



## PARENT AND STUDENT HANDBOOK

In order to carry out the command of Jesus, "*Teaching them to observe all things whatsoever I have commanded you . . .*" the members of St. Peter's Lutheran Church in Big Rapids established and maintain this school. These members believe the school is essential in carrying out the command of God regarding the Christian training of children. They also want to assure themselves and their children a Christian education.

Religion is not just 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.

The home is and always will be the chief agency for the Christian training of the Child. A Christian Day School does not relieve the parents of their God-given obligation. Rather, the purpose of our school is to serve as an important aid to and extension of the home in the vital work of Christian training. If the home and school are both *CHRIST CENTERED*, the child is receiving the best education they can.

This handbook is published in order that the parents and students, the members of St. Peter's congregation and interested members of the community might better acquaint themselves with the functions of this facility, its purposes and policies.

We encourage all those who become familiar with the information contained in this handbook to acquaint others with St. Peter's Lutheran School, its aims, functions and purposes.

Even though we have sought to present a clear picture of our school, some questions may still remain unanswered. Please contact the school for clarification and the information you desire. After you have read this handbook please save it for reference throughout the school year.

[www.stpetersbr.org/school](http://www.stpetersbr.org/school)

**INDEX**

Accident – Illness .....	10
Address/Phone Number – Change.....	18
Administration .....	5
Admission Priorities.....	6
Asbestos .....	20
Athletics .....	18
Attendance – Church .....	8
Attendance – School .....	7
Awards .....	20
Bicycles.....	17
Cancellation – School.....	11
Choir .....	21
Christian Family – The Foremost School.....	3
Curriculum.....	7
Discipline.....	12
Dress Code .....	9
Enrollment and Admission.....	6
Grievance Procedure .....	17
Health Requirements and Services .....	6
Homework .....	19
Honor Roll.....	21
Hot Lunch Program.....	11
Insurance .....	10
Library .....	16
Lost and Found .....	20
Medication.....	18
Mission Statement.....	4
Musical and Festival.....	18
News – School .....	20
Notice of Non-Discrimination .....	6
Parent Teacher League .....	16
Phone – School.....	16
Playground Discipline Procedures.....	13
Playground Rules.....	13
Preschool.....	22
Purpose of St. Peter’s Lutheran School .....	4
Recess .....	12
Records – Student .....	21
Registration Fees.....	9
Remedial Action Policy.....	14
Report Cards and Parent/Teacher Conference .....	12
Schedule – Daily .....	10
Special Needs Services .....	7
Supplies – Classroom .....	17
Tornado Safety .....	11
Transportation.....	17
Tuition .....	8

## CHRISTIAN FAMILY - THE FOREMOST SCHOOL

***Bring them up in the nurture and admonition of the Lord. (Eph. 6:4)***

The home is really the foremost school . . . with the parents being the main teachers. God lays a tremendous responsibility on all parents as we see particularly in Deuteronomy 6:5-7: ***"You must love me with all your heart, soul, and mind . . . and you must think constantly about these commandments I am giving you today. You must teach them to your children and talk about them when you are at home or out for a walk; at bedtime and the first thing in the morning."***

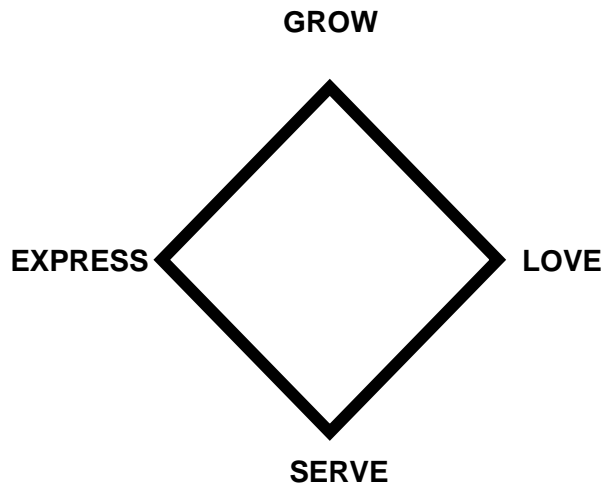
Some of the suggestions below will help you in making your home the workshop of the Holy Spirit, the laboratory of life, and the real school of the Christian faith.

1. Make sure Jesus is in your home. He is present where two or three are gathered in His Name. He works through His Word as you read it in the family circle. Daily devotions and sharing time are a must. Be active in studying the Bible with fellow believers.
2. Be conscious that He is truly present in the home - "the unseen Guest at every meal, the silent listener of every conversation."
3. Share with the members of your family the workings of God in your life.
4. Live in the power and victory of Easter, knowing that in Christ you can conquer all the conflicts and tensions of family living.
5. As Christ forgives you, always be ready to forgive members of your family.
6. Speak only words out of love so that they will edify and not tear down.
7. Talk to your Heavenly Father as a family, bringing all the cares and concerns of the home to the throne of grace.
8. Be faithful in attending the weekly worship service of your church.
9. Apply the Sunday message from God to your family situation throughout the week.
10. Train your children to give generously by doing so yourself; set aside your tithe for God.
11. Help your children to look for and use their spiritual gifts.
12. Let your home be an outpost of God's love. Witness to friends and neighbors that they may come to know Jesus and serve Him.

## MISSION STATEMENT

St. Peter's Lutheran School exists to support families in our church and community, through teaching and modeling the Christian faith and by providing excellence in education. We strive to accomplish this by nurturing and making disciples of children through the power of the Word, equipping them

- to **LOVE**, knowing they are loved by God in Jesus Christ,
- to **GROW** in faith that bears much fruit,
- to **EXPRESS** their faith, hope & love through using their gifts and abilities, and
- to **SERVE** God and honor Him by serving others.



## PURPOSE OF ST. PETER'S LUTHERAN SCHOOL

The primary purpose of St. Peter's Lutheran School is to provide the opportunity for students to find identity, purpose and motivation for their life in Christ by living in grace and in the knowledge of Him as their Lord and Savior. St. Peter's is vitally concerned with all the needs of the child: spiritual, intellectual, physical and social-emotional. Methods of instruction and nurture are adjusted for individual differences and the various stages of growth and development.

We believe that the most effective influences in a child's life can be realized when the church, home and school work together. We believe that each has an immediate and direct influence on the developing child. The teacher helps students to develop their God-given gifts and abilities to make thoughtful decisions and take positive action. The parents help nurture these feelings by being loving and supporting of their children. St. Peter's Lutheran School assists the congregation by supplying a means of evangelical outreach to the entire community.

- A. In developing **spiritual potential**, St. Peter's Lutheran School guides the child to:
1. Recognize himself/herself as a child of God and Christ as his/her personal Savior.
  2. Acquire knowledge and develop an understanding of God and His love.
  3. Become a caretaker of the environment and personal possessions with wise use of them.
- B. In developing **intellectual potential**, St. Peter's Lutheran School guides the child to:
1. Acquire the knowledge and skills in the elementary curriculum.
  2. Develop an inquiring mind, thinking skills and skillful study habits.
  3. Evaluate knowledge and experience in the light of God's creation and care of the world.
- C. In developing **physical potential**, St. Peter's Lutheran School guides the child to:
1. Regard the body as God's creation.
  2. Acquire physical skills and establish habits that contribute to healthy development.
- D. In developing **social-emotional potential**, St. Peter's Lutheran School guides the child to:
1. Develop a positive self-concept.
  2. Develop personal responsibility.
  3. Develop caring relationships by recognizing the rights, privileges and individual differences of others.
  4. Respect the authority of home, school and government.

### **ADMINISTRATION**

The Board of Day School Education shall consist of a chairman and a minimum of six appointed members. It shall be charged with the supervision of the day school education program. To that end it shall:

1. Cooperate with the Principal and the Pastor(s) in the supervision of the Christian Day School, approve curriculum and text books for use, strive to secure enrollment of all children of the congregation in school according to the principal's consistent with good educational practice, and make every effort to maintain the highest standards in the field of elementary education.
2. Foster and encourage a program of in-service teacher training for the purpose of maintaining a high level of instructional competence among the faculty of the Christian Day School.
3. Negotiate the contracts with the day school contract teachers, interpret and administer same.

The Principal shall be an advisory member of this board.

## **ENROLLMENT AND ADMISSION**

A child should be five years old by December 1, of the admission year or as indicated by state law to enroll in Kindergarten at St. Peter's Lutheran School. Parents will make direct application to the school board if they seek an exception to the age requirement.

The students and parents will accept the purpose and policy of the school as an additional requirement for admission.

The third requirement for admission is that the educational program of the school is capable of meeting the needs of the student. Students with psychological, emotional or educational needs that cannot be served by the school's regular program will be referred to other schools that are designed to meet such needs.

There are no other general restrictions on admission. The principal has the authority to make decisions on student admission in accordance with the admission requirements. The principal will meet with the parents of all students when they apply for enrollment in grades K-8 to explain the purpose of the school and to describe the program and procedures.

## **ADMISSION PRIORITIES**

St. Peter's Lutheran School was founded in 1871 for the children of the members of St. Peter's Lutheran Church. Since the school also serves as a mission arm of the church, the congregation welcomes all children in the community. Enrollments will be considered in the following order:

- A. Children of the congregation with one or both parent's members of St. Peter's.
- B. Students and family members who attended St. Peter's Lutheran School the preceding academic year.
- C. Children with neither parent an active member of another denomination.
- D. Children of a sister congregation.
- E. Children with parents who are active members of other denominations.

## **NOTICE OF NON-DISCRIMINATION**

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

## **HEALTH REQUIREMENTS AND SERVICES**

Our school's health program is supervised by the Mecosta County Health Department. The program includes:

- A. Screening of pupils for vision and hearing defects.

- B. A program of immunization.
- C. A complete record system of pupil's immunizations.

Parents are required to comply with the immunization requirements of the State of Michigan.

### **SPECIAL NEEDS SERVICES**

The pupils of St. Peter's Lutheran School have available to them all the services provided by the Mecosta-Osceola Intermediate School District Staff. Among the workers who regularly serve the school are the school social worker, the teacher consultant and the speech therapist and the school psychologist.

### **CURRICULUM**

St. Peter's Lutheran School has received accreditation from NLSAM (National Lutheran Schools Accreditation of Michigan), MANS (Michigan Association Nonpublic Schools) and MLSA (Michigan Lutheran School Accreditation) St. Peter's Lutheran School is fully recognized and approved by the Department of Education of the State of Michigan and by the office of the Mecosta-Osceola Intermediate School District.

The curriculum and course of studies is based on **Michigan State Educational Guidelines** and **Integrating the Faith**. Textbooks are evaluated on a five year cycle to ensure correlation with curriculum goals.

### **SCHOOL ATTENDANCE**

Parents are responsible for seeing that their children attend school regularly. When a child is absent, the parent is responsible for notifying the school between 8:00 and 8:30 am of each day the child is absent. If the school has not been notified by 8:30 am the secretary or other designated individual will call the parent to verify that the child is to be absent that day.

All students entering the classroom after the start of classes will be considered tardy. After four tardies, a student will have an absence counted on his/her permanent record and the parents will be notified. This process will be cumulative throughout the year and may affect the promotion status of the student.

After a student has 10 tardies, he will receive an after school detention and his/her parents will be requested to attend a meeting with the Principal. Once a student has received his first detention for being tardy, he will receive another detention for every 5 tardies thereafter. Tardies counting toward after school detentions will not be cumulative throughout the year. At the end of each semester, all students will start the new semester with zero tardies.

If the efforts with the family do not result in acceptable timeliness, the principal will refer the problem to the Board of Education.

Regular attendance develops dependability and responsibility in the student and contributes to his or her academic achievement. Absences are categorized as follows:

1. Excused absences are those which are unavoidable such as illness or a death in the family. School assignments must be made up within two school days upon return. Credit will be given.
2. Pre-arranged absences are those arranged in advance, such as family vacations, school-sponsored sport meets, private music lessons. These pre-arranged absences are discouraged when school is in session. If the pre-arranged absence must be taken, the teacher must be notified and assignments must be made up within two school days upon return. Credit will be given.
3. Unexcused absences are avoidable. Shopping, movies, golf, etc. fall under this category. Assignments must be made up within two school days upon return. No credit will be given.

Parents are encouraged to schedule such appointments as medical, dental, orthodontic after school hours.

The student is marked absent for the full day if he/she attends less than one-half of the school day. The student is marked absent for a half day if he/she attends less than half of the morning or less than half of the afternoon.

*Revised 9/03*

### **CHURCH ATTENDANCE**

The religious training at school and the Sunday worship services are vital parts of the total program of bringing children up in the nurture and admonition of the Lord. Parents are urged to set a good example by bringing their children with them to church on Sundays. The children attending St. Peter's Lutheran School are encouraged to attend divine services regularly. Weekly records of church attendance are kept in each classroom and are recorded on each child's report card. Recognition is given to those with perfect church attendance.

A special weekly chapel worship service for the children is conducted during the school day. Offerings received are used to further the work of the church both at home and abroad. Parents are invited and encouraged to attend these services.

It is also very important that your child participate in the Sunday school program of Christian Education. It is valuable as an experience in Christian living.

### **TUITION**

The school is responsible to St. Peter's congregation. It is the wish of the membership to support the school through the contributions of St. Peter's Lutheran Church. All students of St. Peter's Lutheran School will be charged tuition. This amount is to cover the operational cost of the school. The tuition charge will be set annually by the voters of St. Peter's. As part of the congregation's ministry commitment to the school program, members of St. Peter's Lutheran Church who sign and uphold the **Covenant**

**Agreement**, receive financial assistance from the congregation to cover the cost of tuition.

## **REGISTRATION FEES**

An annual registration fee is charged and collected on registration day. This fee pays for the use of textbooks rental, workbooks, art supplies, library, locker fees and needed learning materials. The fee is established prior to the opening of school in fall.

## **STUDENT DRESS CODE**

St. Peter's Lutheran School has been established for special purposes, and endeavors to maintain the highest all-around standards. This same philosophy of high standards carries through in the appearance of the students. It is believed that parents share the School's desire to foster high standards in every area of the school program, including dress and personal appearance. Furthermore, the teachers believe there is a correlation between student dress, grooming and student behavior and learning. Consequently, the School Board and teachers insist that each student be dressed in a way that will not hinder the educational process and will promote a positive image among students.

Parents are urged to help their children adhere to the dress guidelines faithfully throughout the school year. The following rules are in effect:

### **General**

1. All clothing will be neatly and properly worn. Examples: shoes must be laced and tied, suspenders worn on the shoulders, shirts tucked in, etc.
2. T-shirts and sweatshirts bearing or implying an un-Christian witness, or which give offense such as those with rock group logos, beer advertisements, etc. will not be worn.
3. Hats, outer coats and jackets may not be worn in the classroom.
4. Torn and ripped clothing is not appropriate.
5. Extremes in hair styles, jewelry, and make-up are to be avoided.
6. Mini-skirts or shorter than mid-thigh dresses or skirts are prohibited.
7. Students may wear shorts during the months of August and September; May and June, subject to the following conditions: Shorts of mid-thigh length or longer will be permitted; dress, Bermuda, or Jam shorts which adhere to the guidelines will be allowed. Spandex, cutoff jeans or sweat pants, torn shorts, tight or short shorts, gym or jogging shorts or similar items of apparel are prohibited.
8. Sweat pants (except young child's sweat outfits) may not be worn except for physical education classes.
9. Modesty is important. Scanty clothes, bare midriff, tank tops, etc. are prohibited.

Specific situations not covered in the previous points will be dealt with on a case-by-case basis by the principal.

### Inclement Weather

Coats and clothing appropriate to the weather are to be worn. During the winter, students without boots may not play in the snow. These students will remain on the cleared sidewalks. Students in Grades K-4 must also wear snowpants.

### Gym Clothes

Tennis shoes must be worn for indoor gym periods. Students in grades 5-8 must wear appropriate gym clothes (shorts, t-shirts, sweat pants, or sweat shirts) for their gym instruction periods.

### **ACCIDENT - ILLNESS**

In case of an accident at school, emergency first aid is administered. In case of major accidents every effort is made to contact the parent at home or at work. In cases where the parent cannot be reached, the child will be taken to the hospital for emergency treatment.

If a child becomes ill during the school day the parent will be contacted to arrange for the child to be taken out of school for the remainder of the day.

An emergency card noting the phone numbers of home, business and family doctor is kept in the school office. This card is checked annually at the time of registration. Please report any change in this information when it occurs.

### **INSURANCE**

Our current insurance carrier for the church and school provides medical coverage for injuries to our students. For families without insurance, this acts as primary coverage. For families who already have insurance, this acts as secondary coverage for deductibles and other expenses not covered by your policy. Information on this injury insurance is available in the school office.

### **DAILY SCHEDULE**

Kindergarten – Eighth Grade	8:05 am – 3:10 pm
Kindergarten ½ Day Option	8:05 am – 11:10 am
Preschool	8:10 am– 11:00 am

Children will not be admitted into their classrooms until 7:50 A.M. Students that arrive before that time are to wait in the technology room.

Children are not allowed off the school premises during the school day unless arrangements are made with the teacher or principal.

Students are expected to leave the school grounds when classes are dismissed. To insure the safety of the children during after-school hours and because of the liability of the school, all students must leave the premises by 3:15 P.M. unless the child is involved in a school activity or is enrolled in the After School Program. After the school activity, the child must be picked up within 15 minutes. Students must remain in areas of the school property designated by the principal until their departure time.

### **SCHOOL CANCELLATION**

In the event that school must be closed during a weather emergency, parents are asked to listen to radio station WBRN or WYBR for an official announcement of such a closing. Our school will be identified on such announcements as "St. Peter's Lutheran School - Big Rapids". You may also receive an e-mail notification.

### **HOT LUNCH PROGRAM**

Hot lunches are served every school day in the cafeteria. Meals are prepared by Big Rapids Public Schools and delivered to our school. Milk is also available to students bringing sack lunches. Payment for meals and milk are handled with a ticket system. Students may purchase a five meal or a ten meal ticket. If you want just milk, a milk ticket is also available. Government subsidy is available for those qualified to receive free or reduced price lunches. Information is available through the school office.

A snack with drink is provided for our Kindergarten class. An annual milk fee is assessed at registration time to cover some of the expense of this program. Parents also help by providing snacks during the year.

### **TORNADO SAFETY**

The possibility of tornadoes in the Big Rapids area makes it necessary that all parents and students be informed of policies we will follow in the event of a tornado WARNING. We will not alarm the students when there is a tornado WATCH. We will take the following precautions when we have been informed that our area is under a tornado WARNING:

1. Students will NOT be allowed to call home during a WARNING.
2. Students will NOT be dismissed from school unless accompanied by a parent or close relative.
3. Students will NOT be dismissed from school should a WARNING come at the regular time of dismissal. They will be dismissed as soon as the "all clear" signal is given.
4. We ask ALL parents to cooperate during a WARNING by not calling the school and thereby hampering emergency calls.
5. Parents should come directly to the office if they want to take their child out of school.
6. In cases of extreme emergency, the local safety council has recommended that the children remain in their rooms under the shelter of their desk.

## **REPORT CARDS AND PARENT/TEACHER CONFERENCES**

Conferences are held with all parents in all grade levels at the close of the first quarter, the middle of the third quarter and any time by request of the parent or teacher. Report cards are issued quarterly to the children.

## **DISCIPLINE**

Discipline is the whole concept of conducting oneself in a loving and concerned matter in all aspects of interaction. It is not just the punishment delivered from a superior to those for whom he is responsible. As disciples of Jesus Christ, we students, teachers, and parents endeavor to live in love with our Lord Jesus Christ and with each other. It is the duty of teachers and parents to teach students and each other discipline.

For St. Peter's Lutheran School, discipline is a cooperative effort among students, teachers, and parents. The goal of discipline in this school is to enable the students to function in a loving and respectful manner without supervision, and to set positive examples for each other. The students treat not only each other respectfully, but also teachers, parents, and the school building.

Teachers and parents are to treat their children in a fair, kind, firm, and consistent manner. A child's life is continuous, and unless home and school unite in a close partnership to make the child's growth continuous, the child is heavily penalized and suffers accordingly. All teachers have the duty and responsibility of disciplining the child in the school when misbehavior is witnessed.

Parents will be notified immediately of serious misbehavior on their child's part, particularly in the areas of: 1) obscene language; 2) disrespect for those in authority; 3) fighting; 4) stealing; 5) intentional destruction of property, and; 6) substance abuse. Immediate suspension from school for a period of time may be administered by the Principal.

Parents and teachers should always feel free to discuss any problems being experienced by the child of a parent whether the problems are academic, social or psychological.

## **RECESS**

For many of our students at St. Peter's recess is an important part of school. It is a time for physical activity and learning to get along with others. All of our lower elementary students (K-4) students are expected to participate in recess. Fifth through eighth grade students are allowed to stay in supervised rooms for study hall at lunch, and all students are permitted to stay inside following an illness for up to three (3) days as requested in writing by the parents. If it is longer than three (3) days, a physician's statement will be expected.

When an infraction of the playground rules occurs, the prescribed discipline procedure will be followed. Students are informed of the rules and discipline policy by their teachers.

### **PLAYGROUND RULES**

1. Respect the rights of others in both word and deed; both students and adults.
2. Do not use any offensive or abusive language, including using the Lord's name in vain.
3. Do not fight, wrestle, play fight, push, shove, trip, etc.
4. No full contact sports.
5. Show respect for the clothing and personal items of others.
6. Use all equipment as it is intended to be used, e.g. running up slides or on the outside of the twisty slide.
7. Leave rocks, sticks, wood chips, snow, sand, pine cones, etc. on the ground.
8. Get permission from a playground supervisor to leave school playground or enter the building for any reason.
9. Follow all directions and instructions given by the playground supervisors.
10. Play within the designated playground area only.

### **PLAYGROUND DISCIPLINE PROCEDURES**

#### **1st violation**

The students will be given a discipline slip with a brief written description of the incident and will be asked to stand against the wall for remainder of recess.

#### **2nd violation**

The students will be given a discipline slip with a brief written description of the incident. The teacher and the student will discuss the violation report. The student will sign the report indicating he/she understands the rule violated.

#### **3rd violation**

The students will be given a discipline slip with a brief written description of the incident. The student's parents will be notified in writing by the student himself/herself whenever possible. Parents will be asked to sign the notification, and the notification will be returned to school the following day. The students will be denied recesses until the signed notification is returned. Failure to return the notification within two (2) school days constitutes a fourth violation.

#### **4th violation**

The students will be given a discipline slip with a brief written description of the incident. The student will be denied recess until the parents meet with the teacher and principal. A letter will go home with the student the day of the violation establishing a time for this conference.

#### **5th violation**

The students will be given a discipline slip with a brief written description of the incident. The parents will be contacted immediately by the principal, and the student will serve an after school detention.

## **REMEDIAL ACTION POLICY**

Parents and teachers should always feel free to discuss any problems being experienced by a child of the parent whether the problems are academic, social, or psychological. Such conversations will be open and frank and any conclusions or recommendations offered will be in the best interest of the child, provided, however, such conclusions and recommendations will not interfere with the overall educational process at St. Peter's Lutheran School as established by the acts of the School Board.

It is the policy of St. Peter's Lutheran School to invoke the provisions of this Remedial Actions Policy whenever in the mind of a teacher, or the principal, or a majority of the School Board, a situation exists which is best described as "inappropriate or inconsistent with accepted norms". In order to provide consistency, this policy shall be uniformly applied, and shall incorporate a progression of steps in terms of both the administrative level at which action may be taken, and to the extent of the action taken to resolve the issue(s) at hand. The primary goal of this policy shall be to maintain those standards and expectations of performance which are normally accepted as being consistent with quality Christian education. The policy is directed toward those positive actions which will serve to promote and preserve the educational process as being in the best interest of all concerned parties.

Parents who feel they have a problem with an existing policy should first consult with their child's teacher. If the problem cannot be resolved by the parent and teacher, the parent and teacher should then consult with the principal. If the problem is still not resolved, then the parent, teacher, and principal should make arrangements to bring the problem to the next scheduled Board of Education meeting to consult with the Board. If the problem needs to be addressed before the next scheduled meeting, a special meeting can be called.

*Revised 8/01*

### **Levels of Administrative Action:**

#### **Level 1 - The Classroom Teacher**

The classroom teacher will seek to resolve problems at the classroom level through interactions with the student(s) and/or, as the situation warrants, the parent(s) of the student(s). The interactions involving the parents at this level may be initiated by either the parent or the teacher.

#### **Level 2 - Principal, Teacher, and Student**

It shall be the prerogative of the classroom teacher to seek the assistance of the principal in an effort to obtain satisfactory resolution of a problem. Additionally, if the parent has been involved in a Level 1 action, it shall be the right of the parent to request the involvement of the principal and thereby initiate a Level 2 action, with or without the agreement of the classroom teacher.

### Level 3 - Parent Contact

Whenever resolution of a problem cannot be satisfactorily achieved through either the interaction of the teacher and the student(s), or through interaction of the principal, teacher, and student(s), it shall be mandatory that the principal of the school make contact with the parent(s) of the student(s). The purpose of the parent contact shall be to (1) inform the parent(s) of the existence of a problem, (2) seek the support and help of the parent(s) in resolving the problem, and (3) arrange a mandatory Parent, Teacher, Principal Conference with the parent(s) in order to reach agreement on the measures to be taken to promote result in action at Levels 4, 5, or 6. The Pastor shall be included in the Parent, Teacher, Principal Conference.

### Level 4 - Suspension

If the problem is one of an antisocial or non-Christian behavior which has not been satisfactorily resolved by the measures taken at Action Levels 1, 2, and 3, it shall become the responsibility of the principal to institute suspension from the school for the student(s). The initial suspension shall be for a period of the two school days immediately following notification to the parents of the suspension.

Re-entry to classes will be granted only if the student(s) and the parent(s) meet, on an appointment basis with the principal.

Whenever a Level 4 action is initiated, it shall be the responsibility of the principal to notify the chairman of the School Board of such an action and the circumstances surrounding the action. Said action should also be reported to the School Board members at its next meeting.

### Level 5 - Second Suspension

Should the antisocial or un-Christian behavior continue to pose a problem beyond the first suspension imposed at Level 4, it shall be the responsibility of the principal to impose a second suspension period of three to five school days to begin immediately following the notification to the parents of the suspension. The same provisions regarding class re-entry and notification of the chairman of the School Board and its members as stated in Level 4 shall also prevail at Level 5.

### Level 6 - Expulsion

Should the antisocial or un-Christian behavior of the student(s) continue beyond the actions taken at Level 5, it shall be the responsibility of the principal to request expulsion of the student(s) by the School Board from further attendance at St. Peter's Lutheran School for the remainder of the academic year. The principal shall immediately inform the parent(s) of the involved student that a request has been made to the School Board to expel the student from school. School Board action will be taken at a special closed meeting of the School Board to be called by the chairman of the School Board at the request of the principal. The involved parent(s) and the involved student(s) shall be requested to attend this special meeting. It shall be the responsibility of the School Board to determine the appropriateness of the imposition of expulsion and to review the circumstances leading to the request for such action. If such action is approved by the

School Board, the principal and the chairman of the School Board shall notify the parent(s) of the student(s), in writing, of said action.

In extreme cases of antisocial or un-Christian behavior, it shall be within the prerogative of the principal to request expulsion from the school upon the unsatisfactory completion of Level 3 action. In such cases it will be the decision of the School Board whether or not to impose action at Level 4, Level 5, or to concur with the recommendation of expulsion.

The question of readmission to St. Peter's Lutheran School in a subsequent academic year following expulsion will be determined under the provisions of the Enrollment Policy of St. Peter's.

### **LIBRARY**

The children are encouraged to make extensive use of the school library. Children are permitted to check out books from the library. Funds for library books are allocated through the school budget. Urge your child to bring books home and enjoy good books with him/her. Children are charged for lost or damaged books.

### **SCHOOL PHONE**

The telephone to be used by the pupils is located in the office. It is to be used for all personal calls after permission is given by the teacher, secretary or principal.

Incoming calls that need to be made by parents may be placed to the office phone, 796-8782. Teachers or children are not to be called from the classroom to the phone except in emergencies.

### **PARENT TEACHER LEAGUE**

Every parent with a child enrolled at St. Peter's is automatically a member of St. Peter's PTL. Its objective is to bring into closer relationship the home, the church, and the school- that parents and teachers may cooperate more effectively in Christian training.

St. Peter's Parent-Teacher League is also concerned with the up-grading of the facilities and equipment of the school program through the various fund raising efforts of the organization. Not only does this assist the school program, but it also provides opportunities for members to become better acquainted as they work together. All parents are expected to do their share to make these efforts successful. A complete listing of activities is available on Registration Day and you are encouraged to sign up and participate in some of these areas.

Officers for the organization listed in the PTL handbook stand ready to assist you in any way they can. They are always open to your suggestions for program topics and service projects.

## **TRANSPORTATION**

Bus transportation is available through the Big Rapids Public School District for students who reside in the designated busing areas. Busing is also available through M.O.C.T. While every attempt is made to have St. Peter's School calendar coincide as nearly as possible with the Big Rapids Public School calendar, it is not always possible. Parents are responsible for their child's transportation to and from school when the calendars of the two school systems conflict.

## **GRIEVANCE PROCEDURE**

When parents have problems pertaining to their children, they should always feel free to discuss them with the individual classroom instructor. Parents should contact the teacher when such controversial issues arise and avoid contradicting or criticizing the teacher in front of the child, other parents or other teachers. Doing this could hurt the three-fold relationship between parent, teacher and child. A phone call or personal consultation with the teacher will clear up many problems that may arise out of a misunderstanding.

Any parents wishing to discuss school problems with the principal should feel free to do so at any time.

We are happy to discuss your child's educational concerns with you. In the interest of doing things in an orderly way, we ask that you first speak to your child's teacher. If there is a need for further discussion the parent and Principal will meet together. In the event that the matter requires further attention parents may meet with the Board of Day School Education to discuss the problem.

## **CLASSROOM SUPPLIES**

Children will be able to purchase paper, pencils and other needed school supplies in our school office at reasonable prices. Religious books and materials are also available through the school office.

## **BICYCLES**

Children may ride their bicycles to school; however, they are not to be ridden during school hours. Only one child on a bicycle is permitted.

## **CHOIR**

Students in grades 2 - 4 are eligible to participate in the Hosanna Choir. Students in grades 5 - 8 are eligible to participate in the Cantate Choir. Faithful attendance at rehearsals and worship services is required. Opportunities for performance include Sunday services at St. Peter's and other special events.

## **ATHLETICS**

As a supplement to the regular physical education program, our school also maintains an extra-curricular sports program. Please see the Athletic Handbook for specific information on this topic.

## **SCHOOL MUSICAL AND FESTIVAL**

The entire student body of St. Peter's participates in one of two major events each year. Preschool through grade 4 present the school Musical while grades 5 through 8<sup>th</sup> present our school FESTIVAL. The teaching staff and parent volunteers provide leadership and planning in preparing for these events.

**Both events are considered part of the graded school curriculum and attendance is expected.**

## **CHANGE OF ADDRESS/TELEPHONE NUMBER**

It is very important that our school office is able to contact you during the school year. Because of this, you must notify the school office immediately if there is a change in your address, telephone number or any other information required on your emergency card.

## **MEDICATION**

Administration of Medications at School (i.e: prescription or non-prescription taken by mouth, by inhaler, injectable, dropper or applied to skin).

Student self-administration/self-possession of prescription/non-prescription medication **is not allowed.**

Procedures:

1. The student's parent/guardian must provide the School with written permission and request to administer medication.
2. Written instructions which include name of student, name of medication, dosage, time to be administered, route of administration, and duration of administration must accompany the medication.
3. Medication must be administered by one adult in the presence of a second adult, with both individuals being designated by the School administrator except in an emergency that threatens the life of the student.
4. Any staff person designated to administer medication should receive in-service training on all policies and procedures related to this responsibility. Documentation of individual completion of this training should be maintained and be available upon request by parent/guardian, physician, or School official.
5. Medication will be brought to School by the parent/guardian unless other safe arrangements are necessary and possible (e.g., distance of child's home to School).

Where the School has, or believes it might have, reason to verify amounts of medication brought to School, e.g. Ritalin or other controlled substances, the amount of drug received will be immediately counted and the count recorded by designated School staff. The amount of drug will be recounted on a regular (monthly, bi-weekly) basis and this count reconciled with prior count and medication administration log/record.

6. All medication will be kept in the labeled container prepared by a pharmacy, physician, or pharmaceutical company and labeled with dosage and frequency of administration.
7. Medication will be stored in a locked location with limited access except at time of administration.
8. A log of medication administration, by individual, will be kept. The log will contain the name of the student, the name of the medication, the dosage to be given, and the time to be given. The person giving the medication will record the date and time of the administration of the medication and sign their name. The witness (second adult in attendance) will initial the log. If an error is made in recording, the person who administered will line out, initial the error, and make the correction in the log. The individual student log will be kept until one year after the student's graduation from the School. The log will be available for the parent/guardian to review.
9. If an error is made in administering medication, such error will be reported immediately to the administrator. The administrator will report the medication error to the parent/guardian and suggest consultation with the physician/pharmacist. A report of the error will be made and filed.
10. If any adverse reaction to medication occurs, the parent/guardian will be notified, the poison control center called, and if necessary, 911 will be called.
11. No dosage or time of administration changes will be instituted except by written instruction from the physician after the initial request.
12. Parental or guardian request/permission and physician's instructions will be renewed annually, or more often, if necessary.
13. Prescription and medication supply renewal will be the responsibility of the parent/guardian.
14. Medication left over at the end of the School year will be picked up by the parent/guardian or the School will appropriately dispose of the medication, and record this disposal on the medication log. Disposal will be witnessed by a second adult.
15. Expiration dates on medications are the responsibility of parents/guardians and should be checked periodically.
16. The parent/guardian will provide prescription oral medication in exact dosage prescribed so that dividing pills is not the responsibility of the School personnel.

## **HOMEWORK**

The challenging program at St. Peter's has always required that some study be done at home. This is not only necessary for accomplishing the immediate goals, but also a helpful habit for future education, which is becoming more and more demanding. The

amount of homework depends on the grade level and upon the ability and study habits of the child. Parents can help by providing encouragement and a quiet place for study.

Providing too much help is to be avoided. If your child is unable to complete his assignments for any reason, kindly send an explanatory note so that he may make up the work at a later date. *IF ASSIGNMENTS ARE CONSISTENTLY BURDENSOME, PLEASE NOTIFY YOUR CHILD'S TEACHER SO THAT ADJUSTMENTS CAN BE MADE.*

Assignment books will be used in grades 3-8.

### **LOST AND FOUND**

Lost and found items will be kept in a box near the locker rooms. Smaller items such as watches, jewelry, etc., will be kept in the office. At the end of each quarter of the school year final notice will be given to claim items which remain in the lost and found. Unclaimed items will be discarded. Parents are urged to mark all of their child's belongings with a permanent marker or pen.

### **SCHOOL NEWS**

The "**Information Station**", a school newsletter is published each Thursday of the school year. School events and official notices are printed in this letter as well as articles from outside groups and/or individuals. Articles for the newsletter must be in the school office on the Wednesday of the week they are to be published.

### **ASBESTOS**

The facilities have been inspected for asbestos containing materials. The Complete Management Plan is available for inspection in the school office.

### **AWARDS**

Awards will be given in the following areas to students qualifying for the awards. Guidelines for qualification are included below. Awards will be given at special programs in the spring of the year.

#### **Athletics - Varsity and J.V. Guidelines and Requirements**

1. Fifth and sixth grade students will be eligible for a 4" letter; seventh and eighth grade students will be eligible for a 6" letter.
2. Students will receive a letter and a pin for the first area in which they qualify; pins only for subsequent areas in which they qualify.
3. Students must participate in at least 2/3 of the games.
4. Students may have no more than one unexcused absence from practices; combined excused absences for games and practices may not exceed 10% of total games and practices.
5. Coach's judgment on performance will be used.

6. Coach's judgment will also be used in the areas of 1) attitude, 2) conduct, and 3) respect for coaches, players, and officials.
7. Those not earning a varsity or J.V. letter will receive a participation certificate.

### **Choir**

1. Students in the Hosanna Choir and in the Cantate Choir will receive a certificate and a special choir pin for each year they participate in the choir.
2. Students earning an award for all three years of Hosanna Choir or all four years of Cantate Choir will receive a choir medal with this certificate.
3. Students may have no more than two absences from performances.
4. Directors' judgment will also be used in areas of conduct and attitude.
5. An excused absence includes illness or out-of-town commitments. Each absence from a performance must be preceded or immediately followed by a written excuse.

### **Honor Roll**

1. Fifth and sixth grade students will be eligible for a 4" letter; seventh and eighth grade students will be eligible for a 6" letter.
2. Students will receive a letter and pin for the first year in which they qualify. Pins and certificates will be given for the second time they qualify.
3. Students must maintain a B+ average in the following subjects: Religion, math, reading, language arts, social studies, and science.
4. Students must have this average for at least three of the four grading periods.
5. Students may not receive a (-) unsatisfactory in the areas of art, physical education and music.

### **Other Awards**

America and Me	Math Counts
Essay Contest	MEAP Results
Science Fair	Presidential Academics
Mid-West Talent Search	Track & Field

### **Attendance**

1. All students that have perfect school attendance for the entire school year will receive a certificate and a pin. A student who is tardy more than three times will not be eligible for this award.
2. Students that have a perfect church attendance for one complete semester will receive a certificate. Students having perfect church attendance for the entire school year will receive a certificate and a pin.

### **STUDENT RECORDS**

Student records are stored in the school office.

Parents have the right to inspect these records which may be copied for a charge. Except when needed by approved school employees such as teachers, principal, pastor, special education teachers, state board of education officials, or a person conducting research who will not reveal the identity of students, information will be released only with parental approval. Parents may challenge any entry exclusive of grades in the records by submitting a request in writing to the school.

The records of current students are reviewed annually. Some information, e.g. semester averages, achievement test and mental ability test scores, are kept as a permanent record of the student's enrollment at the school.

"Directory Information", including name, address, gender, grade level, birth date and place, baptism date and place, and parents' names, phone numbers and addresses, awards received, information concerning school-sponsored activities and organizations and period of attendance may be released to the general public unless a parent requests that any or all such information not be released.

### **ST.PETER'S LUTHERAN PRESCHOOL PROGRAM:**

St. Peter's offers several pre-school options. Three year-olds meet twice a week while four year-olds enjoy three days a week. Preschoolers must be three or four years of age by October 1. It is our goal to provide an environment promoting social, emotional, spiritual, intellectual and physical growth and development for your child.

A separate handbook for our Preschool and more information about our Preschool is available in the school office. Please contact us and learn more.

**VISIT OUR WEBSITE AT**

**[www.stpetersbr.org/school](http://www.stpetersbr.org/school)**