

OUR LUTHERAN HERITAGE

The Reformation had tremendous influence upon the development of modern educational principles and systems. Consequently, the parochial schools that were established by the Lutheran Church in America both in colonial and present times, are intimately connected with the European movement.

Lutheran education in America began with the Swedes who had established a number of settlements in Delaware, New Jersey, Pennsylvania, and Maryland. The first Lutheran school recorded in history was opened in 1640. By the time of the Revolutionary War, there were approximately 70 Lutheran schools in the colonies. Pennsylvania had over 40.

History records at least 400 Lutheran schools in America by the year 1820. Lutheran Church-Missouri Synod, of which our congregation and school are a part, was organized in 1847. Lutheran schools have been an integral part of the church's program from its beginning.

Today our church body has over 1300 Lutheran schools throughout the United States. Established in 1982, St. Michael Lutheran School is proud to be a part of the Lutheran school system and furthermore is proud of be a part of this American heritage.

We thank Almighty God for the freedom we have under the Constitution to teach, live, and serve according to the benefits and principles of our religious faith.



THE MISSION STATEMENT OF ST. MICHAEL:

is to go and make disciples, trusting the Lord is with us.

This means to reach souls for Christ by teaching,
preaching, and living the Word of God.

Each member is an important part of the Body
of Christ moved by God's love to commit his or her
time, talent, and treasures.

SCHOOL MISSION STATEMENT

St. Michael through its school, makes disciples by providing
an environment where the entire curriculum is integrated
with Christian values that extend into daily life.

STATEMENT OF PHILOSOPHY

St. Michael Lutheran School was founded with the purpose of carrying out the Lord's will as commanded in Proverbs 22:6 and 2:6 and in the Great Commission given by Jesus Christ in Matthew 28:18-20.

The school's philosophy is to aid parents in carrying out this directive for their children by creating a climate which is conducive to the development of Christian values:

- A climate of forgiveness which is exemplified by our Lord and Savior.
- A climate that develops our hope that all things work together for good to them that love God.
- A climate that nurtures a response of love toward our God who loves us enough to create us, redeem us, and sanctify us.
 - A climate that produces fruits of love in us as we respond in love toward our neighbors in thought, word and deed.
- A climate that teaches us how to live as a disciple of Christ and inspires us to do so.

People who develop in such a climate feel a need to make the most of the gifts they have been given. They see their abilities as a gift from God and as something to be nurtured. They need to experience growth academically, physically, emotionally, and spiritually. They feel a sense of ownership in the program that enables this growth, and they are willing to give of themselves so that this program can succeed. They feel a need to share this climate and the fruits of this climate with those around them, especially with those who do not experience the love of Christ in their daily lives.

This is the disciple-making process St. Michael Lutheran School hopes to achieve.

THE OBJECTIVES OF ST. MICHAEL LUTHERAN SCHOOL SHALL BE TO:

1. Provide sound, Biblically-based Lutheran Christian education for all of its students.
2. Provide thorough academic instruction of a well-rounded curriculum of subjects including those required by the State of Michigan with attention to physical development and an appreciation for the arts.
3. Provide competent, dedicated Lutheran Christian staff to teach and educate our students.
4. Provide a healthy and safe atmosphere in which all students can learn and display proper Christian discipline.
5. Provide a curriculum that encourages the student to think on his/her own, allows for different growth rates among students, and provides for special needs of the individual students.
6. Provide an atmosphere in which students can learn the value of cooperation, sharing, self-direction, self-discipline, honesty, trust, patience, neatness, persistence, kindness, and respect.
7. Provide an opportunity where students can develop a cooperative relationship with teachers and parents who serve as volunteer helpers.
8. Provide an atmosphere in which students can grow spiritually, developing a loving relationship with their Lord.
9. Provide the opportunity for students to learn the need for, and develop, an evangelistic attitude.
10. Provide an atmosphere in which students can develop a family feeling for each other.

**ATHLETIC HANDBOOK
FOR ST. MICHAEL LUTHERAN SCHOOL (revised 2007-2008)**

ATHLETIC PROGRAM PHILOSOPHY

The purpose of the St. Michael athletic program is to encourage its participants to develop physically, intellectually, socially, and spiritually through athletic participation. Christian values serve to guide the athletes and their coaches in this development. This development occurs both collectively (as a part of a team) and individually. Coaches strive to strike a balance between meeting the needs of the individual and meeting the needs of the team.

WESTERN LUTHERAN ATHLETIC LEAGUE

St. Michael is a member of the Western Lutheran Athletic League (WLAL). Other League member schools include Detroit Urban Lutheran; Emmanuel, Dearborn; Guardian, Dearborn; Hosanna-Tabor, Redford; Northville Christian; St. Matthew, Walled Lake; St. Matthew, Westland; St. Paul, Farmington Hills; St. Paul, Northville; and St. Paul, Royal Oak.

St. Michael competes in the following league sports: soccer (coed), cross country (boys), cross country (girls), basketball (girls), basketball (boys), volleyball (girls), wrestling (boys), track & field (boys), track & field (girls), softball (boys/coed), and fast-pitch softball (girls). Additionally, St. Michael offers cheerleading as a non-competitive girls' sport. Generally students must be in grades 5, 6, 7, or 8 in order to participate on any of our teams. Fourth graders have been invited to participate if their participation would allow us to field a team (probably at the JV level), or if the sport was specifically structured for their participation (wrestling, cross country).

ELIGIBILITY

Participation in St. Michael Athletic Program is not a right but a privilege. The primary purpose of St. Michael Lutheran School is to help our students develop spiritually and be a positive Christian witness to others. Therefore, athletes are expected to demonstrate Christian conduct and behavior in all classroom and school activities. This includes cooperating with teachers, coaches, classmates, and teammates, treating others with respect, supporting and encouraging others, and displaying positive sportsmanship. Athletes who fail to live up to these standards may become ineligible for a period of time or may be off the team. The athletic directors or principal, in cooperation with teachers or coaches, will notify the student and parent should the need arise.

St. Michael Lutheran School views our athletes as students first. Therefore, in order to participate in any athletics offered by St. Michael, a student may not receive a failing grade in any subject. If, during weekly evaluations done by the classroom teachers, a child is receiving a failing grade in a subject, he/she will not be able to attend practices nor play in games or tournaments until the 2nd week evaluation shows that the student is no longer failing (A child diagnosed with a learning disability may be exempt from the academic standard for participation in athletics. the principal, athletic directors, teachers, and parents must all agree to this if there is to be an exception.). The

teachers will send home ineligibility notifications on Fridays, and the coaching staff will be informed of the student's eligibility status by the athletic directors.

If a student has three or more incomplete assignments or notices of concern during a week (Friday through Thursday), he/she will not be able to attend practices nor play in game or tournaments the following week (starting Monday thru Sunday). Again, notifications of ineligibility will come home on Fridays, and the coaching staff will be informed by the athletic director. If a student is ineligible *due to incomplete work*, they will no longer be allowed to participate on that team. If a student is ineligible *twice* in one season *due to low grades*, they will no longer be allowed to participate on that team, (because of the nature of track schedules, you can only be ineligible *once* before termination from that team).

Once ineligible, it becomes the **student's** responsibility to re-establish eligibility. Re-establishing eligibility requires the following steps:

1. The notification of ineligibility must be signed by a parent and taken by the student to the Athletic Director.
2. The Athletic Director will then give the student the Eligibility Progress Report form (EPR)
3. The student then takes the EPR to their teacher(s) for each of the next two weeks, and requests their input and signature.
4. When complete, the student takes the EPR to a parent and principal for signature.
5. Once signed by the parent and principal, the student takes the EPR to the Athletic Director.
6. Eligibility begins the Monday following the receipt of the EPR by the Athletic Director.

ANNUAL PHYSICAL

Athletic participation usually results in strenuous exercise. Athletes need to know if they are physically able to handle the stresses of athletic practices and competitions before they expose themselves to any unnecessary risks. As a result, St. Michael requires record of a physical examination performed by a health professional be on file with the Athletic Director **before** an athlete participates in practices or games. The exam must have occurred within one year of all athletic participation. Forms are available in the school office.

CARE OF UNIFORMS

Athletic uniforms remain the property of St. Michael while they are on loan to athletes. Uniforms should be worn only at games in which the team issuing the uniform is a participant. Uniforms should be kept neat and clean during the season. COLD WATER WASHING AND LINE DRYING OF UNIFORMS IS NECESSARY to ensure the uniforms remain in good condition as long as possible. Uniforms that are lost or damaged are the financial responsibility of the athlete and his/her parents.

ATTENDANCE AT PRACTICES AND GAMES

Athletes are expected to attend all practices and games unless they are absent from school. If an athlete attends school but is unable to be at a practice or a game, it is

the athlete's responsibility to personally talk to the coach or the athletic director before leaving school.

An athlete who is absent from school or misses any portion of the last half of the school day (at any point after 11:30) is not allowed to participate in games or practices on that day. On game days the athlete may be on the team bench, but may not wear the team uniform. A waiver allowing full athletic participation may be given by the athletic director or principal if the absence was due to an appointment, a funeral, or some other extenuating circumstance.

SUPERVISION AT PRACTICES

Athletes are to be supervised by a coach or teacher at all times. Immediately after school, team members are to go outside with their class and wait for further instructions unless otherwise informed. There is to be NO athletic activity until the coach directs it. When directed by their coach or a teacher, athletes may change into practice clothes in the rest rooms in the gym area. Back-packs/clothes are not to be left in the rest rooms or classrooms, but they should be taken to a location designated by their coach. The athletes will then remain with the coach and under the supervision of the coach until they leave with their parents or until 10 minutes after the published ending time of practice; at this time the coach will send any unclaimed athletes to the latch-key program.

SUPERVISION AT HOME GAMES

Athletes are to follow the procedure described for supervision at practices with the following additions: Team members should assist in preparing the gym/field for the contest. During the game they should be together in the team area. If they are watching another game prior to or after their game, they should sit together as a team under the supervision of the coach or with their parents and positive sportsmanship should be modeled.

SUPERVISION AT AWAY GAMES

Athletes are to follow the procedure described for home games with the following additions: When assembled in the narthex, athletes will be directed to ride with a volunteer parent driver. They are to remain under the supervision of this parent until the coach reassumes supervisory responsibilities at the site of the game. The driver will then reassume supervision after the game for the ride back to school. Athletes must be on their best behavior during travel so they are not a distraction to the driver. They must inform the driver if they will not require a ride back to school. Drivers will return directly to St. Michael without stopping for food unless the coach has made prior arrangements through the athletic director.

SPECTATORS AT GAMES

Students who are not on the team **MUST** have adult supervision in order to attend any game. These students will be allowed as spectators if their parent is present or if they have a note signed by their parent stating which adult has agreed to supervise them. (This note is to be given to the athletic director in the morning of the game.) **Those students who do not have parental supervision or a signed note will be sent to Latch-key.**

ACCOUNTABILITY

Responsibilities of the home:

Our children are one of the many gifts we, as parents, have received from God. Along with this gift comes responsibility. Part of this responsibility is their educational growth in all subjects in preparation for adulthood, including spiritual nurturing. The parochial school is an available method to aid the parent. To make this process successful each parent is asked to:

- Model in thought, word, and deed, as adults, what God wants us to teach our children
- Regularly pray for the total welfare of the students, teachers and parents
- Actively support teachers as workers called to minister to children and families
- Support school policies as written
- Seek to express concerns utilizing the proper channels

ACCREDITATION

St. Michael Lutheran School is a fully accredited Christian school, maintained and supported by St. Michael Lutheran Church. Teachers are certified by the state of Michigan and complete synodical training. Graduates of St. Michael Lutheran School are accepted in public high schools upon recommendation of the principal.

In addition, St. Michael Lutheran School has gone through a special, voluntary accreditation process. This process is recognized by the National Lutheran School Accreditation Board, the Michigan District of the Missouri Synod, and the Michigan Association of Non-Public Schools. While not required, this self-study was done and is periodically reviewed to ensure the very best program possible in Christian education.

ADMINISTRATION

St. Michael Lutheran School is owned and operated by all the members of St. Michael Lutheran Church. The School Commissioner (Principal) studies the school program along with the Principal's Cabinet, which is the policy setting agency for the smooth operation of the school.

The non-policy issues and activities of the school are managed by the School Activities Support person. This individual works with the principal and teachers.

The principal of the school serves as the agent of the congregation to be the administrator of the program. He supervises the faculty, suggests changes and improvements for the school, and administers the policies of the school.

The pastor serves the school as advisor, particularly in spiritual matters. He works closely with the principal in developing a strong school as an integral part of the total parish life at St. Michael.

ADMISSION POLICIES

Admission to St. Michael Lutheran School constitutes a contract for educational services between the family and St. Michael Lutheran School.

Once students are enrolled at St. Michael, the congregation assumes the obligation of making arrangements as needed to ensure space for every student, so long as they are continuously enrolled. This applies to students in good standing, and would not apply in cases of disciplinary action or non-payment of registration or other school related fees.

Parents wishing to enroll their children must follow the Admission Policy.

1. Parent interview with Principal
2. Child meets with teacher
3. Family interview with Pastor
4. Case is reviewed and admission determination is made
5. Non-members must attend Adult Information Class within one year of admission

Students will be accepted as space permits*, in the following order:

1. Returning students
2. New students with St. Michael
3. New students from the community.

*To provide ample time for preparation, and good order, registration is encouraged prior to August 1st. Registration after August 1st will include a higher registration fee.

All students are enrolled on a probationary basis. During this time, the school may discontinue enrollment. This may occur due to information received in permanent records from other schools, especially if parents did not share such information in the principal interview. This may also occur as a result of student or parent behavior or new information from further evaluation. Probation ends upon the successful completion of a full year of school attendance. In marginal cases, the school may require a second probationary year.

Students entering Kindergarten must be 5 years of age before December 1 of the school year. A physical examination and all immunizations should be completed before the child is enrolled. Forms for this purpose are available in the school office. A copy of the child's birth certificate is also required at the time of enrollment. All youngsters transferring from outside the state of Michigan must have their immunizations updated. (Michigan Law, Public Acts of 1970).

St. Michael Lutheran School complies with IRS Revenue Procedure 75-50. We admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of our educational policies, admissions policies, athletic, and other school administered programs. (Approved: Board of Education, April 18, 1982).

ATTENDANCE/TARDIES

Students arriving after the school day has begun must check in with the school secretary before going to class. This prevents tardiness from being recorded as absence. Realizing that tardiness due to late bus arrival is beyond the student's control, these occurrences will not be recorded as tardy. However, students must still check in at the office. This will be especially useful to document problems which may arise regarding Wayne-Westland Transportation.

Students arriving after 8:15 a.m. but before 10:00 a.m. are considered as unexcused tardy. Arriving after this time, or leaving before 2:00 p.m. in the afternoon will be recorded as a half day's absence. **A 24 hour notice** may be given to the school office in the event of a known tardy (i.e. medical, dental, orthodontic appointment). The notice will insure an *excused* tardy, however it will still be considered a tardy. The following contacts will be made as students become chronic in their school arrival.

<u>NUMBER OF UNEXCUSED TARDIES</u>	<u>ACTION</u>
3	Contact by the teacher
4	Contact by the Principal
5	One-day suspension

BEFORE AND AFTER SCHOOL CARE

Child care is offered at St. Michael through "Small Fry" Child Care, operated by Mrs. Fry. Information on this program is available in the school office, but all questions should be addressed to Mrs. Fry.

BEFORE AND AFTER SCHOOL HOURS

School doors open at 8:00 every morning, and dismissal is at 3:05. Please review the pick up and drop off pattern distributed through the Pony Express and follow it carefully for the safety of the children. Prior to 8:00, students are the responsibility of their parents (or caregiver if registered with Small Fry Child Care). After school, teachers supervise students until 3:15 when remaining students are sent to Small Fry. Bus students who arrive before 8:00 are not supervised, and must wait outdoors. When buses do not arrive prior to 3:15, students are checked in to Small Fry Child Care. There is a charge for this service.

BUILDING AND GROUNDS

Rules apply at all times (not only when school is in session). Any activity outside the building which causes disturbance on the inside would be considered violation of the rules. Littering is not tolerated anywhere, especially not at school.

There is adequate playground space provided for students so there is no need for them to go into adjoining areas. The only exception is during shelter in place drills when students may be directed to neighboring property. All berms are off-limits at all times. The neighboring property is off-limits at all times. This includes coming to and going from school as well as any school activity including ball games. Children are not to leave school grounds from arrival time until dismissal time, unless with their parent

or guardian.

If a ball happens to go into a street or on a roof, *DO NOT RETRIEVE IT*. Report the situation to your teacher.

When school is not in session, the playground, gym, and other athletic facilities are to be used only with permission and supervision.

Riding bicycles is not permitted during the school day, or on school grounds. All bikes should be equipped with a lock and remain locked during the school day.

Children should not play on the church or school lawns. Games and other activities should be conducted at a reasonable distance from the building.

Remember...if you take something out, please return it!

CHURCH AND SUNDAY SCHOOL ATTENDANCE

St. Michael Lutheran Church has established this school so that Christ might be at the center of all things in the lives of our children. This means a commitment beyond the five school days in a week. This means a commitment for every day of the week, indeed for every day of our lives. Sunday worship and Bible study is a critical part of this lifestyle.

Your child will be asked to report his worship attendance, and this information will be recorded and reported back to you at Parent-Teacher Conferences in November and on each quarterly report card. In addition, this information is shared with the pastor and deacons of St. Michael. The motivation for this is Christian concern for your family's spiritual welfare and continued growth. It is never intended as a punishment or source of embarrassment.

Every year, you sign a commitment sheet which covers these important areas of Christian concern. Be aware that this is a serious commitment between you and the Lord. St. Michael stands ready to help you fulfill this important responsibility.

CLASSROOM

The classroom is your home away from home. It will be a pleasant place if we follow these rules:

1. WHEN A TEACHER LEAVES A ROOM, EACH PUPIL SHOULD REMAIN SEATED.
2. If an adult enters the room to speak to the teacher, children should be seated and quiet.
3. Do not open or close windows, or turn lights on or off without permission.
4. Boards are not to be used for anything other than teaching. This means use the boards only by the teacher's direction.
5. Pencils are to be sharpened during free periods, or before school.
6. Each pupil is responsible for the books, desk, or other property assigned to him. Unreasonable damage must be paid for.

secretary) shall maintain a record as to the time and the amount of any medication given or applied.

5. The medication shall be in the original container, stored according to the instruction, and clearly labeled for the specific child
6. The person administering the medication shall keep the medication out of the reach of children, and shall return the medication to the parent, or destroy it when no longer needed
7. All medication shall be called by the proper name

MONEY AT SCHOOL

All monies that have to be turned in should be placed in a sealed envelope with the student's name and grade, the amount and purpose of the money. All other personal money should be kept at home.

PONY EXPRESS

A brief newsletter to parents is sent out each Monday with all children. The contents of this paper are designed to:

- inform parents about activities for the week
- explain policies or procedures
- encourage church and Sunday School attendance
- remind parents of programs available for their families
- The Pony Express, and other information, is available on the school website at:<http://teacherweb.com/MI/StMichaelWayne/SchoolOffice/>

PROMOTION AND RETENTION

The primary and determining factor in advancement to the next grade is the student's progress toward achieving those skills necessary to attempt the challenges of the next grade level. In cases where promotion may be questionable, teachers will notify parents as the year progresses. In some cases, remedial work over the summer break may be a requirement for promotion. In rare cases, circumstances may arise in which a student is transferred rather than promoted. This indicates that while all standards of the previous grade may not have been met, repeating that grade is not in the student's best interest.

RESTROOMS

The restrooms are not a place for loitering, playing, or visiting. Restrooms and fountain facilities are to be used during recess. Permission to use these facilities at other times besides recess must be sought from the teacher. This applies to all students.

RULES AND REGULATIONS

All students in St. Michael Lutheran School are expected to conduct themselves in a Christian manner to the glory of God, to the good name of their school, and to the welfare of their community and country as decent and respectable citizens.

These rules have been drawn up in order to make their years here pleasant and

7. Pupils are expected to be properly equipped to carry out their work. At least two good pencils, and an adequate supply of paper, should be on hand for each pupil. The only items which should be brought to school are those necessary for the educational process. Exceptions to this must be approved by the teacher (see NUISANCE ITEMS under DISCIPLINE).
8. Playing any of the musical instruments in the building is permitted only when permission has been granted by a teacher. Teachers assume responsibility when such permission has been granted.
9. The classroom should be vacated during free periods, and immediately after school.
10. Pupils are to enter only their own classrooms, unless sent to another classroom by a teacher or other adult.
11. NOTHING IN OR ON THE TEACHER'S DESK IS OF ANY CONCERN TO PUPILS. If you wish to make any change on papers you handed in, exercise the courtesy of asking the teacher for your paper. It will be returned if the situation warrants.
12. Students should not have cell phones at school unless the parent has completed the cell phone contract. These are available in the school office.

CLASSROOM HELPERS

All parents are invited to serve voluntarily on a part time basis. They are utilized to assist the teachers in carrying out assigned routine duties so that teachers are free to work with individuals and groups. Various classrooms use part time aides during the school year. If you would like to assist, please indicate your willingness to serve by marking the appropriate area on the parent volunteer questionnaire. This is an important part of stewardship as we return of our time and talents as well as our treasure.

CORPORAL PUNISHMENT

Corporal punishment is not employed at this school. However, physical restraint may be used only when the child's behavior falls into any of these three categories:

1. Causing extreme disruption for an extended period of time to adults or peers, such as: tantrumming, screaming, etc.
2. Destruction or potential destruction of significant property.
3. Behaviors which pose an actual physical danger to self or others, such as self-destructive behaviors or physical threats.

CURRICULUM

In keeping with the purposes of St. Michael Lutheran School, the curriculum is based on the Word of God. The Christian religion forms the center upon which all instruction and learning is based.

Each class opens the day with a brief devotion in addition to regular instruction in Lutheran Christian doctrine and Bible study during the class day. The religious instruction in the primary grades consists chiefly of learning Bible stories together with their application to life, plus the memorization of memory passages, Bible selections,

hymns, and songs. More advanced Bible study is carried out in the intermediate and upper grades. This study is further broadened in the seventh and eighth grades as the children prepare for confirmation of the Lutheran faith under the Pastor's guidance.

In addition to the religious instruction, pupils receive instruction in all branches of learning as required by the State of Michigan. These closely parallel the curriculum taught in our local public school districts. Textbooks are chosen and ordered by the principal in consultation with the faculty.

Curriculum is delivered to students through many mediums: lectures, activities, textbooks, field trips, internet, DVD's, and others. When movies are shown, teachers will not play films other than G-rated without first informing parents. If a parent does not feel a particular film is appropriate for their child, teachers will not use that film with that class.

DISCIPLINE

All relationships with children should be carried out in the spirit of Christian love, understanding, and helpfulness. Disciplinary action stems from a feeling of constructive Christian concern, rather than as an assertion of authority.

Individual cases of discipline in each classroom are handled by the classroom teacher. Outside the classroom, teachers will handle the school-time discipline of any St. Michael student whose actions, in their presence, warrant it. During after school activities it may sometimes be necessary for teachers to provide disciplinary guidance for students of St. Michael, or other visiting schools, who need it. At other congregational activities, teachers may exercise disciplinary guidance to children who need it, as should any other caring adult in the congregation. (See CORPORAL PUNISHMENT Section).

Any act which is contrary to a good teaching or disciplinary situation and/or could destroy the good name of our school is contrary to all the principles for which we stand. Any activity that will cause a disturbance or destruction of property is naturally forbidden. This applies to any part of the building. Nuisance items are not allowed. Such material may be permanently confiscated. Any item of significant value should be left at home.

The principal may suspend a child from classes to alleviate situations of extreme stress. The suspension shall be lifted after a meeting with the parents in which a satisfactory solution is worked out.

Expulsion is an official action of the school and done only by the Principal's Cabinet. The student may not attend school while expulsion proceedings are being held, and until a conference is held with the student, parents, principal, and Cabinet. Parents will be informed immediately of the Cabinet's decision.

Situations in which suspension or expulsion could be deemed necessary are: substance abuse, insubordination, willful destruction or theft of property, repeated acts of

violence toward fellow students (physical or psychological), and other items of like nature.

EMERGENCY SCHOOL CLOSING

Our school is part of the State Police emergency school closing system. In case of bad weather, listen to the radio (station 760 AM) for announcements of school closing. In the event of bad weather, if the Wayne-Westland School District is closed, St. Michael will also be closed.

ENTRANCE REQUIREMENTS

All children enrolling in St. Michael Lutheran School will be admitted on a probationary basis for a period of one year, and until a transcript of credits is obtained from the previous school attended.

Families enroll their children in our school because they feel that Christian education is essential. St. Michael Lutheran School is not equipped to handle the educational needs of children with severe physical, emotional, or learning disabilities. Working together, both the Christian home and the Christian school can best achieve their goal of guiding the lambs of Jesus.

EVALUATION

Formal reports on the work of the children are issued each quarter. Mid-quarter reports are sent to parents of children in grades 1-8 halfway through each quarter. Final report cards or records may be withheld until all school fees and responsibilities are satisfied (band fees, sports uniforms, library, etc.) - Board of Education Handbook, approved 7/13/89.

Conferences are scheduled in November for each child's parents. Here the home-school life of the child is discussed, weaknesses and abilities studied, and plans for cooperative action proposed.

Parents are invited to visit classes to make appointments with the teacher or principal to discuss any matter pertaining to the child's welfare. It is Biblical and ethical to assume that parents will, first of all, discuss these matters with the classroom teacher.

FIELD TRIPS

Students may leave the school for field trips to enhance educational objectives. Field trips will vary depending on grade levels and the discretion of each classroom teacher.

Permission slips signed by a parent or guardian are required for each student. Volunteer drivers will be used for transporting the students to the destination. Such drivers will provide evidence of an automobile in good condition, seat belts for each passenger, and current automobile insurance.

FINANCIAL SUPPORT

All students, regardless of membership, are assessed an annual tuition, based on the cost per student. St. Michael members are assessed a reduced amount.

HEALTH ISSUES

The Wayne County Health Department has asked that all schools make weekly reports on the kind and number of childhood communicable diseases. Therefore, we are asking that **parents call the school office when the children will not be in attendance.** Those who are not called in will be contacted to ensure the family is aware of the child's absence. Regarding health, the County Health Department is especially concerned about the following: **chicken pox, common cold, conjunctivitis, fifth disease, head/foot/mouth disease, influenza, herpes, impetigo, mononucleosis, hepatitis, meningitis, scarlet fever, rubella, mumps, pinworms, head lice, whooping cough, salmonella, ringworm, measles, shingles, scabies, and strep throat.**

Parents opposed to vaccinations because of religious or medical beliefs must have a waiver signed by a medical doctor, releasing all liability in case of exposure to any normally inoculated disease. In addition, the law requires that children without vaccinations must be removed from the school whenever any of these diseases occur in the school population. This is done as a precaution, and not as a punishment. A written excuse should be sent with the child when he returns to school. Keep in mind that perfect attendance is not more important than your child's health, or the health and safety of our school population. Communicable sicknesses spread quickly.

If children do not feel well at any time during the school day, they should request the teacher's permission to see the office secretary. As appropriate, the secretary will contact the parent. If a child goes home due to fever, they must remain home until the child is fever free **without** medication for **24 hours**. In illness where vomiting has occurred, a similar 24 hour period time frame applies.

When possible, vacations, medical or dental appointments, etc. should be scheduled outside of the school day. When this is not possible, please inform the teacher as much in advance as possible, and encourage your child to take on the responsibility for making up any work that is missed. (see homework section)

HEALTH REQUIREMENTS

Each student entering school for the first time in the state of Michigan, either in kindergarten or in grade one, or by transfer from another state, must have his immunization program brought up to date as required by Act 12, Public Acts 1960. The law includes immunization from diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, rubella, HIB, and Hepatitis B.

Parents must sign an Emergency Card giving name and address of the family doctor, as well as his telephone number, together with permission for emergency treatment in case of serious illness or accident. Parents' home and business telephone numbers must also be listed in the school office emergency file, even if these are unlisted numbers.

LOST AND FOUND

Unclaimed articles are circulated around the classrooms, displayed in the playground hallway, and then donated to charity. PARENTS ARE URGED TO MARK THEIR CHILDREN'S CLOTHING to help eliminate confusion and aid in assuring against personal loss. This is especially true of gym uniforms and other often duplicated clothing.

HOMEWORK

Letter grades will generally be based on the following scale:

Grades 1-3:	100 - 97	A	87 - 85	B-	69 - 67	D+
	96 - 94	A-	84 - 80	C+	66 - 64	D
	93 - 91	B+	79 - 75	C	63 - 60	D-
	90 - 88	B	74 - 70	C-	59 - 0	F
Grades 4-8:	100 - 93	A	82 - 80	B-	69 - 68	D+
	92 - 90	A-	79 - 78	C+	67 - 63	D
	89 - 88	B+	77 - 73	C	62 - 60	D-
	87 - 83	B	72 - 70	C-	59 - 0	F

LUNCH

Each student is expected to eat his noon meal at school. There will be no eating lunch except at scheduled times. Exceptions will be made for special medical conditions. Cold lunches are to be left in the designated area. Please mark all lunch containers with your name. Unused lunch material should be removed daily by the person who brought it.

Students wishing to purchase milk for the year may sign up for it at registration.

Carbonated beverages may only be brought on special hot lunch days or other special days designated by the teacher.

Fast food lunches may not be delivered to the children. If such food is the only lunch provided, students will be required to leave the classroom until they are done eating.

MEDICATION

WAYNE COUNTY HEALTH DEPARTMENT STATES:

When a school administers medication, the following shall be required:

1. Under no circumstances are students to carry or administer any medication, except to and from school
2. All medication shall be given or applied only with prior written permission from the parent
3. Prescription medication must have the pharmacy label indicating the physician's name, the child's name, instructions, and the name and strength of the medication, and shall be given in accordance with those instructions
4. The person administering the medication (at St. Michael this is only the school

comfortable. Students will benefit from the cooperation of others, and others will benefit from their cooperation.

Every pupil owes complete obedience to all teachers at all times according to the Fourth Commandment. Pupils have the right and privilege to appeal privately to the teacher in a decent, orderly, and polite manner whenever they believe that they have received unfair treatment.

General school rules apply at all times.

SAVING STAMPS

In order to help build mission churches and schools, our Synod has encouraged the sale of Church Extension Stamps. Saving stamps are offered for sale to children one day a week. The stamps can then be deposited in a Dedicated Savings Account, earning interest. Further information regarding this program may be obtained through the school office.

SEVERE WEATHER

In case of a severe weather alert during school hours, children will be kept in the building. If such an alert continues after school hours, dismissal will be at the discretion of the principal. Parents who wish to pick up their children during such an alert may do so. The hallway of the education wing and gymnasium will serve as our shelter.

SPECIAL AUXILIARY SERVICES

Speech correction services are available to our school through the Wayne-Westland School District. The therapist visits our school and interviews students who were previously in the program, as well as new students. Teachers are also able to make referrals to the therapist for students who are in need of attention. Additional services through the Wayne-Westland Public Schools can be made by contacting the principal to arrange for Social Worker Services or Psychological Services.

Hearing and vision screening occur annually for specific grades through the Wayne County Health Department.

STRANGERS

Please review safety procedures with your child concerning strangers. Children are instructed in school about such matters as appropriate to their age and understanding. Your personal emphasis will help even more. Parents and students are required to report any unusual incidents to the school office.

Please notify the school anytime someone other than those listed on the emergency card will be picking children up from school.

STUDENT PICTURES

Photographs of the students are taken annually and are available for purchase by the parents.

TECHNOLOGY

A variety of technical devices are used to enhance the educational experience and to familiarize students with the tools of the workplace. Students are encouraged to utilize these tools. However, students will be held financially responsible for damage done as the result of careless or intentionally destructive behavior. Therefore, it is important for students to use any school equipment only after they have received appropriate training and are given permission by a teacher to do so.

TELEPHONE

The telephone is an important part of the administration of the business of the church and school. While it is available for emergency use, *it is not intended to be regularly accessible to students*. Please encourage your children to make other contacts at home and arrange their social calendar elsewhere. Only the most extreme situation will warrant a child being brought out of class to come to the phone.

Students should not have cell phones at school unless the parent has completed the cell phone contract. These are available in the school office.

TESTING PROGRAM

In addition to regular subject matter tests given by the individual teachers, standardized test are given each year. The results of these tests are shared with the parents.

TRANSPORTATION

The means of transportation used by some parents in our school is the car pool. In addition, bus service is provided by the Wayne-Westland School District to the students who live within this school district. Problems relating to bus transportation are to be brought to the attention of Wayne-Westland Transportation at 595-2151.

WRITTEN EXCUSES

Written excuses are necessary for extended absences and are also required if the student is not to participate in recess or gym. Written excuses should be dated, and signed by a parent or guardian.

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