

# Parent Handbook

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## Peace Lutheran School

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

Peace Lutheran School is a part of Peace Lutheran Ministries. PEACE LUTHERAN MINISTRIES are called and empowered by the Holy Spirit to welcome all people to a personal relationship with Jesus Christ.

### A. MISSION/VISION STATEMENT

#### **Vision: *Disciples Making Disciples***

Peace Lutheran School is a direct ministry of Peace Lutheran Church, both of which are unified entities of Peace Lutheran Ministries. It is our vision to equip students through the means of a high quality Christian education and through the workings of the Holy Spirit to be disciples for Christ. Further, we strive to equip our students to be “disciples making disciples,” answering God’s command in Matthew 28:19 & 20 to “go and teach” others about Christ. We are equipping them for this world and for eternity.

#### **Mission: *Gather, Grow, Go***

*“We are disciples who GATHER, GROW, and GO, to make disciples for Jesus.”*

Through the grace of God and the workings of the Holy Spirit, Peace strives to...

**GATHER:** Peace Lutheran Ministries welcomes any family desiring to grow in faith through the means of a high quality Christian education. All are welcome. “(Jesus) said to them, ‘Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.’” Mark 10:14

**GROW:** Peace Lutheran School equips students to be “disciples making disciples” through the means of a rich, challenging, high quality, and faith integrated educational curriculum. It is our commitment to excel in providing a safe Christian environment in which students can grow spiritually, academically, physically, emotionally, and socially to lead lives that reflect Jesus Christ, as Lord and Savior. “...grow in the grace and knowledge of our Lord and Savior Jesus Christ. To Him be the glory both now and forever! Amen!” 2 Peter 3:18

**GO:** Peace Lutheran School seeks to answer God’s command in Matthew 28:19-20: “Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded of you. And surely I am with you always, to the very end of the age.”

### B. WHY PEACE LUTHERAN CONGREGATION MAINTAINS A CHRISTIAN DAY SCHOOL

When Peace Congregation was organized in 1941, its members felt the most effective manner in which to carry out the Lord's directives completely was to provide for a daily program of Christian education which would educate the whole child: body, mind, and heart. It was on the basis of the following passages from Holy Scripture that this was carried out:

GOD'S COMMAND - "Bring them up in the training and instruction of the Lord."  
Ephesians 6:4

"These words, which I command you this day, shall be upon your heart, and you shall teach them diligently to your children."  
Deuteronomy 6:6-7

GOD'S PROMISE - "Train up a child in the way he should go; and when he is old, he will not depart from it."  
Proverbs 22:6

"All thy children shall be taught of the Lord, and great shall be the peace of the children."  
Isaiah 54:13

Peace Lutheran School aims first to serve God's children in leading them to know and love their Lord and Savior, Jesus Christ; secondly, to assist the home in the secular and spiritual training of its children, as well as missions and endeavors of concern for their fellow man.

Religion is not a course added to the secular course of studies. Rather, all studies are presented in the light of God's Word, and all subjects become meaningful to the child of God as ways of developing talents for greater service to a loving God who redeemed him/her from sin.

### **C. CREDO OF PEACE LUTHERAN SCHOOL**

**WE BELIEVE** CHRISTIAN EDUCATION IS A VITAL ASPECT OF GOD'S MISSION -- TO MAKE DISCIPLES OF ALL MEN -- COMMANDED BY HIM TO THE CHURCH THROUGH THE GREAT COMMISSION.  
(Matthew 28: 19-20)

**WE BELIEVE** the purpose of Christian education is to teach the Christian faith through instruction in God's Word as found in Holy Scripture, and learning to live a life of discipleship.  
(Ephesians 4:15; Matthew 7:24; John 1:12)

**WE BELIEVE** God's people need to grow to develop their relationship with God and their fellow people.

**WE BELIEVE** effective education is carried on through quality learning programs which relate the Christian faith to all activities and areas of life.

**WE BELIEVE** in emphasizing a thorough academic training, on developing morally responsible citizens for this life, and the nurturing of souls for eternity.

**WE BELIEVE** a Christian educator is committed to provide, to the best of his/her ability, a complete education for God's people by meeting their spiritual, intellectual, social, physical, emotional, vocational, and financial educational needs.  
(Genesis 2:7; Matthew 4:4)

**WE BELIEVE** the uniqueness of our Christian education rests in this: Christian education views the student through the cross of Christ; Christian education has the Father's given reasons for educating man. (Proverbs 22:6; Isaiah 54:13) Christian Education is empowered by the Spirit for accomplishing its purpose. Our task is to plant, water, and nurture.

**WE BELIEVE** the Lutheran school's uniqueness lies in:

- adequate time for Christian instruction;
- the impact of professional, Christian teachers, teaching in a day-to-day Christian environment necessary for Christian education;
- the blessings of the "Body" of Christ at work; and
- meeting the learner's needs.

**WE BELIEVE** the *FAMILY* exerts the primary influence on the child's total education, and that the ministries of Peace must equip adults for their important role in Christian education. Therefore, Peace Lutheran Ministries operates our non-profit school to provide children instruction in all subjects. Instruction is in accordance with the tenets of Biblical faith and in the interest of good citizenship.

#### **D. CHRISTIAN HOME**

**The primary responsibility of training the child still remains within the home.** While Peace Congregation has provided for a program of systematic Christian instruction for its children, it does not intend to remove any of the obligation of the parents. Home devotions, parental interest toward church and school, regular attendance at divine services as a family unit, as well as the example of good Christian living set by parents are all very important factors in the total Christian training of the child. We believe parents are the primary faith teachers.

#### **E. LUTHERAN FAMILY VALUES POLICY**

Peace Lutheran School is a mission. Peace Lutheran School is operated by Peace Lutheran Ministries. Peace Lutheran Church, also part of Peace Lutheran Ministries, is a member congregation of the Lutheran Church – Missouri Synod (LCMS).

Peace Lutheran Ministries considers Peace Lutheran School to be a Christian mission to its members and to the community. LCMS Christians believe the two-fold purpose of education is to prepare people for life in this world, and more importantly, to "make people wise unto salvation through faith in Jesus Christ." (1 Timothy 3:15)

Christian beliefs, as understood and taught in the LCMS, pervade everything that is done at Peace Lutheran School. Christian instruction is not only carried out formally, but it is integrated into the study of every subject. Students are immersed in a Christian atmosphere and surrounded by teachers, administrators, and school/church employees whose very presence is a testimonial to the Lutheran faith and way of life.

The LCMS is a creedal church with definite beliefs on many points of Christian faith. For instance, the LCMS affirms the sanctity of human life, including the life of an unborn child; the importance of stable family life and of fidelity in marriage; and abstention from illegal drugs. The LCMS opposes a homosexual lifestyle and cohabitation or sexual relations outside the marital relationship. These are only some examples of the LCMS's positions on a number of contemporary questions of conduct and morals.

Peace Lutheran School expects school families to act in a way not contrary to, or disruptive of the teachings of the LCMS in matters of religious faith and personal conduct. Family members who are not LCMS members are not required to believe the teachings or confessions of the LCMS. However, family members may not promote beliefs that are contrary to those of the LCMS or otherwise weaken the LCMS Christian atmosphere at the school. Family members are expected to lead personal lives that do not violate the teachings of the LCMS on matters of personal conduct, so that all family members in their daily lives not undermine Peace Lutheran School's mission as an LCMS Christian institution. If a family member of a student or applicant for enrollment challenges LCMS teachings at Peace Lutheran School or conducts his or her life in a way that is contrary to those teachings, the student or applicant may be expelled, suspended or refused enrollment.

LCMS doctrine and practice are derived from the Christian Scriptures, the Lutheran confessions, and the applicable resolutions of the LCMS. For the purposes of this policy, what constitutes the beliefs and teachings of the LCMS and what actions or conduct constitutes a violation of this policy shall be the final and binding decision of the Principal. Family members who are unfamiliar with LCMS beliefs and teachings on any subject should inquire about them from the Principal. He or she can refer inquirers to appropriate publications or, if necessary, can arrange for the family member to be counseled by a pastor of Peace.

#### **F. ADMINISTRATION**

The Lutheran School system is an integral part of the American educational program. The elementary schools of the Lutheran Church--Missouri Synod date back to the decade of the 1830's, when a number of Lutheran congregations were organized in Midwestern states and established Christian schools for their children. The first of these schools is older than the public schools in most states.

Peace Lutheran School was established in 1941. Peace is a part of the Michigan District of the Lutheran Church--Missouri Synod.

Peace Lutheran Ministries has delegated the responsibility for the operation of the school to the Senior Pastor, Director of Ministries, and Principal.

The School Policy Committee formulates, implements, supervises, and evaluates all policies that pertain to the operation of Peace Lutheran School under the direction of the Board of Directors and in partnership/support of the Senior Pastor, Director of Ministries, and Principal. The Principal is the administrative agent of the congregation and is responsible for the day-to-day operation of the school.

#### **G. FACULTY**

Teachers at Peace Lutheran School are certified by the Michigan Department of Education as required by state law. Kindergarten through Grade 8 teachers are also certified, or working towards certification, by the Lutheran Church - Missouri Synod. A number of the faculty members have also earned Master's Degrees.

In addition, Peace is blessed to have additional teaching resources available through shared-time teacher programs. These teachers are certified by the Michigan Department of Education. School administration is actively involved in the selection process of these shared-time teachers.

Our teachers are dedicated men and women who are committed to teaching in a Lutheran, Christian school. Consequently, they are interested in and concerned about the personal welfare of each pupil under their care.

## **H. ACCREDITATION**

Peace Lutheran School follows curricular standards comparable to public schools. Peace Lutheran School meets the educational standards of the state, and is recognized by the Michigan Non-Public School association as a fully-accredited school in meeting State of Michigan educational standards. Peace Lutheran School is also accredited by the National Lutheran Schools Accreditation program, and has been since 1990.

## **I. RELATION TO PUBLIC SCHOOLS**

We greatly respect the public school system for the work they do. Peace Lutheran School does not exist in opposition to the public school system, but for the purpose of supplying Christian education, which the public school by its very nature is unable to provide. Rather than being in competition with the public schools, we seek to work closely with them in fulfilling the responsibilities of education in the community.

## **J. CHARTERED ORGANIZATIONS**

### **Policy for Chartered Organizations of Peace Lutheran Ministries**

Peace Lutheran will permit chartered organizations to operate under its supervision with the specific understanding that the leadership and program operate within our religious doctrine and values. Further, the chartered organization must enhance our ministry and, in no way, take away from our mission to be "disciples making disciples" as we GATHER, GROW and GO with God's Word. This policy applies to chartered organizations such as Boy Scouts of America, Girls Scouts USA, and other organizations that operate under a charter held by Peace Lutheran Ministries.

## **II. ENTRANCE POLICIES**

### **A. WHOM WE SERVE**

Though Peace Lutheran School is maintained primarily for the children of Peace Lutheran Church, we offer our program of Christ-centered education to as many as we can accommodate. Enrollments will be considered in the following order:

1. Currently enrolled school families
2. Children of the congregation when one or both parents are members of Peace
3. Children of sister LCMS congregations
4. Children of the community

Peace Lutheran School enrolls students for the next school year normally in late January and early February. A "Partners in Christ" parent meeting is held for currently enrolled families. At this meeting, the congregation, School Policy Committee, and school administration share important information with families regarding the next school year and kicks off the enrollment process.

The school policy is to accept usually no more than a maximum of 24 pupils in each kindergarten classroom. Maximum class sizes are 25 in grades 1-3, and 30 in grades 4-8. These figures are subject to adjustment as deemed necessary by the school administration. In certain circumstances, it is necessary for a classroom enrollment to surpass general limit guidelines. When this occurs, an hour of aide time per day is provided, as available, to the classroom teacher per student over the limit to offer support and to maintain the safety, productivity and positive climate of the classroom. Kindergarten may be provided 6 hours of aide time per week for 20 (or fewer) students. An additional hour of aide time is given for every student beyond 20 students.

Peace Lutheran School does not offer Special Education. However, academic assistance is offered in a Special Needs Program to those who qualify through testing and teacher-recommendation. See *Resource Room* for more information.

### **B. AGE**

As required by state law, children enrolling in Kindergarten must attain the age of five on or before September 1<sup>st</sup>. Those entering first grade must have reached their sixth birthday on or before September 1<sup>st</sup>. Peace's Early Childhood programs follow the same guidelines.

### **C. CERTIFICATE OF BIRTH**

State law requires us to see a copy of the child's birth certificate at the time of registration for school.

### **D. APPLICATION, REGISTRATION FEE, ENTRANCE EXAM, AND ADMISSION**

Those wishing to enroll in Peace Lutheran School must complete, sign, and submit an Application for Enrollment and Parent Covenant through our on-line application system. Parents must also submit the following:

- Copy of student's Birth Certificate
- Copy of most recent report card/progress report

- Signed Disciplinary Record from previous school
- Standardized Testing results from previous school
- Copy of an Individualized Education Plan (IEP), academic testing, psychological testing, or any other documents which may impact academic placement.
- Registration Fee (non-refundable)

Upon completion of the online application and submittal of the Registration Fee, students seeking Kindergarten admission must schedule an appointment for Kindergarten screening. Screening results are shared with the parents. Students seeking admission to grades 1 through 8 must schedule an appointment to take an entrance exam to assess appropriate grade placements.

The school principal will review applications, report cards, achievement testing, and either the Kindergarten screen or entrance exams once all are available and registration is paid in full. Parents will then be notified of admission and grade placement. Failure to submit educational documents, specialized instruction placement, special education records, or any testing which would impact a student's placement at Peace may be grounds for admission denial.

Students accepted into Peace Lutheran School are subject to a 6 week probation period for the purpose of ensuring a good educational and social match between the student and the school.

If Peace is unable to accept a student due to available space or the inability to meet a student's needs, the Registration Fee will be refunded.

#### **E. PREVIOUS SCHOOLING**

Peace Lutheran School will send a Release of Records form requesting all records (CA 60, Achievement Testing, Special Education Evaluation/Documentation, etc.) from the previous school. Acceptance is conditional upon the receipt of those records and their indication of probable success in the grade in which the student is enrolling.

#### **F. IMMUNIZATIONS**

It is a State of Michigan legal requirement that any students entering a new school such as Peace Lutheran School for the first time, as well as **all** seventh grade students, **MUST** have his/her immunization program brought up to date. This law includes immunizations against diphtheria, tetanus, pertussis, poliomyelitis, rubella, measles, mumps, varicella (chicken pox), hepatitis B and meningococcal. The principal is required by law to suspend any student who does not meet the state's requirements by a certain date. A parent or guardian wishing to exempt his or her child from a particular vaccination must provide a written statement (waiver) indicating the religious or philosophical objections to the vaccination(s).

### III. FINANCIAL INFORMATION

#### A. SUPPORT

The cost of a full-time Christian education is considerable when including the cost of building, maintenance, salaries, materials, and curriculum. The majority of these costs are shared by all members of Peace Lutheran Church. They do so because they realize the importance of Christian Education for all.

The following Member Support Policy applies to members of Peace Lutheran Church:

#### MEMBER WORSHIP AND TUITION POLICY

Members in Good Standing of Peace Lutheran Church have the privilege of discounted tuition rates for Peace Lutheran School and Saginaw Valley Lutheran High School.

Rationale:

A. Peace Lutheran Church contributes a significant percentage of the offerings received in worship services to the cost of operating Peace Lutheran School.

B. Peace Lutheran Church is an association member of Valley Lutheran High School (VLHS). As such, Peace gives a "per communicant member" assessment to VLHS on a yearly basis from the offerings received in worship services. Therefore, the Member Tuition Policy outlined below applies to VLHS tuition as well.

C. Regular participation in worship and encouragement toward Biblical principles of stewardship will continue to move members of Peace Lutheran Church to support these important Christian education opportunities.

D. Because the contribution to Peace Lutheran School and VLHS changes from year to year, you may contact the Director of Finances for the financial details.

To qualify for the member tuition discount the following criteria must be met:

A. A parent/guardian and the student must be Members in Good Standing of Peace Lutheran Church. To be considered a Member in Good Standing of Peace Lutheran Church, the parent/guardian will have completed adult confirmation classes, or his/her membership will have been transferred from another LCMS congregation. The membership is effective when it is confirmed to the Board of Elders in the pastor's report. (Please note that the Board of Elders typically meets the fourth Monday of each month.)

B. A Member in Good Standing family is defined as having one parent/guardian and an enrolled student who attends weekly (including Lent/Advent/special) worship services 50% of the weeks on a quarterly basis (9 week period of the school year). The number of worship services in any given quarter is defined by the number of worship services that fall within the quarter from the opening to

the closing of the school year. Specific dates are published in the School Calendar. Families on tuition assistance are expected to meet the 50% minimum as well.

C. Children Kindergarten through Fifth Grade may attend either Sunday Bible Club or a worship service to qualify for Member in Good Standing status. Grades six through twelve must attend worship services to meet attendance requirements. The member shall be responsible for reporting attendance by either signing an attendance card or signing in electronically at each worship service attended.

D. If a member family attends less than the 50% requirement in one quarter the member tuition discount will be on probation for the following quarter. Should the family choose to neglect worship and fail to meet the requirement during the probationary quarter, they will be placed on full tuition status for the following quarter. Non-member tuition rates will stay in effect until the family meets the policy expectations for two consecutive quarters.

E. Exceptions due to illness or other unavoidable circumstances may be taken to the Principal for consideration and consultation with the Senior Pastor.

*Adopted January 2011*

### **MEMBER WORSHIP AND TUITION POLICY**

Consistent with the vision for which Peace Lutheran School was established, all pupils are encouraged to attend worship and Sunday Bible Club or Bible class each week. This is a vital extension of the school ministry in the lives of the children and their families.

In the event a school family does not attend or hold membership in a church, the faculty will actively invite them to attend Peace. The Pastors hold classes regularly explaining the teachings of the Lutheran Church-Missouri Synod. All are cordially invited to attend.

#### **The Worship Schedule is as follows:**

Saturday Evening Service	6:30 PM (Lawndale Campus)
Sunday Worship Service Traditional	9:00 AM (Adams Campus)
Sunday Bible Club (Sunday school)	9:00 and 11:15 AM (Adams Campus)
Sunday Worship Service Contemporary	11:15 AM (Adams Campus)
Sunday Evening Youth Worship	5:30 PM (Adams Campus)
Sunday Evening Youth Bible Study	6:15 PM (Adams Campus)
Advent/Lent Wednesday Evening Service	6:30 p.m. (Adams Campus – during Advent and Lent)
Wednesday Morning Chapel Service	7:55 a.m. (Lawndale Campus – during the school year)

### **B. TUITION**

The Peace Board of Directors has established tuition rates so that those receiving direct benefits will share in the costs. The tuition charged does not cover the full cost of education for each child. The difference is made up by members of Peace Lutheran Church. Tuition and fee rates are listed in Appendix A.

Tuition payments are due to the TADS tuition program on the tenth day of the month, June through May. Any payment that is late will be subject to a late fee by TADS or Peace Ministries including failing to register online for the first payment due in June. Peace will charge a late fee of \$50 per month for both failure to register and making summer monthly payments. Students may be excluded from school if payments are over sixty days past due. Promotions, report cards, and transfer of records will be withheld until all bills are paid in full. *All bills MUST be paid by the Friday before the last week of school. Latchkey for the final week must also be prepaid at that time. If any fees are outstanding after that Friday, report cards, diplomas and promotions will be automatically held.* Parents will then need to make an appointment with the school office manager during summer hours to take care of fees.

### **C. REGISTRATION FEE**

At the time of initial enrollment, new students will pay a Registration Fee equal to the Educational Fee and the family fee for using the TADS payment program. This fee is non-refundable; however, it is credited against the Book fee for fall registration.

### **D. EDUCATIONAL (BOOK) FEE**

Hardbound books used during the school year are provided on a rental basis. The Educational or Book Fee pays for their cost as well as for workbooks, art supplies, audio-visual fee, library materials, P.E. equipment and supplies, and other instructional items. This fee is due on Registration Day at the beginning of the school year. A Bible, "All God's People Sing" songbook, and catechism are purchased separately by students and become their own property.

### **E. RE-ENROLLMENT FEE**

Students indicating an intention to re-enroll for the following school year have a Re-enrollment Fee equal to the Educational Fee due at the time of re-enrollment. This fee is non-refundable if a student later decides not to return. For the returning student, it is credited against the Educational Fee for the coming school year. Only one re-enrollment fee is needed for each family. If that fee is not paid at the time of re-enrollment, the student's name is removed from the roster. The fee to re-enroll after the scheduled re-enrollment window is usually \$25 higher than the Educational Fee, and continues to increase each month per the specific year's re-enrollment schedule. Once the re-enrollment window is passed, students will be accepted on a "first-come, first-served basis" until all available spaces are filled.

### **F. PTL FEE**

Each family pays a membership fee to the Parent-Teacher League, which helps it maintain its programs and services to the parents, students, and school.

### **G. PARTY FUND**

Each student pays a fee, which provides money for the parties held in the classroom throughout the year. The charge for students in grades four through eight is slightly higher to better provide for their needs.

## **H. DAMAGES**

Children are expected to keep their books, desks, classrooms, and playground clean and in good order. They will be asked to reimburse the school for loss as well as for any careless or willful damage to textbooks. Pupils will also be held responsible for school furniture, equipment or school property, which is carelessly or deliberately defaced, damaged, or marred. Textbooks are required to have a book cover.

Book damages will be assessed according to the following general guidelines:

- \$ 1.00 per damaged page
- \$ 5.00 per cover damage
- \$ 15.00 per bookbinding damage
- Replacement cost for a book no longer usable
- Replacement cost for any damaged item that is no longer usable

## **I. HOT LUNCH**

Hot lunch is served daily by the Saginaw Township Community Schools Food Service Department. Parents deposit funds in each student's account which is then debited each time they eat hot lunch. Questions about account balances should be directed to the Saginaw Township Community Schools Food Service Department at 793-9713. Free and reduced-price lunches are available for those who meet the guidelines established by the National School Hot Lunch Program. Due to Federal regulations, fast food items (purchased from a restaurant) may not be delivered or brought to students during lunch periods in the cafeteria.

## **J. RETURNED CHECKS**

A \$35.00 charge will be added for any check returned to us by the bank for non-sufficient funds or other non-payment. This charge covers our costs assessed by the bank as well as administrative costs. This charge may be raised without notice should our bank raise their fees for NSF checks.

## **K. TUITION COLLECTION POLICY**

The purpose of this policy is to detail the steps that will be taken to collect tuition when a family has not met the tuition obligations.

The school presently contracts with TADS Tuition Management Services to administer the tuition collection process. TADS contacts the family by email and/or telephone whenever a payment is not made by the due date.

Payment status will be monitored by the School Office and Business Manager.

1. A letter will be sent to families who have fallen at least 60 days behind in their payments. This letter will remind them of this shortfall and urge them to pay the shortfall or, at a minimum, contact the Director of Finance to commit to a plan to pay what is owed.

2. A 2<sup>nd</sup> letter will be sent to families who are 90 days behind in their payments. This letter will remind them again that they are behind in meeting their tuition obligation. It will also state that report cards will not be issued during the school year until the arrears are brought down to one month or less. Final grades will not be released until all payments are made.
3. Applications to enroll and payment of the re-enrollment fee for the next school year will not be accepted from families whose tuition payments are more than 90 days past due until the arrears are brought down to one month or less. Payments prior to that time will be applied toward the delinquent tuition. The 2<sup>nd</sup> letter referenced above will include a reference to this policy.

Special appeals due to unusual circumstances will be referred to the Pastor, Principal and School Policy Chairperson. They are empowered together to make exceptions to the policy as deemed appropriate.

**Please note: Tuition payments are due on the 10<sup>th</sup> of the month. Please allow sufficient time for the payment to reach TADS. Overdue payments are subject to a late fee by TADS.**

#### **IV. CURRICULAR MATTERS**

##### **A. CURRICULUM**

In keeping with the purpose of Peace Lutheran School, the Word of God is integrated throughout the curriculum. Students have the opportunity to hear the Word of God taught daily in its truth and purity. The truths of the Bible are taught not only during the Religion period, but they permeate into all teaching. Our prayer is that the Holy Spirit will use these truths to grow in the children a solid Biblical worldview and assure them of God's promise of eternal life to all believers.

Each day includes a devotion with instruction in Christian doctrine and Scripture. In the lower grades, the Religious instruction chiefly consists of learning Bible history and its application to life situations. Systematic instruction in Christian doctrine as outlined in Luther's Small Catechism is added in the upper grades. Memorization of Bible selections, hymn verses, and prayers is carried on in ALL grades.

In keeping with the Christian philosophy of education, reflecting the educational requirements of the State of Michigan, and in keeping with the best practices of the National Lutheran School Accreditation (NLSA) program, our students receive a thorough education in the following subject areas:

**RELIGION AND WORSHIP:** Instruction includes Bible study with an emphasis on life application, Religion Curriculum, Memorization, Church History, Confirmation Instruction, Devotions, multiple worship opportunities, and special services which involve students.

**LANGUAGE ARTS:** Instruction includes Handwriting, Spelling, Grammar, Writing, Reading, Phonics, Literature, Research, Public Speaking and Listening.

**GENERAL SCIENCE:** Instruction includes Life, Earth, and Physical Sciences as well as Health and Safety. Engineering concepts are integrated throughout.

**SOCIAL STUDIES:** Instruction includes Geography, History, Civics, Economics, and Current Events.

**MATHEMATICS:** Instruction includes Number Usage, Math Procedures and Problem Solving, Algebra, Geometry, and Metrics.

**FINE ARTS:**

Performing Arts: Instruction includes General Music Curriculum (PS – 5<sup>th</sup>), Band (5<sup>th</sup> – 8<sup>th</sup>), Choir (K-8), Drama (extra-curricular).

Visual Arts: Instruction includes Art, Art Appreciation, Art History, and other various art electives (5<sup>th</sup>- 8<sup>th</sup>).

**PHYSICAL EDUCATION:** Instruction includes both physical and cognitive understanding of Skills, Games, Sports, Physical Fitness, Rhythm, and Recreation.

**HEALTH EDUCATION:** Instruction includes social and interpersonal concepts, emotional, physical, financial, vocational, intellectual, and spiritual well-being.

**SEX EDUCATION:** Instruction includes spiritual, physical, emotional, and intellectual concepts.

**TECHNOLOGY EDUCATION:** Instruction includes technology assisted/integrated instruction across the curriculum, technology literacy, keyboarding, word processing, and appropriate Christian usage of the Internet and all digital media.

**FOREIGN LANGUAGE:** Instruction includes Spanish (PS-8<sup>th</sup>).

## **B. CURRICULUM REVISIONS**

The curriculum is reviewed on the following rotating basis:

2018-19	Math
2019-20	Religion / Foreign Language
2020-21	Science / Fine Arts
2021-22	Social Studies
2022-23	PE/Health (Sex Ed)/Technology
2023-24	Writing / Handwriting / Electives
2024-25	ELA (Reading, Spelling, Grammar)

## **C. LIBRARY**

Our school has a central media center with a large number of books in many fields of interest and learning. Students in each class have regularly scheduled library periods. In addition to this, they have access to the library at other times according to their needs, teacher's direction, and at the discretion of the media specialist.

## D. INSTRUCTIONAL MEDIA

Peace Lutheran School holds membership in the Regional Educational Media Center of the Saginaw Intermediate School District. Through REMC multiple educational resources are available to teachers at Peace Lutheran School.

## E. HOMEWORK / LATE PAPER POLICY

There will generally be homework each evening. The amount depends on the grade level, ability, and student's time management skills. Parents can help by providing encouragement and a quiet place for study. Open dialog is encouraged between parents and teachers to convey all homework related concerns.

Unless communicated otherwise, assignments are due the next day after being given. Each day an assignment is late, there will be a 10% reduction in the grade up to 3 days (30% reduction). On day 4, the assignment will be assigned a 0% grade for grades 6 through 8. Students may receive up to 60% credit if completed by the 5<sup>th</sup> day in grades 5 and below. On the 5<sup>th</sup> day, late work will receive 0% credit. If a student is absent, he/she will be given one extra day for the number of days absent to turn the missing work in. Work turned in after this time falls under the late work policy. Late work should be turned in as quickly as possible to avoid an accumulation with the daily assignments when the student is present. If a pattern develops of work not turned in, the teacher will make personal contact with the parents.

If an absence occurs, **it is the responsibility of the student to find out what the assignment(s) was during the absence.** It is not the teacher's responsibility to pursue the student for absent, missing, and/or late assignments.

It is important that all school work be completed and turned in on time. The third missing assignment per academic quarter will be considered repeated offense and will result in the following consequences:

- 1<sup>st</sup> Late Assignment – 10% reduction per day in assignment grade, recorded in Jupiter Grades
- 2<sup>nd</sup> Late Assignment – 10% reduction per day in assignment grade, recorded in Jupiter Grades
- 3<sup>rd</sup> Late Assignment – 10% reduction per day in assignment grade, detention assigned for repeated offense, recorded in Jupiter Grades
- 4<sup>th</sup> Late Assignment – 0% assignment grade, detention assigned for repeated offense, recorded in Jupiter Grades
- 5<sup>th</sup> Late Assignment – 0% assignment grade, referred to administration for in-house suspension, recorded in Jupiter Grades
- 6<sup>th</sup> Late Assignment – 0% assignment grade, referred to administration for out-of-school suspension, student suspended for the remainder of the day and the next school day, recorded in Jupiter Grades
- 7<sup>th</sup> Late Assignment – 0% assignment grade, referred to administration for possible expulsion.

Each academic quarter a student restarts with a clean slate.

Continued excessive work may result in non-promotion to the next grade level as the required coursework for areas of study will not have been completed.

Failure to make up tests and quizzes missed due to being absent, within two days or the number of days absent will result in a 0% grade. Students in grades 5 through 8 must contact their classroom teacher to schedule testing times. It is not the responsibility of the teacher to pursue the student to make up tests and quizzes.

## **F. ACADEMIC DISHONESTY**

Character is one of the most important traits that anyone can develop. As Christians we have some very clear direction regarding the development of our character as redeemed children of God. Our God expects us to be honest with Him, each other, and ourselves. Academic dishonesty prevents students from fully using their God-given gifts and destroys the trusting relationships which are so important in daily life.

Academic dishonesty is the giving and/or receiving unauthorized aid on any academic work. This includes but is not limited to:

1. copying another student's work.
2. using unauthorized materials during a test.
3. talking with another student during a test.
4. using, buying, selling, stealing, transporting, or soliciting in whole or part, the contents of a test or assignment.
5. plagiarism – uncredited use of another's information or ideas, whether the writing is changed or not.
6. using a website which computes solutions or generates composition for any portion of an assignment, project or paper.

Students who have committed academic dishonesty will be reported to the administration. Consequences will be:

1<sup>st</sup> Offense – The student will receive a "0" on the test or assignment. Parents will be informed by letter.

2<sup>nd</sup> Offense – The student will receive a "0" on the test or assignment. A conference will be held with the parents.

3<sup>rd</sup> Offense – The student will receive a "0" on the test or assignment. The students will be suspended for 1 day.

Subsequent Offenses – The student will receive a failing grade in the class where any subsequent offense occurs and be removed from the class.

These offenses are cumulative over the course of the student's school career at Peace.

Because of the nature of the course, any cheating in a computer class may result in failure for the quarter.

## G. MIDWEEK SERVICE HOMEWORK POLICY

Peace Lutheran offers Advent, Lent, and other possible midweek worship services. When these services are offered, it is our prayer that students and their families will attend and participate in worship. So that homework is not an excuse for absence, it is the policy of Peace Lutheran faculty to assign minimal homework on these evenings.

## H. REPORTING TO PARENTS

Report cards are available electronically four times each year, at the end of each quarter (approximately every nine weeks). Kindergarten standards assessments are posted at the end of each quarter. For a better understanding of the report card and the individual student's progress, parent-teacher conferences are scheduled at the end of the first quarter. All parents are expected and encouraged to attend the fall parent-teacher conference, consult Jupiter grades regularly to monitor their child's current progress, and consult the teacher any time there are questions.

## I. GRADING SCALE

A	100 - 93 - Excellent	C	76 - 73
A-	92 - 90	C-	72 - 70
B+	89 - 87 - Above Average	D+	69 - 67 - Below Average
B	86 - 83	D	66 - 63
B-	82 - 80	D-	62 - 60
C+	79 - 77 - Average	F	59 - 0 - Failure

1 = Proficient

2 = Developing

3 = Beginning

## J. GRADING POLICY/PHILOSOPHY

Peace Lutheran School grades as a reflection of student achievement. Grades are both objective and subjective. Teachers are given the academic freedom to grade students in accordance to the individual child's own growth and not always in comparison of other students' achievements.

"A's" are given for excellence. "B's" are given for above average work. "C's" are given for average work. "D's" are given for work that is below average. "F's" are given for failing work.

At times, students need an adjusted curriculum to assist them in their educational success. When this occurs, the words 'modifications made' are noted on the report card.

## K. HONOR ROLL

Honor Roll awards are given to students in grades 6-8 in recognition of excellent classroom work and achievement. They are given as encouragement to do their best in school and to recognize above average achievement. Students with a modified curriculum may be awarded Honor Roll by the Resource Department as a modified curriculum Honor Roll status.

Honor Roll is awarded in two phases. Recognition is given upon the completion and grades of each quarter. A final Honor Roll is awarded on the last day of the school year based on grades

compiled from all four quarters. In order for a student to be considered for the quarterly and year end Honor Roll, he/she must have achieved a standard of High Honors (3.800-4.000 grade point average), Honor Roll (3.600-3.799 grade point average), or any combination thereof, at least three of the four quarters for the year end awards. Actual grade point averages are used and are not rounded. The standards for achieving either type of award are the same. Please note that a student will not be considered for Honor Roll or High Honors if he/she has a grade lower than a C- in any subject.

All grades will be used to determine Honor Roll and weighted according to the number of times a class meets per normal full week. For example, a Math class which meets 5 days per week will be weighted as 5/5 or 100% of the student's grade point average (GPA). A Spanish class which meets twice per week will be weighted as 2/5 or 40% of the student's GPA. An Art class which meets three times per week will be weighted as 3/5 or 60%.

Example GPA Calculation:

Math Grade A: 5/5 or 100% - 100%, 100%, 100%, 100%, 100%

Spanish Grade B: 2/5 or 40% - 86%, 86%

Art Grade C: 3/5 or 60% - 76%, 76%, 76%

Gate Grade A: 2/5 or 40% - 100%, 100%

Total % - 1100 divided by 12 parts = 91.7% or 3.667 GPA on a 4 point GPA scale

At the end of the year, the following awards are given to our 8<sup>th</sup> grade graduates:

Salutatorian – Second highest combined cumulative grade point average for 7<sup>th</sup> grade and first three quarters of 8<sup>th</sup> grade. Combined cumulative grade point average, including 6<sup>th</sup> grade, is considered in cases of a tie. Actual grade point averages are used and are not rounded. GATE and advanced classes are not weighted to give an advantage.

Valedictorian – Highest grade combined cumulative grade point average for 7<sup>th</sup> grade and first three quarters of 8<sup>th</sup> grade. Combined cumulative grade point average, including 6<sup>th</sup> grade, is considered in cases of a tie. Actual grade point averages are used and are not rounded. GATE and advanced classes are not weighted to give an advantage.

## **L. PLANNER REQUIREMENTS**

Preschool - Grade 1: Teacher chosen processes for communicating assignments, events, and dates with parents are used. Often these communications are included in the classroom newsletter.

Grades 2 – 8: All teachers at Peace Lutheran School promote the teaching and use of organizational skills in the classroom. It is our goal to provide the skills necessary for students to be academically successful. Planners or other organization tools are used in grades 2 through 8 to keep information, tasks, and due dates organized.

Parents may be asked to purchase a chosen planner from the classroom teacher and check it daily for student homework progress.

### **M. PROMOTION AND RETENTION**

Whenever a student is having problems achieving success in the classroom, the teacher will work closely with the parent(s). If it appears doubtful that the student will be able to be promoted to the next grade, the parent(s) will ordinarily be informed of that at the end of the first semester. The teacher, parent(s), and principal will seek to determine whether promotion or retention would be in the best interest of the child. The ultimate decision of whether or not to promote a student lies with the school.

In order for a student in grades 1 – 8 to be eligible for promotion, he/she must:

- 1) Maintain an overall grade average of 60% (1.000 GPA) or better in the core curriculum classes. Core curriculum classes include memory, math, religion, social studies, spelling, science, literature, and English.
- 2) Failure to meet individual course requirements may jeopardize participation in events and/or promotion to the next grade. Specific requirements will be outlined by individual subject area teachers in writing.

This policy is subject to review, and each student is dealt with on an individual basis.

### **N. TESTING**

In addition to regular subject testing, the NWEA (Northwestern Education Assessment) is administered to students in grades 1 through 8 in the Fall, Winter, and Spring of each year. Kindergarten is tested in the Winter and Spring only. The results are used to gauge student achievement, monitor growth, impact classroom instruction, and to develop a sound teaching curriculum and teaching methodologies. The test results are shared with parents and entered into the student's permanent academic record.

### **O. PHYSICAL EDUCATION**

Every child at Peace is included in some phase of the physical education program. All grades have several gym classes per week, the number depending upon the grade of the child. In these classes they learn various skills and work on physical fitness.

### **P. TECHNOLOGY EDUCATION**

Students have technology classes in the computer lab each week. They are taught to use and integrate technology as a tool to assist them in their education. Keyboarding skills, word processing, and Google Apps are an important part of the program. Technology is also available in the classrooms for teacher and student use. Students will use the Internet for accessing the Accelerated Reader program.

## **Q. OUTDOOR EDUCATION**

On alternating years our fourth and fifth graders spend three days at the Hartley Nature Center in St. Charles during the school year. They are under the direction of their teacher and the staff from the Center. Their activities are devoted to nature study, geology, and other areas of interest, which can be taught most effectively in an outdoor setting.

## **R. MUSIC EDUCATION**

Early Childhood students receive formal music education twice per week. Students in Grades K - 5 receive two classes per week of general music instruction. Additionally, K-5 students participate in choir. Students in Grades 5-8 also have the opportunity to participate in band and/or choir.

## **S. MUSIC PERFORMANCE PARTICIPATION POLICY**

It is our goal to instill in our students the values of responsibility, music education, and Christian service to our Lord using the gifts and talents He has given us. Students of Peace Lutheran School are given opportunities to praise God with music throughout the school year. Each performance provides the students with an opportunity to use, exhibit, and further develop the skills they are learning, while promoting the above values, as well as self-confidence and esteem.

Generally, there are six performance opportunities outside of the school day for most grade levels:

- Peace Lutheran Chapel and Church once a quarter (K-5, Junior High Choir)
- Christmas Service (PS-8)
- Fine Arts Festival (PS-5, Band, Junior High Choir)

Additionally, students are given an opportunity to sing during weekly Chapel services at the School.

Band and Choir students may have additional performance responsibilities.

Students are expected to participate in all musical events and performances as this is a direct application of the skills they are learning in class. Students receive academic credit for these performances as they are important to the overall music program.

The Music Department will provide performance dates at the beginning of the school year so that the dates may be reserved. Emails will be sent throughout the year as reminders for upcoming performances. If a circumstance arises where the student cannot attend, notice in the form of a phone call or email from the parent or legal guardian is required to explain the absence. The Music Department reserves the right to make grade adjustments for unexcused absences.

## **T. FIELD TRIP ATTENDANCE POLICY**

Field trips are implemented by the teacher and school as a part of Peace's curriculum. Students are to participate. If cost is an issue, please notify your child's teacher so that a request for financial assistance may be made.

If a parent chooses for a student to not participate, the student must then remain home as the field trip is the curriculum for the day. The student will then be marked absent for the day or the times of the field trip. A replacement assignment may be given at the discretion of the teacher.

Parents are asked to assist with transportation and supervision for these activities. Parents attending field trips will be responsible for their own expenses, including any admission fee and transportation costs. Parent drivers must abide by state regulations regarding seat belts, booster seats, insurance, etc.

## **U. SPECIAL NEEDS PROGRAM**

### **Criteria for Students Receiving Special Needs Program Assistance:**

1. Teacher referral
2. Assessment test given by school personnel
3. Team work between school, parents, and student
4. Reinforcement at home
5. Principal Approval

Parental notification and contact will be made throughout the remediation process.

Termination of Resource Room Assistance (RRA) will be determined by the Resource Room teacher and Principal with input from the classroom teacher and parents. Services may end if the student reaches classroom level goals as determined by the Resource Room coordinator and the teacher, and also, if appropriate reinforcement is not being provided at home or with outside personnel. Resource Room Assistance (RRA) is a service provided by the school, but is not something available just because the student gets an unacceptable grade (by parent standards) in class. The above listed criteria are the basis for acceptance and for dismissal as explained earlier.

## **V. CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES**

### **A. CHOIRS**

In addition to the general music curriculum, students are given multiple vocal music opportunities. These various choirs perform at chapel and worship services: Students are expected to be present at the worship services during which their choir is scheduled to sing.

### **B. BAND**

Students in grades five through eight have the opportunity to participate in the band program. A Beginner and Advanced Band meet twice a week under the direction of an instructor from the Valley Lutheran High School Band Program. Students are responsible for purchasing or renting their own instruments.

### **C. MUSIC FESTIVAL**

Since 1966 the Saginaw Valley Lutheran schools have sponsored a Music Festival each spring. Soloists, ensembles, large groups, etc., share their talents with others and are rated on their

performance. Individual and small ensemble participants must cover their own registration costs. The costs for curricular groups will be covered by the school.

#### **D. SPELLING BEES**

Each spring Spelling Bees are held for the students of Peace Lutheran School in grades 3 & 4, and 5 - 8. Students are selected through a competition held in each classroom or based on Spelling test grades in 1<sup>st</sup> or 2<sup>nd</sup> quarters.

Also in the spring, the Saginaw Valley Lutheran Schools sponsor a Spelling Bee. Representatives from Peace compete with students from other Lutheran schools in the area.

#### **E. ATHLETICS**

Peace Lutheran School is a member of the Tri - County Lutheran League and participates with neighboring Lutheran schools in a variety of interscholastic sports. Most sports opportunities are on the sixth through eighth grade level, although some things are also available for the lower grades. Peace fields teams for both boys and girls in basketball and track. Girls also have volleyball and cheerleading/pom pon. The league has also held one-day tournaments for boys' volleyball and girls' soccer.

#### **F. EXTRACURRICULAR ELIGIBILITY**

**(for specific athletic eligibility, please see Peace Lutheran School Athletic Handbook)**

Besides their relationship with their Savior, a first priority of students of Peace Lutheran School is academic Christian education. Participation in school sponsored extracurricular activities such as athletics, operettas, class trips (i.e. jr. high class trip), 8<sup>th</sup> grade graduation service, etc. is a privilege granted to students who are making satisfactory progress in their academic and Christian growth.

In order to participate in extracurricular activities a student must be putting forth satisfactory effort toward his/her academic and Christian growth. Falling grades, incomplete assignments, or lack of concern for academic performance are some evidences of an unsatisfactory effort in the area of academics. Inappropriate classroom behavior, excessive checks/warnings for disturbances or disrespect, or removal from the classroom are some things that give evidence of unsatisfactory effort in Christian behavior and growth.

A student observed displaying a problem in any of these areas may be encouraged by any or all of the following means:

- Admonition by the teacher, which may include a private conference with the student
- Parent(s) are informed of the problem
- If the student has not corrected the problem in the allotted time, the student and parent(s)/guardian will be notified that extracurricular

privileges are being withheld. The removal will last until the problem is corrected, but not less than one week.

- Continued ineligibility may result in dismissal from the activity.

### **G. G.A.T.E. (GIFTED AND TALENTED EDUCATION)**

Peace offers a GATE program for students who qualify and are invited to participate. Criteria for students receiving GATE services are as follows:

1. Above Average Grades (B average or higher)
2. Scoring Above Average on the most recent Achievement Testing
3. Teacher Recommendation based upon:
  - a. Strong desire to learn
  - b. Demonstrated ability and desire to take academic initiative
  - c. Positive behavior record
  - d. Record of assignments being turned in on time and well done

Once invited to participate, students and parents must sign a GATE agreement indicating that students will participate fully and to the best of their ability and parents will fully support the program. Failure to do so may result in being excused from the program.

Students may be asked to make up work that is missed in the classroom; however, the amount of make-up work is reduced as possible and according to the students' ability.

A small, prepaid tuition fee per quarter is charged to cover the costs of the GATE administration, materials, and program costs.

## **VI. ATTENDANCE MATTERS**

### **A. ATTENDANCE**

We want your child in school. School attendance assists with student success.

In accordance with State of Michigan law, it is the parent's responsibility to have their child in attendance whenever school is in session. The Saginaw County Truancy Abatement states 90% or better attendance is required. Students are to be in school unless circumstances arise such as illness, funerals, doctor's appointments, and the like. If a student is absent for five consecutive days due to illness, a doctor's excuse is necessary for re-admittance to school. Parents must exercise discretion and good judgement when keeping a child home. Likewise, for their own sake as well as concern for others, students must not be in school when they are ill. Students may return to school 24 hours after a fever has returned to normal or after vomiting has subsided.

Students who are not present in homeroom when school begins (7:45 a.m. K-8) will be marked TARDY

When a student arrives late, the student MUST report to the school office. Students missing three class periods any given day will be marked ½ DAY ABSENT. Four or more missed class periods constitutes a

**FULL-DAY ABSENCE.** Six tardy/late arrivals within a quarter are calculated as one half-day absent for attendance purposes. Students arriving after 10 a.m. or leaving before 1:00 p.m. makes one ineligible for extracurricular activities that day.

Students leaving early or during the school day and missing less than three class periods will be marked **PARTIAL ATTENDANCE.** Six partial attendances within a quarter are calculated as one half-day absent for attendance purposes. Students leaving before school ends must have permission supplied by the parent/guardian. Prior notification of absences is appreciated. Before leaving school property, the parent/guardian is required to sign out the student in the school office and pick the student up from the classroom after obtaining a permission note indicating they have been signed out.

Peace Lutheran School considers reporting to school on time and attendance important. Students who arrive late or leave early not only compromise their own learning but also interrupt the learning of others within their classroom. We ask parents to make every possible effort to have their child arrive to school each morning no later than 7:35 a.m. This allows the student time to prepare for the school day and to be in class ready to learn at 7:45 a.m. We also ask that students remain in school until dismissal normally at 3:15 p.m.

The following process will be used:

1. 3rd tardy, unexcused partial attendance and/or unexcused absence within a marking period:  
The teacher will send a note or email home to alert the family.
2. 4th tardy, unexcused partial attendance and/or absence within a marking period: The teacher will send a second note or email home to alert the family.
3. 5th tardy, unexcused partial attendance and/or absence within a marking period: The teacher will refer to the principal. A letter of concern will be sent home asking for attendance compliance.
4. 6th tardy, unexcused, partial attendance and/or absence within a marking period:  
The principal will require an inquiry meeting with the parents. If there is continued tardiness, unexcused partial attendance days and/or unexcused absences within a marking period, a report to the Saginaw County Truancy Officer will be submitted.
5. A student having less than 90% attendance at any given time throughout the school year will be considered excessive and be reported to the Saginaw County Truancy Officer.
6. A combination of 18 tardies, unexcused partial attendance days and/or absences (90%) within a school year may jeopardize promotion. This is decided by school administration after considering the specifics of every situation.

Attendance Key:

P - Present

A – Absent (unexcused)

AE – Absent Excused

AH – Absent Half Day (Also used for 6th unexcused tardy and/or partial attendance.)

AHE – Absent Half Day Excused

AP – Absent Partial Day

APE – Absent Partial Day Excused

T – Tardy

## **B. SCHOOL CALENDAR**

The school provides the necessary school days each year as required by the Michigan Department of Education. Emergency closing days (snow days, ice storms, flooding, etc.) are determined for the safety of all concerned. Where possible, the schedule attempts to coincide with other school systems in the area. The calendar for the current school year may be found at the school [website](#) and at the end of this handbook.

### **C. SCHOOL SCHEDULE**

The daily schedule of Peace Lutheran School provides the number of hours of instruction to meet state requirements. Classes begin at 7:45 a.m. and students are dismissed at 3:15 p.m.

### **D. EMERGENCY SCHOOL CLOSINGS**

Peace Lutheran School will follow the decision of the Saginaw Township Community School district when closing or delaying the opening of a school day due to inclement weather (snow days, ice storms, fog, etc.) For closings necessitated by reasons other than weather, Peace will make an independent decision and announce it separately. If by chance there is a delay because of fog, grades K – 8 will begin at 9:45 a.m., (there is usually a 2 hour delay), and the 3 yr. old or 4 yr. old preschool class scheduled for that morning would be canceled.

Announcement of such closings or delays will be made on radio stations WSGW, WSAM, WKCQ, WHNN, as well as TV channel 5, 12 and 25, and by the Bright Arrow Messaging System. The TV stations also have websites which post this information. The website for Channel 5 is [wnem.com](http://wnem.com), Channel 12 is [abc12.com](http://abc12.com) and Channel 25 is [NBC25.net](http://NBC25.net). If announcement is not made, school is presumed to be in session. It would be wise to check more than one source, since sometimes mistakes are made that are beyond our control.

### **E. ABSENCES**

Whenever a child is absent from school, it is the parent's responsibility to provide a written note explaining the reason of the absence or to call the school with this information prior to 8:30 a.m. When the child is absent for more than one day, it is necessary for the parent to inform the school office each and every day. When a student is absent five or more days, a doctor's note is required. Absences without a parent or doctor's note are considered "unexcused."

### **F. EXCUSES**

In addition to parents providing a written or verbal excuse for absences, students coming to school late or leaving early must have a written or verbal excuse. Tardy/late arrival, partial attendance (leaving early or middle of day) without a written, verbal, or doctor's excuse (five or more days) are considered "unexcused." If the amount of excused absences becomes excessive, it will be at the discretion of the school as to whether or not they are excused.

### **G. STUDENT VACATIONS DURING SCHOOL YEAR**

Vacations during the school year are discouraged. In the event that such vacations cannot be avoided or it is a life learning opportunity, Peace allows a maximum of five school days excused with a minimum of one-week notice given in writing. Any additional vacation days are considered "unexcused."

A one-week written notice must be given to the teacher. Depending upon the teacher preference and availability of assignments, homework may be given before the absence but is not required. Makeup work is due in accordance with the late paper policy. The teacher will give and grade all makeup tests missed during the absence. These have to be taken within one week after the student returns.

#### **H. MORNING AND AFTERNOON K-8 CARE**

A latchkey area is provided for those students who need to arrive between 6:30 a.m. and 7:35 a.m. Students arriving during that time are to go to the Morning K-8 Care area in the cafeteria where they will be under supervision until students are allowed in the halls at 7:35 a.m. Afternoon K-8 Care is provided until 6:00 p.m. Students must be registered in advance in order to participate in this program. Emergency forms and other paperwork need to be on file for each participant. Parents are billed every two weeks for the number of days that their child has used the K-8 Care program.

#### **I. TRANSPORTATION**

Saginaw Township Schools will provide bus transportation for residents of the Township who live more than 1.5 miles from our school. Final determination of eligibility to ride the bus rests with the Township Transportation Department. Routes and pick-up points are also published in the Township Times. A detailed copy of regulations for bus riders and their parents is provided by the Saginaw Township Schools. Failure to follow those rules may result in suspension of bus privileges.

#### **J. DISMISSAL DURING SCHOOL DAY**

Occasionally it becomes necessary for a student to leave school during the school day. At such times it is necessary for the parent or other adult providing transportation to come into the building for the student. If the child is ill, he/she will usually be in the school office. Otherwise the adult should go to the child's classroom. This helps us to know who is picking up the child and that the child did indeed leave with an adult. A sign-out sheet is maintained in the school office for this purpose.

### **VII. DISCIPLINE MATTERS**

#### **A. DISCIPLINE**

It is important that both parents and teachers have the same understanding about discipline. Both must be working with the child toward common goals by common means, with open and prompt communication between parents and teachers.

The goal is self-discipline. For a Christian, self-discipline is something special, because the Christian is disciplined also by the Holy Spirit. Self-discipline means having a sense of responsibility, but a Christian in a democratic society has added responsibilities. He must be responsible not only to himself, his community and country, his family, and the rest of the world, but also to God. All of these responsibilities are seen in the light of God's forgiving love shown to us in Christ. The ultimate source of our power to love others and act responsibly is God's Holy Spirit.

Christian discipline can be thought of as having four parts:

1. Admonition
2. Repentance
3. Forgiveness
4. New Life

The words are not important, but what they mean is. The reason for each step and the method must always be love. A child must be able to see what he has done wrong; this is the function of God's word of law. Such admonition is to lead to repentance, real sorrow over what is wrong. Forgiveness must follow. But, if new life, a fresh relationship with God and fellow believers, doesn't happen, real Christian discipline has not taken place.

The new life of the Christian is not just a slight changing of the old life, or the natural ways, but it is an entire transformation, done by the power of the Holy Spirit. Working through the Gospel, the message of God's love, the Spirit creates new life in the believer. The activity of this new life is love-powered.

This new love-powered behavior comes as a result of the Gospel, the Word of forgiveness, never just the Work of law alone. We as parents and teachers can never count on a scolding or punishment to give truly Christ-centered behavior. If we do, we have left out a major portion of what Christian discipline is all about.

Do we seek out a Christian elementary school just because it seems to have better "discipline" or orderliness? A Christian school is, rather, a place where a child's disorder can be forgiven each day. If we fail to think of discipline as a process of confessing and forgiving, we pass up God's power. We must never forget that the words "discipline" and "disciple" come from the same root, and that a disciple of Christ is what he is because of God's forgiveness. This must be the process happening at home and at school.

## **B. RULES OF CONDUCT**

The most basic rule for Peace Lutheran School is God's rule of love in Christ Jesus. In following Him we want to show respect for ourselves, teachers, students, and property. The following are general, basic rules for conduct and demeanor; the principles of Christian love and respect apply in all circumstances. Such respect requires that we:

- **Speak kindly** and **act kindly** so as not to hurt anyone on the inside or the outside.
- Be **honest** at all times.
- **Touch** others only in appropriate ways, whether with hands, feet, or objects.
- **Obey** anyone in authority without showing disrespect in words, tone, or actions.
- **Avoid disturbing** others with noise, tardiness, running, or other distractions.
- Maintain **cleanliness** and clean up messes whether caused by you or someone else.
- **Cooperate** and **work together** to learn and achieve goals.

### C. STEPS OF DISCIPLINE

In dealing with problems of discipline and violations of the basic rules of conduct (for matters of misconduct, the following steps based upon a three strikes concept will be followed within an academic quarter: however the school reserves the right to jump steps according to the nature of the student's misconduct:

1. Admonition by the teacher, which may include a private conference with the student, classroom time out, recess detentions or other classroom consequences according to the teacher's classroom management plan. The teacher may choose to give the student grace based upon the circumstances. Repeated misbehaviors are not acceptable.
2. Parent(s) are informed of the problem. The incident will be documented.
3. Detention is assigned. The incident will be documented.
4. A second detention is assigned. The incident will be documented.
5. Student is referred to administration (Discipline Referral) for an "in-house" suspension.
6. Students is referred to administration for an "out-of-school" suspension.
7. Student is referred to administration for an extended "out-of-school" suspension and possible "Probation Status." Probation Status means that a student has been placed on "Behavior Status" and the terms of his probation will be recorded in a probation letter. Continued misconduct may result in expulsion.
8. Student is referred to administration for possible recommendation for expulsion.

Normally, at the end of an academic quarter, a student will start over with a clean slate; however, in cases of habitual misconduct, a student may be placed on Behavior Probation and this right is waived.

### D. CATEGORIES OF MISCONDUCT

The specific categories of misconduct which will result in penalties for misconduct include without limitation the following:

1. Continued Violations of the Basic Rule(s) of Conduct – the act of not conforming one's behavior to the basic rules of conduct and discipline, and principles of Christian love and respect for persons and property, as described above.
2. Theft – the act of dishonestly acquiring, and/or knowingly and willfully having in possession, the property of another or others.

3. Arson – the intentional wrongful burning of, or attempt to burn, any building, contents, or property on school or church property, or at a school function.
4. Physical Assault/Battery – the act of intentionally touching another individual in a wrongful manner on school property, going to or from school, or at a school function.
5. Fighting – the act of quarreling, which may include fisticuffs or other wrongful bodily contact, on school property or at a school function.
6. Harassment – unfavorable treatment of others verbally, physically, and/or via the internet or other electronic devices. This includes communications outside of the school that affects the school’s social or academic environment. Harassment includes but is not limited to teasing, taunting or ridiculing; any racial, socio-economic, physical characteristic or sexual orientation attacks; provocations intended to inflict emotional scars; spreading of rumors intended to cause damage to another’s reputation; or any other communication/action that causes a student, faculty, or staff member distress.
7. Sexual Harassment – unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that substantially interferes with an individual’s peace and happiness at school or at a school function, or which creates an intimidating, hostile, or offensive environment at school or at a school function.
8. Threats – the act of intentionally threatening another individual’s mental or physical well-being, or willfully causing fear or apprehension in another, whether by words, graphic depiction, or conduct.
9. Bullying – bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. ([www.stopbullying.gov](http://www.stopbullying.gov); *A federal government website managed by the U.S. Department of Health & Human Services*)

Simply, if all of the following four statements are true, students are asked to report as bullying.

1. Issue has happened over and over again
2. The same people are involved
3. What happened was on purpose
4. It hurt (body or feelings)

If all four statements are not true, the issue is considered “social unkindness.” If there is a back and forth aggression, it is then considered “social aggression.” Students are asked to use the guidelines for “conflict resolution” to attempt to resolve these issues. If this is done and the behaviors continue, this is not considered tattling. Rather, if the student has done what he or she can do peacefully with their words or actions, then it is appropriate to tell an adult who will then point the student to basic conflict resolution steps or DEBUG.

10. Insubordination – the willful failure to obey a reasonable request by a staff member or other person placed in a position of authority.

11. Disrespect – Disrespect is all about not showing respect. It’s about showing the opposite of respect, by acting rude, impolite, and offensive. Disrespect to adults as well as peers is not acceptable. The following are examples of behaviors that Peace Lutheran School considers disrespect:
  - a. Insubordination (failure to comply)
  - b. Talking back
  - c. Being argumentative
  - d. Poor attitude
  - e. Rude tone of voice
  - f. Raising voice
  - g. Attempting to intimidate verbally, physically or invading personal space
  - h. Rolling of eyes
  - i. Talking when someone else is speaking or while a teacher is teaching
  - j. Intentional inattention to teaching or directions
  - k. Whispering in front of adults or peers
  - l. Shrugging shoulders
  - m. Not responding to questions
  - n. Failure to acknowledge adults or greet them
  - o. Rude behaviors
  - p. Intentional poor manners
  - q. Intentional destruction of school/personal property
  - r. Leaving the classroom without permission
  - s. Abusing bathroom privileges
12. Vandalism – the act of willful destruction of school or church property or property belonging to another or others on school property or at a school function.
13. Profanity and Obscenity – the act of using profane or obscene language (oral or written), gestures, pictures, or conduct on school property or at a school function.
14. Weapons and Incendiary Devices – the possession of any weapon, using, or threatening to use any weapon, including but not limited to guns, knives, bombs, incendiary devices etc. is not allowed. Students in possession of such weapons may be suspended immediately and could face expulsion after a hearing with the School Policy Committee.
15. Controlled Substances – the possession, use, or transfer of drugs, alcoholic beverages, or other controlled substances as well as the wrongful possession, use, or transfer of other substances that alter behavior (e.g. glue-sniffing). Any substance that mimics a controlled substance (e.g. near beer) is also included. Students in possession of such substances may be suspended immediately and could face expulsion after a hearing with the School Policy Committee.
16. Tobacco – the possession, use, or transfer of tobacco in any form.
17. Disruption – the continued disruption of the educational process or the continued disruption of orderly procedures involved in any school activity.

18. Cyber bullying – includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, defaming or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or any form of social media.

### E. RESULTS OF MISCONDUCT

Misconduct, as defined above (and such other misconduct not specifically defined above but as may be determined by the principal after consideration of all the circumstances), will result in a DISCIPLINE REFERRAL to the principal with penalties. The penalty(s) which applies will be determined depending on the severity of the misconduct and after consideration of all of the circumstances underlying the matter. Misconduct will result in one or more of the following consequences:

1. Admonition – A warning to the student with notification to the parent(s) with or without appropriate consequences.
2. Separation from Class – The student is separated from the class for a period of time determined by the teacher or principal (if involved)
3. Recess Detention – A student may be removed from recess to serve a recess detention. Students will be asked to write an “Action Plan” in which they confess what they have done wrong, suggest what they should have done and what they will do in the future.
4. Detention – A student may be asked to serve a before school or after school detention. Parents are notified and normally given a day’s notice.
5. In-School Suspension – The student is suspended from classes but remains in the building under supervision. The parent(s) or legal guardian is notified.
6. Suspension – The student is removed from class for the balance of the school day, and the student shall after a decision by the principal be suspended from attending school for a specified period of one to five school days. A meeting is held between the student, parent(s), teacher (if involved), and the principal as soon as possible to discuss the nature and severity of the matter, and to take steps to ensure that no further misconduct will occur, and the principal solely shall make a determination as to an appropriate term of suspension. A student suspended from school (OSS) will not participate in or attend any Peace-sponsored activity or event for the duration of the school suspension.

A suspension, whether in-school or out of school, is a serious consequence. The homework and the grading of it will be affected by the suspension.

All homework that is assigned while a student is serving a suspension will be subject to a 10% penalty for each day of the suspension with a maximum penalty of 30%. If a one-day suspension occurs, a 10% penalty will be assessed to all work. If a two-day suspension occurs, a 20% penalty will be assessed to all work. If a three-day suspension occurs, a 30% penalty will be assessed to all work. Any penalties beyond three days will have a 30% maximum

reduction. This will be applied to all daily work, quizzes, tests, and projects that are due during the suspension.

Suspensions and probations may be recorded on a student's permanent record by the school principal; however, this is normally only done when a behavior is habitual and improvement has not been noted.

7. Automatic Suspension - Misconduct which is determined by the principal, after consultation with the teacher (if involved), to be particularly serious, or a threat to the well-being of others, may result in an automatic suspension of up to five days. The student is removed from class for the balance of the school day, and suspension shall commence the next school day following the incident. A meeting shall thereafter be held between the student, parent(s), teacher (if involved), and principal as soon as possible after suspension is imposed to discuss the nature and severity of the matter, and to take steps to ensure that no further misconduct will occur.
8. Behavioral Probation – The student has demonstrated continual or severe misconduct and a written probation plan is put in place. Failure to abide by the Behavior Probation plan will result in the recommendation for expulsion.
9. Expulsion – Defined as the removal of a student from the school for a minimum of the remainder of the school year. The principal will set up a meeting with the student, parent(s), teacher (if involved), and the School Policy Committee or committee assigned by the Peace Board of Directors. After hearing the evidence, and having given all concerned the opportunity to speak, the School Policy Committee will determine whether or not the student will be expelled. The student will be suspended until this hearing is held and a determination by the School Policy Committee is made.
10. Law Enforcement – In appropriate cases, a referral of the matter to law enforcement authorities also may be made.

#### **F. RULES FOR CHILDREN**

1. Children entering the school prior to 7:25 A.M. are required to proceed to the Latchkey area. Only students with special permission (such as safety patrol) are allowed in other areas of the building.
2. Running in the school building is not permitted at any time.
3. Gum chewing is not permitted anywhere in the building or on school grounds at any time.
4. Children moving in organized groups from place to place in the building are asked to do so quietly and orderly.
5. All children are expected to keep school and church property neat and clean.
6. Washrooms, corridors and locker rooms are not to become places for congregating and loitering.
7. All children are expected to leave the building and grounds promptly after dismissal. The only students remaining past 3:25 P.M. should be in scheduled activities or by special arrangement. Students who remain on the school grounds after 3:25 P.M. are required to proceed to the Latchkey

area.

8. Throwing snowballs is not permitted on the school grounds or in the general school vicinity, including during non-school hours (e.g. evening activities).

9. Children are not to leave school grounds during the day without written permission. Parents picking up children during school hours must do so at the child's classroom after completing sign-out in the office.

10. Students are not to use or enter gender specific restrooms and locker rooms that are not designed for the student's birth gender. Students requiring a private facility should contact the school principal directly, or through their parent/s or guardians.

11. "Heelies" in shoes are not allowed in the school.

12. It is the duty of all teachers and staff to correct any child out of order.

### **G. NUISANCES**

Such as comic books, objectionable magazines, CDs, squirt guns, electronic entertainment devices (ex.: iPods, DS systems, etc.) and the like should not to be brought to school, however, some parents allow their children to bring these for usage when riding the bus. If this is the case, these items should be kept in their book bag or locker. Teachers are not responsible for monitoring the loss of these items. The best policy is to leave them home. If such items are being used during the school day inappropriately, they may be confiscated and may not be returned. The use of these items at school for educational purposes must have the prior approval of the teacher.

### **H. CELL PHONE AND ELECTRONIC COMMUNICATION DEVICES**

A student may NOT use personal cell phones or electronic communication device (ECDs) at school during school hours (7:25 a.m. – 3:25 p.m.). ECDs MUST be off and stored out of sight with the homeroom teacher while on campus. On campus after school usage is only allowed when absolutely necessary, with school staff/coach permission and supervision.

Student ECDs misused or creating a disturbance during school-related functions may be confiscated by school personnel.

Students needing to call home while at school MUST have teacher permission, use a school phone and be supervised. Making social arrangements is not a valid reason for calling home. The use of ECDs in locker rooms and bathrooms is strictly prohibited at all times.

If an EDC is seen, used or heard during the school day without the specific consent of a supervising teacher or adult, it will be confiscated and considered a discipline matter. The device will be returned only to a parent or guardian.

A second offense within a school year will be considered belligerence and result in the right of having an ECD on campus revoked.

## **VIII. WORSHIP SERVICES**

### **A. CHAPEL**

Each week grades K through eight meet together in the gym for a worship service. The service is usually on Wednesday at 7:55 A.M. The exception would be special occasions such as Maundy Thursday, Ascension, etc., when the week's worship would be held on those special days. The services are conducted by staff personnel or individual classes. Offerings are gathered at the services for special mission and home projects. Parents and friends are encouraged to attend these services and worship with us. Students in the Early Childhood program have a monthly chapel designed specifically for them.

Students have a Christian responsibility to positively participate in worship. Chapel Families will be put together including students from grades K through 8 to assist in this process. Older students in grades 5 through 8 are expected to serve as mentors to the younger students in grade K through 4.

### **B. CHRISTMAS SERVICE**

Students in Preschool through eighth grade annually present a Christmas worship service for the congregation prior to Christmas. All students are expected to take part in this service.

### **C. WEEKEND WORSHIP**

Peace Lutheran Church provides an opportunity to worship on Sunday mornings at 9:00 and 11:15 A.M. The 11:15 A.M. service uses a more contemporary format. A 5:30 P.M. youth service is also available on Sunday evening. In addition, a traditional service is also available on Monday evenings at 6:30 P.M. as well as a service, which is held on Saturday evenings at 6:30 P.M. at the Lawndale campus. Regular family attendance at these services is an essential part of the worship life of every Christian family. Our school choirs take part in some of these services.

### **D. CHURCH ATTENDANCE AWARDS (given by school)**

To affirm and honor students who faithfully attend worship throughout the school year, Church Attendance Awards are given both quarterly and yearly. Students who qualify for an award must:

- attend a minimum of 80% of the number of worship services offered by Peace each quarter. Students may attend services at a Christian church of a family's choice. Families are highly encouraged and welcomed to attend Peace Lutheran services.
- not exceed more than one online service per quarter.

Weddings, funerals, graduations, etc. do not count toward worship service attendance. Aside from holiday services, a maximum of one worship service will be recorded per weekend.

Yearly Church Attendance Awards are given to those who have attended 80% of the yearly services AND have earned three of the four quarterly Church Attendance Awards.

## **IX. MISCELLANEOUS**

### **A. HEALTH AND SAFETY SERVICES**

A systematic program of vision and hearing testing is conducted by the County Health Department. All immunizations required and made available to all children as a public service are likewise available to our students. If a child contracts certain communicable diseases (pink eye, impetigo, etc.) he may not attend school until the doctor has granted permission.

### **B. MEDICATION**

Special procedures must be followed in order for a student to take medication while at school. When a child is in need of medication, parents must fill out forms, which are available in the school office. Such medication will be stored in the school office. Medication must be picked up at the end of the school year or it will be destroyed. This is State of Michigan law.

### **C. DRESS CODE**

In order to maintain an efficient educational climate, a dress code is enforced. The current dress code is printed in Appendix A.

### **D. TELEPHONE/E-MAIL**

The phone number of our school is 792-2581. Parents are kindly requested to use their good judgment in calling teachers and students, and when possible, calls should be made before school, during the noon hour, or at recess time. Only in cases of extreme emergency should a teacher or pupil be called from the classroom. The school secretary is available daily from 7:35 AM to 3:35 PM.

After 2:00 P.M., parents can get emergency messages to students by calling the office number. Please call the office NO later than 2:30 P.M., except for extreme emergencies, in order to assure messages are transmitted to the classroom. Thank you.

The phones in our school office as well as those in the classrooms are not "pay phones", but each student using a phone for outgoing calls is expected to pay \$ .10 per call. Permission to use the phone must be obtained from the child's teacher.

Parents are encouraged to use e-mail when contacting teachers so as to not interrupt classroom teaching time. Teachers will return e-mails as quickly as possible; however, they may not be received until after the end of the school day.

### **E. PICTURES**

A photograph of each student will be taken in the fall for records purposes. Copies of these photographs may be purchased from the photographer.

## **F. YEARBOOK**

A school yearbook is published each spring. It includes individual pictures of students as well as various school activities. This is ordered at the time of fall pictures.

## **G. PARENT NEWSLETTER**

"Peace Connections" is sent via "Jupiter Grades" e-mail to everyone who has registered. Those needing a printed copy should inform their student's teacher at the beginning of the school year. "Peace Connections" is the main communication tool used by Peace Lutheran School with its parents. It is also available on the school website.

## **H. PARENT- TEACHER LEAGUE**

Our school is affiliated with the National Lutheran Parent-Teacher League and holds regular events throughout the year. The PTL serves to bring families together for sharing and Christian fellowship. Fundraisers are conducted to raise funds for programs and for school improvement. Every parent is a member of the PTL and is encouraged to participate.

## **I. LOST AND FOUND**

Each year various items of clothing and other belongings accumulate here at school, because they were either misplaced or neglected. Parents are urged to label all clothing so there is minimum confusion as to the owner, and please insist that your child brings home all items each night. Unclaimed articles are sent to a charitable institution periodically throughout the school year.

## **J. EARLY CHILDHOOD PROGRAM**

Peace Lutheran School is a Preschool through Grade 8 school. Our school provides early childhood education for Preschool students often around 3 years of age as well and Pre-kindergarten students around 4 years of age. We invite our school families to participate in our early childhood classrooms. Contact the school office for more information.

## **K. HOT LUNCH**

A daily hot lunch program is provided through the Saginaw Township Community Schools Food Service Department. Menus are published on a monthly basis. Account balances can be accessed via the Internet by logging onto the website at <http://lunch.stcs.org> after obtaining a login and password from the township.

Money for multiple meals may be added to a student's hot lunch card on the first day of the week. Those wishing to do so should put the proper amount of money in an envelope with the student's **complete** name and class on the outside of the envelope. This envelope is to be given to the teacher at the beginning of the school day. The teacher will have the cards available at lunch time. Checks should be made payable to "Saginaw Township Food Service" or "STFS". Students may also pay the cashier on a daily basis.

If a student fails to have money or money on their card on a given day, the student may receive lunch on a charge basis. The student will be asked to fill out forms recording the charge, which will include a notice to the parent that the charge was made. That charge needs to be paid **the next school day**. Students who accumulate more than three (3) IOU's will be given and charged for a cheese sandwich until the IOU's are paid.

#### **L. PARENT AND TEACHER COMMUNICATION**

Peace Lutheran parents are welcome to visit classrooms at any time provided they have approval first from the office and then from their child's teacher. Advanced notification is appreciated by all parties, in that a particular day may have planned activities (field trip, assemblies, practices, etc.) that do not follow a regular schedule and is not conducive to a classroom visit.

There are times also, when a parent may need to speak with a teacher regarding a particular classroom concern, such as homework, procedures, etc. **The appropriate time to do this though is not during the teaching periods of the day**. Please call to set up an appointment or stop by after 3:15 P.M. We welcome the opportunity for communication, but prefer it not cause an interruption during the teaching day. Please be considerate of our teachers so they can give you the time you need for communication and address the concerns you have.

#### **M. GRIEVANCE PROCEDURE**

As Christians we are bound by what our Lord tells us in Holy Scripture. In Matthew 18:15 Jesus said, "If your brother sins against you, go and show him his fault, just between the two of you." Thus, the first step whenever there is a disagreement involves working directly with the person involved. If that does not resolve the issue, other people are available to help. Students certainly have the opportunity to request their teacher's help. The principal may be contacted for help with issues that are not resolved previously. Concerns regarding school policy may be referred to the School Policy Committee for review through the school principal.

In the event that the concern remains even after Principal and/or SPC review, a letter defining the concern may be submitted to the executive committee (Senior Pastor, Director of Ministries, Principal, SPC Chair and SPC BOD member). All decisions of the executive committee are final.

#### **N. PETS**

Please be aware that pets (dogs, cats, etc.) should not be brought into the school unless prior arrangements have been made with the classroom teacher for "Show & Tell" programs, speeches, etc. Some of our students, for example, are very afraid of dogs in general, no matter what the size, type, etc., and there is the issue of allergies as well with some students and certain animals.

#### **O. COLD WEATHER RECESS POLICY**

Be sure your child is dressed appropriately for the weather. We expect all children to go outside during recess periods. A warm jacket or coat, hat, snow pants, gloves or mittens, and boots are strongly suggested to be worn in cold weather.

Students will be kept inside during recess if:

- the temperature is 0 degrees or below with the wind chill factored in;
- there is rain, excessive wind, hail, or other conditions that make it unsafe

## **P. RECESS PARTICIPATION POLICY**

Students must participate in recess with the classroom as it is an important part of our school day. Inside supervision is not available.

In the event of a medical need, arrangements will be made with a doctor's note for extraordinary circumstances; however, we ask that students not well enough to participate in recess remain home until well enough to participate in the entire school experience.

Students may be asked by a teacher to stay inside for recess to make up work, receive additional assistance, conference with a teacher or in the event that a recess detention is given as a result of playground or other misbehavior. The teacher will then provide appropriate supervision.

## **Q. FUNDRAISERS**

Any fund-raising activities of the school or any related group (Eighth grade, PTL, Athletic Association, etc.) must have the approval of the Principal before any commitments are made or information made public. Fundraisers where someone connected to Peace (faculty, staff, parent, etc.) would make a personal profit will not be considered. Rebates and cash gifts are to be included in the funds for which the fundraiser was intended. Merchandise gifts may be kept by the person responsible for the fund-raiser or the person doing the major work on the project. If a merchandise gift can be used as a reward to participants, that should be done.

## **R. PARKING**

### **Student Drop-off and Pickup**

#### **Drop-Off**

Morning drop-off of students will be by a continuous line around the circle in front of the building. Students will enter through the main door under the canopy. If parents need to come into the building or there will be another delay, please go into the south parking lot. The doors closest to that lot will be available at that time.

Students may exit the vehicle anytime that they are next to the sidewalk in the circle. Students should exit the right hand side of the vehicle so they won't need to cross traffic. Drivers should maintain a single file line so others are not surprised by a vehicle to their left.

Early arrival students will enter the door between the primary wing and the cafeteria, using the sidewalk from the south parking lot.

Students are expected to be outside until the 7:35 A.M. bell and are not to arrive earlier than 7:25 A.M. unless they are going to Latchkey.

#### **Pickup**

Afternoon pickup will take place primarily in the south parking lot. Only the bus will use the circle in the afternoon.

Primary students will exit the door between their wing and the cafeteria and follow the sidewalk along the west end of the parking lot. Middle grade students will go straight down their hall and out of the building, following the sidewalks to the west end of the south parking lot. Upper grade students with younger siblings or those riding with other younger students will come down the hall to the commons and then follow the middle grade exit. Upper grade students that do not have younger ones with them may be picked up from the north lot. They would use the exit at the end of their hall.

Students will go to vehicles using the safety zones between the rows of parking. Vehicles are not to cross those safety zones when students are present.

There will be no parking in the spaces closest to the building in order to allow students to see the parking lot better.

On the exit drive, vehicles needing to go north on Lawndale should be on the left hand side to allow those turning right out of the drive to do so without having to wait behind those needing to make the left turn.

We depend on everyone's cooperation to help keep all our students safe.

#### **S. REFORMATION DAY/OCTOBER 31**

This date has historically been the Lutheran celebration of the Reformation. It is also the day that many people recognize as the "secular holiday" of Halloween. Peace Lutheran School (Kindergarten – grade 8) will not sponsor parties or celebrations that specifically acknowledge, or are related to Halloween. It is understood that some parents may want to bring treats on that day. If that is the case, each classroom teacher will determine as to how he/she will distribute those treats should they be brought to school. It is a Biblical principle, if at all possible, to not give offense to others. Out of respect for that principle, Peace Lutheran School will not celebrate Halloween in any formal way.

#### **T. PUBLIC DISPLAY OF INTIMATE AFFECTION**

Public displays of intimate affection are age appropriate at a certain stage in a person's life, but are not appropriate at the grade school level. The holding of hands, kissing, intimate embracing, etc. will not be allowed on school grounds or during school sponsored events. The parents of students found in violation of this policy will be contacted by school personnel (Ex. teacher, principal). If the violation of this policy continues, the School Policy Committee will become involved.

#### **U. JUNIOR HIGH CLASS TRIP ACCOMPANYING ADULT POLICY**

All tuition and fees must be paid in full for any junior high student to be eligible to have an accompanying adult on the end of the year junior high class trip.

# Appendix

## Peace Lutheran School Dress Code for Grades K – 8

Adopted: 01/19/2018

Next Review Date: 10/1/2023

As Christians, we are guided by a sense of responsibility to *“let our light so shine before men that they may see your good deeds and praise your Father in heaven.”* Matthew 5:15

Each student will dress in a manner that will not interfere with an orderly, wholesome, and productive school life. In addition, one of the responsibilities of maturity is to dress in a manner that is fitting to the occasion. General principles to be followed are: Christian modesty and neatness. Students should dress in conformance with common expectations for their birth gender.

### All Students:

1. All clothing must be neat and clean with no holes, tears, or frayed pant legs, etc.
2. Shoes:
  - must be worn at all times
  - must have backs (around the heel)
  - heels on shoes shall be no taller than 2”
  - must be laced and properly tied
  - may not have wheels
3. Coats and jackets made to be worn outdoors may not be worn inside during the school day.
4. Clothing may have writing and pictures on it as long as it does not refer to profanity, alcohol, drugs, sex, secular music groups/artists, professional wrestling/fighting, or anything else that is contrary to our Christian belief (i.e. symbols and pictures that have satanic implications and references to death).
5. Outerwear should not be worn to cover unacceptable clothing.
6. Hair:
  - should be neat and clean and not worn in any exaggerated style.
  - should be kept out of eyes
  - no unnatural color, mohawks, etc.
7. Tops:
  - no bare midriff
  - no mesh/sheer/see-through
  - no cut-out or cut-off areas
  - no low cut neckline
  - no spaghetti tops/tank tops
  - no exposed shoulders
    - Tops must have a collar unless the top is:

- past or present school theme t-shirt
- Peace wear (including PLS athletic/extracurricular programs)
- solid navy or light blue only
- Christian themed
- AR t-shirt

9. Pajama tops and bottoms are not allowed.

10. Proper undergarments must be worn and covered.

11. Hats, hoods and/or sunglasses may not be worn inside the building during the school day.

12. Shorts:

- may be worn from April 15 until October 15
- must be neat and hemmed
- may be no shorter than 6 inches above the floor when kneeling
- may not be athletic shorts

13. Capri, or other similar pants that extend just below the bottom of the knee are considered to be shorts and may only be worn from April 15 until Oct. 15.

14. Jewelry/accessories, including book bags and lunch boxes,

- should follow guidelines listed in #4 above
- jewelry worn should not compromise student safety
- no large earrings, chains, spiked collars and/or bracelets, etc.

#### **Female Students:**

- may wear pierced jewelry in their ears only.

Dresses and skirts:

- hems must be 6 inches or less from the floor when kneeling. If dress or skirt has a slit, it is measured from the top of the slit.
- shoulders must be covered
- no visible cut-outs

Bottoms:

- athletic pants may not be worn during the school day

The following must be covered by a dress, skirt, or sweater measuring 6 or fewer inches from the floor when kneeling and otherwise meet our dress code.

- stretch pants
- tights
- leggings
- yoga pants

#### **Male Students:**

- must be clean-shaven
- no piercings may be worn
- no fingernail polish or makeup may be worn

Bottoms:

The following items may not be worn during the school day:

- athletic pants
- stretch pants
- tights
- leggings

**The school reserves the right to make decisions on what is or is not acceptable.**

If a student is deemed to be in violation of the school dress code the attached violation notice will be sent home to the parent/s to notify the family. If the violation is repeated or offensive enough and the student is sent to the office, the student will not be allowed to return to class until he/she is dressed in a manner that does meet dress code requirements. Repeated violations will be considered insubordination and may result in additional discipline.

Violations of the dress code will be handled in the following manner:

- The teacher will explain the violation to the student. The student may be asked to phone a parent/guardian to report the violation or a note may be sent home.
- If the violation is not immediately correctable by the student or parent, the student may be removed from the classroom until an appropriate solution is found.
- The second violation may result in a detention.
- The third violation may result in a one-day suspension from school.
- Persistent violations will be handled according to the code of conduct, which could include further suspensions and expulsion.
- Violations during the last week of school may result in the student being removed from the Awards Assembly, other end-of-the-year events, and his or her report card being held.

Exceptions to these rules will be considered when made by parent for the health/physical conditions of their children, when presented to and after having met with the approval of the principal. A physician's note may be required.

Modesty is always the goal. Ultimately, school personnel will decide what is or is not appropriate for school. We do ask parents to work in partnership with us and to be the first level enforcement of dress code when students are dressing for the day.



Student/Parent  
Technology Handbook  
SPC Approved 6.18.18

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## **Guidelines and Procedures**

### **Purpose**

Student computers will be used to enhance the curriculum and learning opportunities for students, parents and school staff. The Student computer represents a tool that provides essential learning at home as well as school. Peace Lutheran encourages and supports the use of this technology at home and provides clear expectations for the proper use and care of the equipment.

### **Privilege vs. Right**

Student use of computer equipment, networks and internet services provided by the school are a privilege, not a right; students are required to comply with school policy in order to maintain access to technology. Students who violate the policy may have their computer privileges revoked at school and may lose the use of the computer. The teachers and Administration shall have final authority to decide whether a student's privileges will be limited or revoked.

### **Equipment Policy**

All computers remain under the control, custody and supervision of Peace Lutheran Ministries; computers, chargers, and/or other peripherals cannot be sold, pawned, or traded for any financial gain.

The student and/or student's parent/guardian shall be responsible for compensation in regards to any loss, cost or damage incurred by Peace Lutheran Ministries related to violations of policy and/or administrative procedures, including investigation of violations to the Technology, charger, and/or case.

Stolen computers, chargers, and/or cases should be reported within 48 hours to the student's teacher, principal and/or assistant principal, as well as to the local law enforcement agency.

Any unauthorized charges, including but not limited to, credit card charges, long distance telephone charges, equipment and line costs, or any illegal copyright charges will be the responsibility of the student and/or student's parent/guardian.

The school reserves the right to monitor all computer and internet activity by students. Students and parents/guardians should have no expectation of privacy in their use of any computer provided by the school, including email and stored files.

Security issues must be addressed immediately by informing the supervising teacher; any user who attempts or causes a breach of system security shall have their privileges revoked and may be subject to additional disciplinary and/or legal action.

### **Safety and Security**

While all legal reasonable precautions are routinely taken to supervise student use of the internet while on school grounds, Peace Lutheran Ministries cannot reasonably prevent all inappropriate uses outside of the school. Peace Lutheran Ministries provides internet filtering to block inappropriate content and has a ZERO tolerance policy for accessing inappropriate content, e.g. pornographic material, gang related material, drug paraphernalia, violence, etc.

As part of the curriculum at Peace Lutheran Ministries, students will be taught how to use the Internet and proper Internet safety measures. Students will be taught to never reveal their full name, address, or telephone number over the internet without parent supervision and approval. Students will be also be taught proper search techniques, and how to prevent computer damage through Internet and email delivered viruses and spam, including notifying their parent/guardian and/or supervising teacher if they access information or messages that are from an unknown source or contain dangerous, inappropriate language or make them uncomfortable in any way.

Students will be expected to continue practicing good computer and Internet habits at home and it is the expectation that the student computer will be used in a common family location so that adult supervision will be maintained. Parents/Guardians have the right to their child's login and password to supervise the student's computer usage at home.

## **Quality of Information**

Peace Lutheran Ministries is not responsible for the accuracy or quality of information that students obtain through the internet for research purposes. All sources must be cited and copyrighted material needs expressed written permission prior to use; following Peace Lutheran Ministries policies on plagiarism and copyright violations.

## **Agreement Information**

Families must sign an annual Technology Use Agreement which includes Peace Lutheran Ministries Acceptable Use Policy. Students are expected to demonstrate a level of independent proficiency with the computer before it goes home so that there are no concerns about the computer interfering with a student's ability to complete assigned work. Students must be enrolled at Peace Lutheran Ministries to participate in the program and student computers must be returned to the school if enrollment status changes to be decommissioned before being released to the purchaser.

## **General Information:**

- Student devices, peripherals, and any other distributed materials and resources are the Property of Peace Lutheran Ministries and registered to Peace Lutheran Ministries.
- Computers must be returned to the school in the event the student is no longer enrolled, at the end of the school year, or upon request to be decommissioned before being released to the renter/purchaser.
- Computer use will be monitored by the school on a regular and ongoing basis
- The student will return all equipment for summer break, and will resume use at either the new school year, or the release of the equipment to the renter/purchaser

## **Reminders and Restrictions**

- The Student Computer:
  - is an educational tool and should only be used in that capacity
  - is to be used only by the student and parents to whom it is issued
  - is assigned and registered to individual students and their parents; therefore, families may not share or exchange computers
  - should be kept fully charged
  - should be kept in a secure location when not in use
- Anyone observing inappropriate use or neglectful treatment of a computer or its carrying case should report the abuse immediately
- Abuse of the computer will result in disciplinary consequences and loss of use of the computer
- Documents on computers may be erased at various times throughout the school year; students and parents/guardians should back-up important documents on or to the student's network folder at school
- Downloading any materials should be restricted to educational purposes; be aware of copyright and fair use guidelines

## **Unauthorized Access**

Access to another person's account or computer without their consent or knowledge is considered hacking and is unacceptable and a **crime**.

## **Care of the computers**

- The computer and case must be kept clean at all times and will be checked regularly
- Use the computer only within designated areas in the classroom or home; **DO NOT USE** the computer while on the bus or before/during/after practices, games, and other extracurricular activities

- Computers should be protected from the weather and extreme temperatures
- Plug in the power adaptor to the charging port carefully to avoid bending or breaking the connector
- Do not stack or place any heavy objects on top of the computer
- Students and parents/guardians are responsible for reporting any behavior of other students that could potentially damage the computer
- Do not eat or drink near the computer
- Do not attach stickers or write on the computer or case
- Clean the screen with a dry microfiber cloth, **DO NOT USE** liquid cleaner
- Do not attempt to change settings on the computer or load programs without teacher or administrative permission

## **General Rules**

### Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

### Sound

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
- No headphones except for instructional purposes.

### Deleting Files

- Do not delete any apps or settings that you did not create or that you do not recognize.

### Music, Games, or Programs

- Music and games may not be downloaded or streamed over the Internet. This may be a violation of copyright laws.

### No Loaning or Borrowing computers

- Do not loan computers to other students.
- Do not borrow a computer from another student.
- Do NOT share passwords or usernames.
- Do not loan power supplies (chargers) to anyone.

## **Fees**

K-8 Technology Fee is \$125 per student

## **What is '1 to 1'?**

1 to 1 is a program designed to put laptop computers into the hands of individual students. Peace Lutheran implements a 1 to 1 program with the 6th-8th grade classes. These devices are available to purchase through the school, or each student is welcome to bring their own device from home, pending certain specifications. The Peace purchased devices assigned to the individuals the same as they are assigned lockers, desks, books, etc.. They are usable during the school year, and will be turned in at the end of each school year. At the end of 8th grade, there is also an opportunity to purchase the laptop.

## **Peace Issued Device**

If you are renting a device from Peace, there are many benefits, and guidelines to understand.

- The computer rented to the individual is the property of Peace and responsibility of the individual that they device is assigned to.
- Peace will support and warranty the device for the entirety of the stead of the student at Peace during the 6-8 grade years. At the end of the 8th grade year, the device will be removed from our network, and turned over to the renter as property for no additional fee. The support and warranty does not cover malicious intent/destruction.

- Peace will install software on the device during the stead of the student
- Parents/Students will not be able to install personal software on the device until after the stead of the student is completed at Peace, and the device is turned over to the renting/purchasing party.
- The computer is configured to school specifications, and allows for access to the school network and the Internet while the student is in the school building. The computer will also connect to wireless networks outside of the building.
- Lost devices are the responsibility of the student/parent
- Stolen devices can supported by Peace if provided a police report, subject to review/acceptance and internal investigation.

### **BYOD - Bring Your Own Device**

If you are bringing a device from home, please be aware of the following, and make sure that it meets the minimum requirements of the curriculum, listed below

- Peace will not support any device that the student brings from home
- Peace will allow network and printer access
- Peace is not liable and does not assume responsibility for devices lost, stolen, or damaged. Student supplied devices are the sole responsibility of the student and/or parent.
- Peace will not install, or assist installation of software on the device.

Minimum requirements

- Not a cell phone
- Operating System
  - Windows 10 or 7 Only (for windows device)
  - Mac OS 10.6 or Higher
  - Chromebook (not recommended, gives student bare minimum requirement)
- Be able to install/run Google Chrome
- Supports Flash/Java environments
- Have some form of Text and presentation software (Microsoft Office, LibreOffice, OpenOffice, Google Docs, etc.)
- Have the following
  - Webcam
  - Microphone
  - USB Ports
  - Keyboard
  - Mouse/Trackpad
  - Wireless Adapter (WiFi)

### **Acceptable Use of Technology**

Acceptable Use agreements must be signed by each student on a yearly basis. All students must comply with the expectations and sign the agreement before any device can be used on Peace property. (See Acceptable Use Agreements, at end of document)

### **Violation of Acceptable Use Agreement**

Student as subject to consequences defined in the “Violations of the Peace Technology Acceptable Use Policy” (at the end of document)

### **Use Away From School**

Students may take their devices off-site and access content on another network (home, coffee shop, etc.). Student access and filtering is subject to the network they are connected to, and Peace does not manage content away from Peace Campus’.

## **Terms of Peace Issued Devices**

### **Terms:**

You will comply at all times with the Peace Technology Handbook and Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession and be subject to the student revoking privileges of the device.

### **Rental/Purchase:**

The parents/students wishing to acquire a Peace supported device will pay the market value of the equipment chosen for the year to the Peace Technology Department. Peace will strive to maintain a maximum cost of \$300, depending on current market. If desired, parties may spread the cost across the 3 year period of the student (see 'Payment Structure' below). If the student leaves peace prior to the 3 years, in order for the purchaser to retain the device, it must be paid in full.

### **Payment Structure:**

If the device is rented over a three year period of time, listed will be the payment timeline.

- 8th Grade
  - \$200 (upon Receipt)
  - \$100 (1st day of 2nd Semester)
- 7th Grade
  - \$200 (upon Receipt)
  - \$100 (2nd Year, first day)
- 6th Grade
  - \$150 (upon receipt)
  - \$75 (2nd Year, first day)
  - \$75 (3rd Year, first day)

### **Title:**

Legal title to the property is Peace Lutheran Ministries, and upon student leaving Peace as a student, the property will be turned over the renter/purchaser following decommissioning.

### **Loss or Damage:**

If the property is damaged, lost or stolen, you may be responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the property must be reported to the school within 48 hours of after the occurrence.

### **Use & Maintenance**

- In case of theft, vandalism, and other criminal acts, a police report MUST be filed by the student or parent within 48 hours of the occurrence.
- Students/Parents will be financially responsible for loss and intentional damage to the device. Fair market value replacement cost of the tablet and peripherals is included on. If tablet is stolen and the theft is reported (within 48 hours of the theft) and police filed a report, then the student will not be held responsible for replacement costs UNLESS it is determined by the police that the student and/or parent or guardian participated, aided, or abetted in the theft.
- Equipment may be recalled from time to time for maintenance by the school. Students should return all technology to the school upon request by the school at any time during the school year.

### **Table of Fair Market Value**

Peace Lutheran Ministries has a "no depreciation" policy on computer technology devices. Actual replacement costs will be charged.

Equipment Replacement Cost

Replacement Device of Equal Capabilities/value \$300

Charging Cable \$25.00

## **Financial Hardships**

If the repair cost for intentional damage creates a financial hardship on the student or parent, please contact the school principal about payment options.

Upon proof of financial hardship, the administration may elect to:

- Allow reduced payment of the cost
- Allow student to conduct community service equal in value to the cost

## **Use of Computers and Other Technology on the Network**

Peace Lutheran Ministries is committed to the importance of a student being able to continue with his/her work when his/her Technology is experiencing problems. To assist with this problem the District is providing the following:

### **Loaned Equipment**

A computer may be provided to a student if that student's computer is going to be kept in repair for an extended period of time. We have a limited number of loaner computers that can be given out when available. Students who inflict ***intentional damage*** on a computer will NOT be issued a loaner.

### **No Loaning or Borrowing equipment**

Do NOT loan computers or other equipment to other students. Do NOT borrow a computer from another student. Do NOT share passwords or usernames to email or any applications with others.

### **Internet Safety**

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on to the school network, but students may be unprotected when using the Internet outside of school. Parents may want to restrict their child's access or at least monitor their use of the computer while at home. For more information about Internet safety go to <http://www.isafe.org>, or install devices on your home network such as Circle with Disney (<https://meetcircle.com/>) or another device.

## **Acceptable Use Guidelines – Peace Lutheran Ministries Network**

### **A. General Guidelines**

- a. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Peace Lutheran Ministries.
- b. Students are responsible for their ethical and educational use of the computer on-line services at Peace Lutheran Ministries.
- c. All policies and restrictions of Peace Lutheran Ministries must be followed. Access to Peace Lutheran Ministries network is a privilege and not a right. Each employee, student and/or parent will be required to sign the Acceptable Use Policy Agreement Sheet and adhere to the Acceptable Use Guidelines in order to be granted access to the Peace Lutheran Ministries network and its online services.
- d. The use of any network program or service at Peace Lutheran Ministries must be in support of education and research and in support of the educational goals and objectives of Peace Lutheran Ministries.

- e. Transmission of any material which is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
  - f. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with Peace Lutheran Ministries policies regarding the act of vandalism.
  - g. Parents concerned with the use of Peace online services at their child's school should contact the school directly and discuss their concerns with the building administrator.
  - h. Any parent wishing to restrict their children's access to any online service will provide this restriction request in writing. An OPT-OUT form may be obtained from the school. Parents will assume responsibility for imposing restrictions only on their own children.
- B. Network Etiquette
- a. Be polite.
  - b. Use appropriate language.
  - c. Do not reveal personal data (home address, phone number, or phone numbers of other people).
  - d. Remember that the other users of the school's network and online services and other networks are human beings whose culture, language, and humor have different points of reference from your own.
- C. E-Mail
- a. E-mail should be used for educational or administrative purposes only.
  - b. E-mail transmissions, stored data, transmitted data, or any other use of the school's online services by students, employees or other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
  - c. All email and all contents are property of the District.

### **Consequences**

The student in whose name a system account and/or computer hardware was issued will be responsible at all times for its appropriate care and use. Noncompliance may result in suspension or termination of technology privileges and in disciplinary actions. Use or possession of hacking software is strictly prohibited and violators will be subject to consequences as determined by Federal, State and local laws and school policies. Violation of applicable state or federal law, including the SC Code of Laws and Computer Crimes will result in criminal prosecution and/or disciplinary action by the school. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use. Peace Lutheran Ministries cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the Freedom of Information Act; proper authorities will be given access to their content.

### **Peace Lutheran Ministries Policy on Bullying, Discrimination, Harassment and Intimidation**

- A. Peace is committed to fostering an environment that both promotes learning and prevents disruptions in the educational process. Accordingly, Peace prohibits all forms of bullying, discrimination, harassment, or intimidation.
- B. Students and parents may file a report of bullying, discrimination, harassment or intimidation by other students, employees of the school, or third parties involved in the school setting.
- C. All reports should be filed with the principal or his or her designee. Reports may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the Director of Ministries

**ACCEPTABLE USE AGREEMENT: INTERNET/INTRANET**  
2018-2019 School year - Including Summer Programs\*  
Peace Lutheran School - **Elementary Level** - (Grades K - 5)

Computer technology is an integral component of today's education. The Internet is a vast resource that enables students to access thousands of files of information. While the school provides access free of additional charge, it is a privilege. Peace has taken certain precautions against inappropriate and unauthorized use of the Internet at school including content filters, monitoring programs, and close faculty supervision. However, parents and students must also do their part to insure safe and educational use of the school's Internet facilities.

**As a part of my schoolwork, my school gives me the use of its computers for my work. My behavior and language will honor God by following the same rules I follow in my class and in my school. To help myself and others, I make this covenant:**

1. I will use the computers only to do school work, as explained to me by my teacher and not for any other reason. I will not use a school computer for personal or illegal purposes.
2. I will use the Internet/Intranet only in ways the teacher has approved.
3. I will not give my password to anyone else (except if my teacher needs to help me), and I will not ask for or use anyone else's password.
4. I will not put my address or telephone number, or any other personal information about myself or anyone else on the computer.
5. I will not upload, link, or embed an image of myself or others to non-secured, public sites.
6. I will not use games or other electronic resources that have objectionable content or that engage me in an inappropriate simulated activity.
7. I will be respectful of other's ideas and opinions. I will not use the computer to annoy, be mean to, frighten, tease, or poke fun at anyone. I will not use swear words or other rude language.
8. I will not use the computer to bully or threaten anyone, including teachers, schoolmates or other children.
9. I will not try to see, send, or upload anything that says and/or shows bad or mean things about anyone's race, religion, gender or makes me feel uncomfortable.
10. I will not damage the computer, the computer desk, computer accessories or anyone else's work.
11. I will not break copyright rules or take credit for anyone else's work.
12. I will **not** try to fix it myself but I will tell the teacher if I have or see a problem. *If the problem is an inappropriate image I will turn off the monitor and then seek help.*

13. I will not block or interfere with school or school system communications.

14. I will not try to hide what I am doing. My computer use is not private; my teacher may look at my work to be sure that I am following these rules, and if I am not, there will be consequences which may include not being able to use the computer.

I know that the conduct that is forbidden in school or at a school sponsored function is *also* forbidden when I use computers outside of school. If my choices interfere with other students' education or safety, or if I break the rules, there will be consequences in school.

Print Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parents:** I have read and discussed with my son or daughter the Acceptable Use Agreement, and I give permission for him or her to use these resources. I understand that computer access is conditional upon adherence to the guidelines above. Although students are supervised when using these resources, and their use is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value.

Print Parent's/Guardian's Name(s):  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\* STUDENTS MAY NOT USE COMPUTERS UNLESS THIS AGREEMENT IS SIGNED AND RETURNED TO THE TEACHER.**

## **ACCEPTABLE USE AGREEMENT: INTERNET/INTRANET**

2018-2019 School year - Including Summer Programs\*

Peace Lutheran School - **Middle School Level** - (Grades 6-8)

Computer technology is an integral component of today's education. The internet is a vast resource that enables students to access thousands of files of information. While the school provides access free of additional charge it is also a privilege. The school has taken certain precautions against inappropriate and unauthorized use of the internet at school, including content filters, monitoring programs, and close faculty supervision. However, parents and students must also do their part to insure safe and educational use of the school's internet facilities.

**I understand that Peace Lutheran School provides electronic resources, including Internet access and storage space for students' work, as an integral part of the curriculum. My behavior and language in the use of these resources should honor God and be consistent with classroom standards. To help myself and others, I make this covenant:**

1. I will use the electronic resources, including storage space, only for educational purposes related to work at Peace school, and not for any personal, commercial or illegal purposes.
2. I will use the Internet/Intranet only with the permission of the staff member in charge.
3. I will not use games or other electronic resources that have objectionable content or that engage me in an inappropriate simulated activity.
4. I will not give my password to any other user, nor attempt to learn or to use anyone else's password, and I will not transmit my address or telephone number, or any personal or confidential information about myself or others.
5. I will not upload, link, or embed an image of myself or others to non-secured, public sites without my teacher's permission and a signed parental permission slip.
6. I will not make statements or use the likeness of another person through website postings, email, instant messages, etc., that harass, intimidate, threaten, insult, libel or ridicule students, teachers, administrators or other staff members of the school, community, make statements that are falsely attributed to others, or use language that is obscene.
7. I will not attempt to access, upload, or transmit material that attacks ethnic, religious or racial groups, or material that is pornographic or explicitly sexual in nature.
8. I will not violate copyright laws, damage or tamper with hardware or software, vandalize or destroy data, intrude upon, alter or destroy the files of another user, introduce or use computer "viruses," attempt to gain access to restricted information or networks, or block, intercept or interfere with any email or electronic communications by teachers and administrators to parents, or others. I will not damage or destroy computer desks or accessories.
9. I will not use, or create for others, any program to interfere with, change, or interact with programs, security settings, systems, or devices that are the property of Peace Lutheran and are used for school-related purposes by students, their parents and staff.
10. I will not imply, directly or indirectly, either publicly or privately that any program or "app" I create is associated with, or a product of, Peace Lutheran, nor will I either directly or indirectly associate any such program with any Peace Lutheran logos or images.

11. I will report any problems, or observances of violations to the supervising staff member.

12. I understand that my use of the school system's computers is not private, and that Peace Lutheran reserves the right to monitor use to assure compliance with these guidelines; violations may lead to revocation of computer access and/or other disciplinary measures.

13. I understand that the prohibited conduct described above is also prohibited during school sponsored activities, as well as off campus - even when using private equipment - if it has the effect of seriously interfering with the educational process. Violations will lead to disciplinary measures. In considering such interference, school officials will consider the following factors:

- whether the conduct seriously impeded the day to day operation of the school;
- whether the incident occurred within close proximity of a school;
- whether the conduct had a direct and/or negative impact on another student's academic performance or safety in school.

Print Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parents/Guardians:** I have read, understood, and discussed with my son or daughter this Acceptable Use Agreement, and I give him or her permission to use electronic resources, understanding that this access and use of personal devices on school grounds is conditional upon adherence to the agreement. Although students are supervised when using school resources, and their use of school resources is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value.

Print Parent(s)/ Guardian(s) Name(s):  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\* STUDENTS MAY NOT USE COMPUTERS OR BRING THEIR OWN DEVICES UNLESS THIS AGREEMENT IS SIGNED AND RETURNED TO THE TEACHER**

## PLS ACCEPTABLE USE - PERSONAL DEVICES

### Grades 4-8

I understand that Peace Lutheran allows me to bring my own device such as a phone, tablet or computer when given permission by a teacher for a **specific task and time period**.

In order to be permitted to use my own device, I make this additional covenant:

1. I will follow all school rules while using my own device on school grounds or at school events, and I understand that the rules outlined above regarding my use of school computer resources apply to my use of my own device on school property and that rule 11 (**ACCEPTABLE USE AGREEMENT: INTERNET/INTRANET**) applies to my use of my device off school property.
2. I will not take photos or record video of any student, teacher, administrator or school event, unless I have that individual's or group's express permission to do so.
3. I will not use my device during class unless expressly instructed to do so by a teacher, and I will immediately comply with a directive to turn my device off, to put my device away or to turn my device over to a teacher or administrator.
4. I understand that my device may be confiscated at any time and that a teacher or administrator may view contents of my device including but not limited to, texts, emails or social media postings if it appears that I may have used my device in violation of school rules or this Covenant.
5. I understand that Peace Lutheran is not responsible for theft, damage or loss of my device, and I understand that I am not permitted to leave my device at school overnight even if it is secured in a locked locker.

Print Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parents/Guardians:** I have read, understood, and discussed with my son or daughter this Acceptable Use Agreement, and I give him or her permission to use electronic resources, understanding that this access and use of personal devices on school grounds is conditional upon adherence to the agreement. Although students are supervised when using school resources, and their use of school resources is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value.

Print Parent's/ Guardian's Name(s):  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\* STUDENTS MAY NOT BRING THEIR OWN DEVICES UNLESS THIS AGREEMENT IS SIGNED AND RETURNED TO THE TEACHER.**

# Violations of the Peace Technology Acceptable Use Policy

Failure to follow teacher instructions, using a computer for non-instructional purposes (like spamming), rearranging of the computer settings or features (acting in a manner so as to interfere with the instructional process) may have disciplinary repercussions, including but not limited to:

- Modification of network, technology, or computer privileges
- Notification to parents
- Demerits, detention or suspension from school and school-related activities
- Legal action and/or prosecution

Dependant upon the severity of the offense, any or all steps may be skipped.

Step	Action	Period of Time	Technology Restriction
1	Demerit	1 week	Email revoked*. Google Classroom 'muted'.
2	Demerit + Supervised after school Computer use	2 to 10 weeks (quarter)	Email suspended*. Peacesaginaw computer privileges suspended. ★ Collaborative work restricted - supervised after school.
3	Disciplinary Detention + Supervised after school Computer use	Up to 20 weeks (semester)	Email suspended*. Peacesaginaw computer privileges suspended. ★ Collaborative work restricted - supervised after school.
4	Suspension	TBD by Asst. Principal	Email suspended* indefinitely Access to school computers denied.

\* **revoked** - Email account disabled. Accessibility to Chromebooks and other Google Apps\* **are not affected.**

\***suspended** - Email account suspended. Accessibility to Chromebooks and other Google Apps **are disabled.**

\***Google Apps** include Docs, Sheets, Drawings, Slides, Classroom, etc.

★ The student will not be allowed to share their work with other students (as on a collaborative project). Student will still be able to do their portion of the project, but will coordinate a plan for adding his/her work into the group project with the teacher.