meet or exceed those outlined by the Michigan Early Childhood Standards of Quality for Prekindergarten (ECSQ) and the Head Start Child Outcomes Framework (HSCOF).
- *Curriculum Guide:* CFK has adopted the *Creative Curriculum System* as a scaffold for your programming. This system focuses on content-rich experiences and active learning for young children in all developmental areas. Comprehensive and ongoing assessments are used to celebrate student achievement; inform instruction; and to individualize goals.
- In Michigan the pre-K standards are referred to as the “Michigan Early Learning Expectations”.

K-8th: Upon registering a child in the school program it is expected that all students will follow the prescribed course of study which includes all core contents areas, specials classes (gym, Art, band, computers, Spanish, vocal music), and the middle school technology program, unless an Individual Education Plan (IEP) places restrictions on a child’s ability to do so.

The school prides itself in offering a strong academic program, including:

- *Bible Instruction.* We utilize the One in Christ Bible 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 reading series from Scott Foresman in grades K-1 called *Reading Street*. In grades 2 and 3 we use ReadyGEN. These programs includes a strong phonics component, leveled readers, and spelling/vocabulary. Beginning with the 4th grade, we use a curriculum that utilizes trade and chapter books as the 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.* Saxon math for grades K-5 and meets all the state Grade Level Content Expectations (GLCE). *Prentice Hall* math is used in the middle school for pre-Algebra, Algebra, and Geometry.
- *Science.* Beginning in 1st grade, a science series called *Purposeful Design* presents science with a Christian worldview. In grades 6-8 a series of modules are used as published by Glencoe which are supplemented with material from *Answers in Genesis*.
- *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 in grades K-2 use the *Pearson Learning and Core Knowledge History and Geography Books* along with the social studies component embedded in the reading curriculum. Grade 3 includes Michigan History and in grades 4-8 *Glencoe's* social studies series is used.
- *Foreign Language.* As a wonderful enrichment to our program, student's grades 1-8 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 middle school.
- *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

The Library at St. Michael Lutheran School is available for use during the school day by students as well as for those who wish to use it after school for quiet study time until 4:00 pm. After 4:00 pm the room will be closed and made available to church members and for church related meetings.

Preschool: 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.

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. This provides students with increased understanding of why we practice worship, and provides opportunities to practice good church behavior. Parents are welcome to attend. Ages 3 and above attend Chapel with the school.

Homework

Preschool: All work is completed in class. To encourage student/parent discussion, information regarding classroom topics, songs, and monthly themes will be included in weekly class newsletters. 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 an effect not only on student understanding of the material, but could negatively impact 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. Work that is done together in class may or may not be marked or graded.

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

Preschool students will receive 3 report cards throughout the year, one in November with conferences, one in February with optional conferences, and one in May with optional conferences again.

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 1-8) will take the Iowa Test of Basic Skills (ITBS) twice per year in both fall and spring. 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. We also administer the Developmental Reading Assessment (DRA) to all students in grades K-5 several times throughout the school year. This reading assessment helps track student progress in both reading fluency and comprehension.

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%

Honor Roll

This would include students in grades 4-8 with A’s in 60% of subject areas with the remaining grades being B’s including all specials classes.

High Honor Roll

This would include students in grades 4-8 with A’s in all subject areas including specials classes.

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 due to dangerous wind chills at the school’s discretion. 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

Allergies in Preschool: The CFK staff will work with students and parents to provide appropriate alternative snack choices for those students with food allergies. In some cases, parents may be asked to provide snacks that best meet the needs of their child.

Preschool Snack Guidelines: 3's/4's/TK students will be asked to bring in their own snack daily. If there is an allergy a decision will be made by individual classroom teacher based upon the allergy concern. The teacher will inform the parents of the decision. 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

Some examples of snacks that will not be allowed except for special occasions are: cookies, brownies, cake; fruit snacks, and fruit roll-ups, fruit punch drinks and candy.

However, SMLS/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.

All foods brought to be shared with others must be accompanied by an ingredient list. Foods without this list will not be shared due to allergy concerns.

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 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 or you will need to pack a lunch for your child that month. Late orders will not be accepted. No credit is given for snow days or student absents.

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 13 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)

Students of St. 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 8:30 am 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. 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 determined by the principal or classroom teacher. Additionally, if a student reaches 5 tardies in a school year they will receive a ½ hour detention at the end of an assigned school day. If that number reaches 10 tardies there will be another ½ hour detention and a conference with parents. If that number reaches 15+ a Tardy Fee will be assessed and reflected upon the tuition statement for each subsequent tardy.

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.

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.

Preschool: Preschool will close whenever Portage Public School District closes. When these programs close due to adverse conditions the normal tuition fee continues to be the same.

SMLS: SMLS will close whenever Portage Public School District closes. 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

Any child with a temperature of 99° or above, signs of a bad cold or excessive coughing, diarrhea, vomiting, skin rash, head lice, pink eye, etc. (anything that is contagious) should not come to school and may be sent home at the school's discretion. 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 from, vomiting and diarrhea should not attend daycare or school until 48 hours after last episode. Any child with a fever should be excluded from daycare or school until fever free for 24 hours. Please note: to be considered "free from abnormal temperatures," a child must be fever free without the use of fever reducing medicines. A note *may* be needed from your child's doctor indicating when the contagious disease is resolved, and a doctor's note *is* required to clear them for head lice.

When a child becomes ill at school, parents will be notified immediately to come and pick up their child. If the parent does not answer, we will leave a message and give them 10 minutes to call back. If we do not hear something within 10 minutes, we will begin to call the emergency contacts on the list until someone is able to come and pick up the child. If the parent cannot come, arrangements must be in place for an alternate responsible adult to come and pick up the child. Children should be picked up within 1 hour, after a parent has been contacted. 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.

All of this applies for staff and volunteers as well. If they are sick or have anything that is contagious they will be separated from others and sent home.

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 nor stored in the student's locker. 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 contain important information and should be read promptly. The school website is increasingly becoming another source of parent information as well. Please visit the school link at stmikeschool.org.

A school-focused parent information board is located on the wall across from the school office. This will carry current letters that have gone home to all parents as well as other important information. An additional parent information board is located in the entrance of CFK.

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 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 K-8 students (Fall and Spring) and in November, February, and May for Preschool students. 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-trips, 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). All volunteers must submit to a no-cost background check prior to helping out in the school.

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 are a Community family 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 \$100 per student or \$200 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)

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 7:45 am and 3:30 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 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/videos taken of children while at SMLS/CFK or within any SMLS/CFK sponsored activity shall be posted on the Internet or otherwise used by SMLS/CFK 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

SMLS/CFK is not responsible for any photographs/videos taken by parents either at school or school sponsored events that are placed on the internet.

Pets

Due to safety and liability issues, 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 or on a leash, 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/CFK 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.

Discipline is seen as an opportunity to correct unwanted behaviors and to promote the personal growth of an individual. 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 believe that in knowing and respecting limits of behavior, our students will learn what is acceptable in society, as well as the classroom.

From the first day of school we, as a school family, begin to establish trust in each other, and the students learn the teachers' expectations. 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 a 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. As much as staff are constantly monitoring the classroom environment, they may not always be aware of a situation and therefore it is most important that they be alerted to any situation that may require their intervention.

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 and Christ for Kids complex is periodically professionally treated for pests. We are notifying you in September of each school year that these may possibly be administered. If they ever are administered you will be notified in these ways:

1. It will be posted on the doors of the school, church, and Christ for Kids door.
2. A letter will be sent home in your child's backpack.

An advanced notice will include this information; information about the pesticide, the targeted pest or purpose, approximate location, the date of the application, contact information at the center, and a toll free number for a national pesticide information center recognized by the Michigan Department of Agriculture.

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 personal electronic devices (PED) in school, on school property, at after school activities and at school related functions. However they may not be used during school instructional hours or in Before/After school childcare. During these times all PED's must be turned off and kept concealed on the student or in their locker or backpack. PED's shall not be used during the described times unless specific permission is given by a teacher or administrator. PED's can be used during lunch period and directly before and after the school day.

Possession of a cellular telephone or other PED 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 there is a 4 step violation policy which can be reviewed in the school office. Any student who possesses a cellular phone or PED shall assume responsibility for preventing theft, loss or damage to the unit.

Christ for Kids Specific:

(Please make sure to read the information above as well, there are things that you will need to know. This section is for the children who attend Childcare and our Infant program)

Christ for Kids

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. On this board 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.
- 1 copy of this notebook are available for parents for review during regular business hours (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 receipt and acknowledgment page of this document will be considered as your acknowledgement of having received notification of PA 116.

Special Needs Plan

Christ for Kids and St. Michael Lutheran School is committed to making sure those children with special needs are included in every routine that we do. Staff will participate in ongoing training on inclusion and special needs. We will respect the children and families privacy and will keep all information confidential. The staff is here to meet the individual needs of each child and their family and communication is always open. Our teachers use a variety of teaching strategies to meet the needs of every child enrolled at Christ for Kids and St. Michael Lutheran School. The staff encourages interaction between all children with or without disabilities. Our physical environment at CFK and SMLS is free of barriers.

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 on additional days for staff training; these dates will be announced in advance. Hours of operation are from 6:30 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.)

Before & After School Care

CFK offers both before and after school programs (an additional fee). Students can be dropped off as early as 6:30 AM, Monday through Friday, and can remain until 6:00 PM. School students who are not enrolled in the after-school program, and who are not picked up by 3:30 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

Children must be 6 weeks old or older to enroll. Children must be potty-trained to receive the 3's childcare rate. We accept children up to the age of 12.

Definition of potty-trained: A child must know when he/she needs to use the restroom, then go use the restroom and be able to practice proper hygiene by themselves.

To enroll, you will need:

1. A completed enrollment form.
2. The non-refundable annual registration fee and the PTL enhancement 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. (Kindergarten and TK student must have a vision test on file)
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.
7. Concussion Awareness form.
8. Automatic Withdrawal form for tuition payments.

CFK Withdrawal

To assure proper staffing, we require 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 also require a 2-week notice for withdrawal from the program. Your child is welcome to attend during that 2-week period. In instances of sickness 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.

CFK reserves the right to withdraw a student for not paying their tuition or for behavior that puts other students or teachers in danger.

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.

We do not offer busing.

Tuition & Fees

Tuition: A statement is used 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 mandatory for tuition payment for *all* parents. Tuition payments are automatically transferred from your account to the school. There is no cost to parents and all it takes is the completion of a simple form. Any changes to your *Excel in Giving* must be made by the holder

of the account in writing and submitted to the school office. ***No payment changes can be done by the school.***

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 may 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. St. Michael reserves the right to hold student records until any outstanding tuition balance is satisfied.

Childcare Charges:

- ***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.
- ***Late Pick up Fee:*** Our center closes at 6:00 each night. Parents should make every effort to pick-up their children before that time. Please consider weather and traffic conditions when making your pick-up arrangements. If a child is not picked up by 6:00 pm, a late pick up fee of \$10 for every 10 minutes, or portion thereof, will be assessed.
- ***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.
- ***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. Nor credits for Hot Lunch.
- ***Snow Days:*** 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.

Field Trips & Fees

Christ for Kids Due to car seat requirements for younger children, we bring field trip experiences to the school.

Dress Code/ Required School Shirt

Christ for Kids:

Shoes: For the safety of the students, we require all students to wear closed-toe shoes (no flip-flops).

Daily: 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 left in the building (a gallon size freezer bag works well for storing clothes). Clothing should be updated with the change of seasons. Children may use the gym regular basis (especially in bad weather), so please make sure your child wears “non-marking” soled shoes.

Curriculum

Christ for Kids:

- *Bible:* We teach the *Bible*, in an age appropriate manner focusing on the Bible as the “true Word of God,” and of the loving grace and forgiveness of our Savior, Jesus Christ. Time is set aside daily for Bible instruction and Christian concepts are interwoven throughout all lessons. We use the *One In Christ* curriculum from Concordia Publishing House.
- *Benchmarks:* CFK utilizes the framework set forth for Early Childhood programming by the Michigan District of the Lutheran Church Missouri Synod. These benchmarks are designed to meet or exceed those outlined by the Michigan Early Childhood Standards of Quality for Prekindergarten (ECSQ) and the Head Start Child Outcomes Framework (HSCOF).
- *Curriculum Guide:* CFK has adopted the Creative Curriculum System as a scaffold for our program. This system focuses on content-rich experiences and active learning for young children in all developmental areas. Comprehensive and ongoing assessments are used to celebrate student achievement; inform instruction; and to individualize goals.
- In Michigan the pre-K standards are referred to as the “Michigan Early Learning Expectations”.

Developmental Screening Policy

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 due to dangerous wind chills at the school’s discretion. 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.

Every age will go outside if the conditions allow. Our goal is to get them outside for 30 minutes of play for every 3 hours they are there.

Hot Lunch & Snacks

Childcare: Our childcare provides 2 snacks a day. Milk and water are 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 6:30 AM to 8:00AM, whenever they desire to eat it. Lunch is served around 11:45 PM for all children. 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

Allergies in Childcare: The CFK staff will work with students and parents to provide appropriate alternative snack choices for those students with food allergies. In some cases, parents may be asked to provide snacks that best meet the needs of their child.

Cold Lunches-You are welcome to send a cold lunch for your child. Lunches need to be brought to the center in a container with your child’s name on it in clear sight. Please, pack your child a nutritious lunch. Do not forget to send a beverage if they want something other than milk or water.

Hot lunches-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 or you will need to pack

a lunch for your child that month. Late orders will not be accepted. During school breaks, parents must provide a lunch for their child(ren). No hot lunch credit is given for snow days.

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.

Release of Children

Christ for Kids will not be responsible for children at departure time after leaving their immediate classroom door. Please accompany your child in the hall and parking lot.

Please make sure to list 3 people that are allowed to pick up your child. Inform your pick up persons that for identification purposes only, they must show a driver's license before the child will be released to them.

Children will not be released to anyone who is not listed on the information card.

Christ for Kids staff members are not properly trained to make assessments relating to intoxication or impairment and therefore assume no responsibility to assess the competency or condition of any individual appearing to pick up the child.

DHS Payments

We accept DHS payments. You must make arrangements with your DHS caseworker to fill out the proper paperwork. You are responsible for any amount DHS will not cover. You are required to make payments until your case has been approved.

Rest and Nap time

Children 5 and under attending childcare for more than four consecutive hours will have an opportunity to rest or nap. Quiet music will be played and the lights will be turned off to create a quiet and relaxing atmosphere. School age children (enrolled in K or above) will involve reading coloring, quiet table activities and/or listening to music. If you chose to bring a blanket and/or pillow for your child, they are to be taken home every week and washed. Please remember to return the bedding to the center when cleaned. Mats and cots will be cleaned and disinfected on a daily basis.

Security

For the safety of all the children, ALL DOORS will remain locked. You must ring the doorbell to gain admittance or have a passcode given to you by the Director.

Right to Modify

Christ for Kids reserves the right to modify policies, procedures, and fees. Parents will receive written notice of any changes.

INFANT/WADDLER/TODDLER

Registration Fees and PTL Fee

** There is a one-time registration fee of \$100 per child to enroll in our infant-3 year old program, if you stay continuously enrolled (no break for summer). If you do break for summer, you will need to pay the registration fee again for the fall.

Once you enroll into the preschool (3 years old) or day school program it is \$100 per year

**Infant, Waddlers, and Toddlers are not required to pay the PTL fee. Once they turn 3 and are enrolled in the 3's childcare it will need to be paid every year.

Formula and Food

**Parents are to provide formula and/or baby food for their children:

- a. Formula should be prepared at the child's home and placed in an assembled bottle unit before being brought to the center.
- b. Bottles are to be labeled with the child's first and last name, the date, and the contents (formula or breast milk) of the bottle.
- c. Formula, milk and perishable foods needing refrigeration will be put in the fridge upon arrival.
- d. Formula shall not be stored longer than 24 hours after opening
- e. Foods shall be covered and labeled as to the contents, date of opening, and specific child for whom its use is intended.
- f. Foods other than formula shall be used or discarded within 36 hours after opening.
- g. Each bottle and nipple supplied by the parent shall be used for a single feeding only
- h. Formula and milk left in bottle at the end of a feeding shall be discarded.
- i. Mothers are welcome to come to the center to breast feed their children.
- j. When your child is ready for table foods, you will need to provide the food that we will serve them until the child reaches the age of 3.
- k. Christ for Kids will provide bibs, burp cloths, silverware, and plates when needed.

Daily Records

**The center will fill out a daily record for children 6 weeks-2 years old. It will include the following:

- a. Food intake
- b. Sleeping patterns
- c. Potty patterns
- d. Developmental milestones; such as sitting, smiling, rolling over, talking, art activities etc.

Diapering and Potty-training

**Diapers should be disposable. We do not have facilities for diapers from a commercial diaper service. When a child's health condition necessitates that disposable diapers or diapers from commercial service cannot be used, an alternative arrangement may be made according to a licensed physician's instructions.

**Parents will provide wet wipes for diapering purposes.

**Potty-training shall be planned cooperatively between the child's primary caregiver and the parent so that the toilet routine established is constant between the center and the child's home.

**Diapers shall be changed when wet or soiled.

**Diapering and use of toilet will be documented on the daily sheets.

Potty Training Policy

**Children need to be dry for 2 weeks before they can wear underwear to school.

**Dry for 2 hours between changes

**Able to communicate the need to go

**Must wear pants that are easy to pull down

**Must complete the potty training criteria sheet and have all points checked.

Sleeping

**The State of Michigan does not allow pillows, bumpers, stuffed animals, or blankets in the cribs with infants. Please make sure your child is dressed comfortably. You may bring your child a nap sack in lieu of a blanket.

**Each child will have their own crib and the sheets will be provided by the center and washed regularly.

**Christ for Kids will have blankets, but parents are welcome to bring their own (again the child cannot sleep with it in the crib).

St. Michael Lutheran School
Community Family Volunteer Voucher 2017-2018
1 Hour = \$5.00

Volunteer Activity

Please print name and turn in to the school office.
Deadline to turn in June 8, 2018

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Limit of \$100 per student or \$200 per family of 2 or more students

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St. Michael Lutheran School/Christ for Kids

Receipt & Acknowledgment of Handbook Content

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

Student Name *Grade*

Student Name *Grade*

Student Name *Grade*

Student Name *Grade*

Parent Signature *Date*