

# Parent & Student Handbook 2011-2012

## “Celebrate: Christ & Children!”

Dear Parents,

The new school term is our 56<sup>th</sup> year of ministry in the education community of Fort Myers. We are St. Michael Lutheran School, a National Blue Ribbon School of Excellence and an accredited institution of the National Lutheran School and SACS Accrediting Associations! Praise the Lord!

We are ready to begin our 56th year of ministry in education at St. Michael Lutheran School! We will be focusing on the theme, “Celebrate: Christ & Children!” The theme verse comes from Psalm 145:7a (NIV) **“They will celebrate your abundant goodness...”**

To help the children remember the theme, they will each receive a **Commemorative pin** on the opening day of school. Thanks to the OFM theme committee, we have banners around campus that will remind us of our theme throughout the year.



This handbook will give you information that will provide a basic background and understanding of the processes and procedures that we have chosen to implement to provide quality Christian education here at Saint Michael Lutheran School.










The handbook is a work in progress and is updated annually. Use it as a guide to making informed decisions. Be sure to contact your homeroom instructor, the office, or administrators if you have any questions or suggestions.

Please take the time to read the handbook. Then, as is appropriate to your child’s age and development, review and educate your child about the handbook contents. **Finally, please print the last page of the document which acknowledges your understanding of this document. Then sign and return it to your child’s homeroom instructor on the first day of school!**

We all look forward to ministering together as we ‘Celebrate!’

In Christ,

Robert J. Ziegler  
Principal

-  Call on Him in prayer.
-  Encourage others.
-  Love your neighbor as yourself.
-  Embrace Jesus as your Savior.
-  Be a witness.
-  Read His Word daily.
-  Attend worship services weekly.
-  Tithe and share your gifts.
-  Enjoy the gift of life each day!!!



# ACADEMIC POLICIES

## A. Academic Recognition

### I. Honor Roll:

Purpose:

- a. To recognize outstanding academic achievement on the part of students in grades 6-8.
- b. To encourage students to apply themselves to the best of their abilities.
- c. To instill within students the idea that studying and learning is important.

Guidelines:

- a. All of the core subjects (Religion, Math, English, Science, Social Studies, and Literature) are given a weight of 1. Classes that meet less frequently are assigned a weight of 0.2 per day they meet (i.e., a class that meets twice a week is weighted 0.4). If a student is in an advanced math class, the grade point earned for that class is multiplied by 1.33 (i.e., a B, which would normally be worth 3.0 is translated into  $3 \times 1.33 = 3.99$ ).
- b. Eligibility for Star Honors is based on a grade point average of 3.5 or higher, with no grade lower than a C-.
- c. Eligibility for Regular Honors is based on a grade point average of 3.0 or higher, with no grade lower than a D.
- d. A failing grade on a mid-term or final examination will make a student ineligible for either honor roll that quarter.

### II. National Junior Honor Society:

Our school's chapter of the NJHS is open to seventh and eighth grade students. Students must qualify for membership based on a grade point average of 3.25 or higher and an established reputation as an honorable Christian example of integrity, conduct, and citizenship. Students nominated by virtue of their academic accomplishments must pass a screening process: a faculty committee will examine their level of participation in community, church, family, and school leadership opportunities, as well as a submitted paragraph explaining why they want to be a NJHS member. Members are expected to display an exemplary Christian lifestyle within the community, church, school, and home, while participating in a number of service projects designed to promote the mission of our school. If a member of the National Junior Honor Society receives three detentions in a school year, he/she will be given a warning that any additional detentions that year may result in dismissal from the society.

### III. Academic Contests:

During the school year, students participate in a number of academic contests, such as:

Science Fair	<i>National Geographic</i> Geography Bee	Odyssey of the Mind
Inventor's Fair	Continental Math Contest	

### IV. Worker of the Week:

Each Tuesday and Wednesday after chapel a student from each classroom will be recognized for exemplary work during the previous week.

## B. Acceleration, Enrichment, and Special Needs

### I. Acceleration in Math:

Beginning in fourth grade, Saint Michael provides two math classes for each grade - one at grade level, and one at the next level. This enables mathematically gifted students to complete Algebra I by the end of eighth grade.

Students are evaluated each year to ensure appropriate placement. Near the end of the school year all of the students will be given a math placement test. The outcome of that testing, together with standardized test scores, report card grades, and teacher recommendation will determine their class assignment for the following year.

## II. Enrichment:

It is the philosophy of Saint Michael to provide extended and accelerated work for students at each grade level who demonstrate special abilities.

## C. Accreditation & Certification

### I. School Accreditation:

Our school meets and exceeds the standards of the state Department of Education.

Saint Michael is recognized as an accredited institution by the state of Florida, by virtue of our accreditation through the Lutheran Church-Missouri Synod National Lutheran School Accreditation program, and the corresponding program of the Florida-Georgia District of the LCMS. Accreditation serves as an aid in developing and maintaining high standards in basic curricula, teacher preparation, and health and safety programs.

Blue Ribbon School: In the spring of 1997, the United States Department of Education designated Saint Michael Lutheran School as a Blue Ribbon School. Saint Michael went through a rigorous and lengthy selection process involving both the Council for American Private Education and the U.S. Department of Education.

Blue Ribbon recognition identifies outstanding private and public schools across the country that demonstrate a commitment to educational excellence. Selection criteria for the Blue Ribbon designation include challenging standards and curriculum; student focus and support; leadership and organizational vitality; school, family and community partnerships; student performance and post graduation pursuits; and school, staff and student awards.

### II. Teacher Certification:

Our teachers are dedicated men and women who are committed to full-time teaching in a Lutheran school and, as such, are interested in and concerned about the personal welfare of each pupil under their care. All teachers are instructed in Christian doctrine and philosophy of Christian education.

All classroom teachers are well qualified for their positions. We encourage state certification and continuing education both at the university level and through workshops and conferences. A number of the faculty members have also earned master's degrees.

## D. Attendance Policies

### I. Reasons for Attendance Policy

Regular attendance is essential if a student is to make use of the educational opportunities the school offers. Regular attendance develops dependability and responsibility in the student and contributes to his or her academic achievement. Chronic absenteeism seriously hampers academic achievement.

These policies and procedures have been established in the hope that they will result in regular school attendance on the part of each student, more effective teaching, and student happiness and satisfaction.

Students are expected to be in school and on time on all days when school is in session (refer to the school calendar online).

Students who are on official school functions are not considered absent (i.e. National tournaments or competitions, school fieldtrips or seminars).

Parents are asked to exercise special care not to remove children from the classroom during the time of achievement testing.

## II. Excused and Un-excused Absences

- a. Excused absences are those which are unavoidable, as in the case of illness or death in the family. The teacher determines whether or not the work needs to be made up.
- b. Unexcused absences are those which are avoidable and those for which:
  1. The school is given no explanation
  2. The explanation is not valid as an excuse
- c. Truancy is an absence without the knowledge of the parent or guardian. In the case of truancy, school work cannot be made up.

## III. Partial Day Absences

- a. Students must log in and out in the school office; actual minutes will be recorded.
- b. If a student is absent for three or more hours on a given day, he/she might not be permitted to participate in after school activities that day.

## IV. Attendance Awards

- a. A certificate for Perfect Attendance will be awarded to students with no tardies, absences, or partial day absences.
- b. A certificate for Exemplary Attendance will be awarded to students who were absent for seven or less hours with no more than four tardies.

## V. Vacation Trips

Vacation trips when school is in session are strongly discouraged. Such absences adversely affect the quality of a student's education.

## VI. Excessive Absences

A student who is absent more than 10% of the school year may jeopardize his/her successful completion of that grade. Upon the 14<sup>th</sup> absence of the school year, the instructor will meet with the administration and an official letter will notify the parent(s) that the child is in jeopardy of being retained if additional absences occur.

## VII. Make-up Work

Immediately upon a student's return, it is his or her responsibility to request all makeup work. Work missed during the absence is due after the number of days equivalent to the time lost plus one day (example: 2 days out--work due 3 days after return; weekend days are included as make-up days). Teachers are not required to prepare assignments in advance for completion during vacation. Decisions about this are left to the individual classroom teachers.

## VII. Procedures for Reporting Absence:

If their child will be absent, parents are expected to call the school office (939-1218) before 8:00 A.M. and provide the reason for the absence. It is essential that we keep a close check on all children under our care.

## VIII. Tardiness

It is important for students to be in class on time each day. A pupil is tardy if he/she is not in the classroom, in their assigned seat and ready to learn by 8:00 a.m. Students arriving between 8:00 and 8:05 should go directly to their classrooms; anyone arriving after 8:05 should report to the office (preferably with a parent) for an admit to class slip. If the parent wishes to accompany the child to the classroom, he/she will be given a guest identification tag, which should be returned to the office before exiting the building.

Every tardy will be recorded on the child's report card. After three tardies in any quarter, the teacher will notify the parents and establish a plan to rectify the situation. Should the tardies continue the teacher will ask the parents and administration to meet to establish a new plan which may include consequences related to continued enrollment at SMLS.

### E. Evaluation/Grading Scales

We make every effort to assist students individually, so that each student has an opportunity to succeed, and to be challenged academically. We encourage parents and students to communicate with teachers about academic programs. In order to promote success, cooperative effort is essential. It is the responsibility of both parents and teachers to work together to help our students find success in school.

We believe that academic standards, tests, and evaluations should provide measures for students to evaluate their strengths, weaknesses, and limitations, and should assist them in setting goals for future growth.

The student's evaluation is based upon his/her effort and achievement level. The following marking system is used:

#### I. Pre-School and Kindergarten

- 1 Consistently
- 2 Sometimes
- 3 Not Yet

#### II. Kindergarten

- O Outstanding
- S Satisfactory Progress
- N Needs Growth

#### II. Grades 1 - 8

Academic grades indicate the individual progress of a student in relationship to class standards as set by the teacher and the curriculum. The grading system establishes high standards for the academically gifted student, and encourages optimum achievement for the average student. Interpretation of recorded grades at Saint Michael:

<u>Grade</u>	<u>Percent</u>	<u>GPA</u>
A+	100+	4.33
A	96 - 99	4.0
A-	94 - 95	3.67
B+	92 - 93	3.33
B	87 - 91	3.0
B-	85 - 86	2.67
C+	83 - 84	2.33
C	77 - 82	2.0
C-	75 - 76	1.67
D+	73 - 74	1.33
D	67 - 72	1.0
D-	65 - 66	0.67
F	0 - 64	0

- A: Students who are doing exceptional work, perhaps working above grade level.
- B: Students doing above average work.
- C: Students who are performing where expected based upon developmental level, potential level as teachers see it, and effort. Quality of work is also considered.
- D, F: Students who are experiencing difficulty achieving academic success.

Some non-core subjects in grades 1-5 will be marked as: O Outstanding  
S Satisfactory Progress  
N Needs Growth

Conduct, effort, and work habits are also evaluated. Instructors may add narrative notes. Comment codes may include:

<b>A</b> Excessive Talking	<b>L</b> Does neat, careful work
<b>B</b> Needs to improve class effort	<b>M</b> Showing improvement
<b>C</b> Low test or quiz scores	<b>N</b> Outstanding effort
<b>D</b> Does not use time wisely	<b>O</b> Shows creative thinking
<b>E</b> Not prepared for class	<b>P</b> Good understanding of subject
<b>F</b> Needs to improve comprehension	<b>Q</b> Uses time wisely
<b>G</b> Needs to follow directions	<b>R</b> Strong writing skills
<b>H</b> Needs to participate more	<b>S</b> Does well on projects
<b>I</b> Needs to improve homework	<b>T</b> Positive attitude
<b>J</b> Inattentive in class	
<b>K</b> Needs to work on organization	

Incompletes: An "incomplete" grade is only given to pupils who have not completed the required work because of an unavoidable absence for illness, accident, or other situations beyond their control. At the time the report card is submitted to the office, a clear written statement of what must be done in order to make up the "Incomplete" will be attached by the instructor if the work is deemed essential. "Incompletes" must be made up no later than the end of the following quarter, when they revert to "F" grades. When "Incompletes" have been successfully removed, the teacher will adjust the grade and file the information in the student cumulative folder, and make the necessary changes on the report card.

Failures: Prior to an "F" grade for any subject, parents are made aware of the impending grade. This awareness will have originated with the teacher through various forms of communication (mid-terms, phone calls, notes and/or conferences).

A failing grade in any subject, or the decision to repeat a grade, will not be a surprise. Parents and students will receive reasonable warning. A conference with the parents is mandatory if grade promotion is in question (administrator may be present).

Failure in basic classes may require successful completion of summer school or tutoring as a prerequisite to re-enrollment (teacher-administration discretion).

## **F. Graduation Requirements**

Students must successfully complete each grade level (minimum of 1.67 GPA), grade one through eight, and complete all the required courses of study prior to graduation as determined by the State Department of Education and the Board of Christian Education.

## **G. Homework**

### **I. Philosophy**

Homework is an integral part of the school experience; it teaches students self-discipline, cultivates good study habits, and fosters initiative. To make homework meaningful, the school and student need continual support from parents. One of the greatest gifts parents can give to their children is to show them that learning is important.

## II. Purpose

The purpose of homework is to:

- a. practice and reinforce what the child is being taught in the classroom
- b. enrich the school curriculum
- c. instill in the child a sense of responsibility
- d. involve the family in the learning process

## III. Guidelines

It is difficult to adopt a standard rule for the amount of time to be spent on school work at home. There is a great degree of variance through the grades and in the amount children in the same grade have. Generally speaking, the study period should be the same minimum length every night, regardless of the amount of homework assigned - approximately 20-30 minutes for first graders, 30-45 minutes for second graders, 45-60 minutes for third graders, and one hour plus for grades four through eight.

If a student is spending considerably more time than this on school work night after night, it may be time for an examination of study habits, use of study time in school, etc. A parent-teacher discussion may be in order. Conversely, if children rarely have homework to do, it may also be time to ask some questions. We encourage parents to assist their children by providing encouragement and a quiet place for study. Helpful suggestions:

- a. Treat homework assignments positively
- b. To provide support and reinforce the value of homework, you may:
  1. Go over directions with your child before his/her study period begins
  2. Guide, explain, or make sure he/she understands the assignment
  3. Check homework for completeness when the child is finished

If your child is unable to complete an assignment, please send an explanatory note to his/her teacher. If assignments seem consistently burdensome, the teacher should be contacted.

## **H. Missing or Late Work and Makeup Assignments**

### I. Missing or Late Assignments

Consequences for work not completed will be determined by the individual instructor. Middle School instructors develop systems that coordinate with the conduct counts program. Late work may be assessed a 10% penalty by the instructor. If a student habitually fails to have assignments satisfactorily completed and available when due, the teacher will contact the parents to solicit their help in overcoming the problem.

Saint Michael desires to support the parents who choose to attend events at their church on a regular basis during the school week (i.e. Wednesday night ministries). Therefore, homework that is assigned on Wednesday to be due on Thursday may be delayed one day with a note from the parent stating that every effort was made to complete the homework, but it was not completed due to a church activity. The homework grade will not be affected. The instructor may request a meeting with the family to discuss time management techniques if the homework is consistently delayed one day.

### II. Make-up Work

Students who are absent from school will make up the work on the following time schedule -- one school day for each day's excused absence, plus one. Example: if a child is ill on Monday and returns on Tuesday, make-up work will be turned in on Thursday morning. Consequences for work not completed will be determined by the individual teacher. Parents are discouraged from planning family trips and activities which will cause the children to miss classes.

Students who are attending official school functions like National Tournaments or Competitions are given homework passes by the administration with specific information regarding homework to be completed and appropriate deadlines.

## **I. Parent-Teacher Conferences**

In working together for the best interests of the children, it is important that the lines of communication between home and school be kept open and that information flow both ways. For that reason, the school calendar includes two days at the end of the first quarter devoted to conferences that afford parents and teachers an opportunity to discuss each student's progress. All parents are expected to participate.

24 / 7  
RESPOND RESOLVE  
48 / 14  
RESEARCH REVIEW

If parents desire consultation at any other time, they may call the school and schedule a meeting with the teacher. If you see a problem developing, make an appointment with the teacher before it reaches major proportions. Ordinary situations and simple questions often can be handled by a note or a phone call.

When visiting school on days other than those designated for conferences, parents are asked to register in the school office before going to the classroom or joining their child for lunch.

## **J. Probation: academic**

Students who earn a grade point average below 1.75 in the core subjects or have an F in any subject will be placed on a four-week probationary period.

1. If at the time of mid-quarter or quarter reports a student has a GPA below the 1.75 level in the core subjects (reading/literature, math, science, English, social studies, and religion) or has an F in any subject, the student will then be considered to be on academic probation for the next one-half grading period. A parent notification is made.
2. If the GPA and/or the F is not improved during the four-week period the student is then placed on academic ineligibility. The student may not participate in school extra-curricular activities until the next grading period. A parent notification is made.
3. A student will be given a parent notification letter at the end of the ineligibility period. This letter will give a progress report and articulate the conditions of reinstatement or continued ineligibility. This must be signed and returned in order to be reinstated to extra-curricular activities.
4. Should a student continue on academic ineligibility for two school quarters they may be asked to withdraw from the school or may be retained at the current grade level.

At times a given student may face challenges in the classroom that are simply beyond his/her academic ability. The faculty and the administration understand this. At Saint Michael every effort is made to assist all students who are in this situation. Students who find themselves in this position will be considered for exemption from the stated policy on an individual basis. The line of appeal is first through the Resource Program. If that decision is appealed the administration will hold a hearing and make a ruling.

## **K. Reporting to Parents**

### **I. Progress Reports / Mid Quarter Evaluations**

Progress reports will be issued either in print or electronically approximately midway into each quarter (only in the first quarter in K – 2). They will reflect the academic situation of the student up to that point.

## II. Report Cards

Each student will receive a printed report card within approximately one week following the end of each quarter. At the end of the school year, report cards for students in grades 1-8 will be sent in the mail. PK and K will receive their report cards on the last day of school.

## III. Friday Folders and Electronic Reporting

The electronic grade book system will be utilized to post grade information to the web. Parents will be issued a user name and password to log into the account on the web. Instructors will compile information to share with the parents through the use of the Friday folder system of communication. Instructors post grades to the web from assignments, tests, quizzes, and projects within 14 calendar days of their submission or administration. [This allows the staff to do grading and analysis over 2 weekends.] Most instructors will post sooner than later. On occasion a major project may take longer to grade and post.

### Middle School Exams:

At the end of each semester, an exam will be given in Math, Science, Social Studies, Literature, and English, covering the topics from that semester. The score on that exam will determine 20% of the semester grade, with each quarter grade counting as 40%.

## **L. Retention/Promotion**

Pupils advance to the next grade level at the end of the school year after satisfactorily completing the course of study required in their present grade. In cases where a student's retention (repeat of a grade level) would serve to assist the student in his or her educational experience, the parents will be informed and will have the opportunity to discuss the matter with the teacher and principal. A staffing may be scheduled to discuss the child's educational needs with faculty members and parents to help determine the best course of action for the student.

Pupils who do not demonstrate competence in their grade level may be retained in the grade or advised to seek another school. This action is taken only after consultation with the administration and the parents. We expect students to maintain a 1.67 or better grade point average for the school year. The parents will be contacted for a conference if the student's grades are low, so that, with the cooperation of home and school, the child may be able to improve them.

## **M. Special Services**

Learning problems can develop at any grade level. It is our policy at Saint Michael School to provide additional learning opportunities, when possible, to any student who exhibits a need for assistance or is below grade level in a specific subject area. Testing, classroom performance, and teacher observation are used to identify the student with special needs.

The classroom teacher will be responsible for identifying the student with special needs and is also instrumental in providing or recommending services under the direction and approval of the administration.

Sometimes the teacher and parent have difficulty in finding the proper approach to help a child. The following services are available to provide assistance:

### **I. Resource Department**

The Resource teacher is available to meet with children and families, to offer help and to make referrals, as needed. The mission of this department includes consulting with the instructional staff, coordinating Student Study Teams, assisting students who are in need of extra help in a particular area, and providing opportunities for students who would benefit from an enriched curriculum.

## II. Guidance Counselor

The mission of this department is to help students grow and learn according to God's plan through Guidance in the classroom setting, small group sessions and individual counseling. The chief components of our guidance curriculum encompass the following areas: living and working with Christian family values, establishing and maintaining friendships, understanding feelings and emotions of others, and learning safety at school and home. The guidance department is available as a resource for students and parents.

## III. Pastor and Church Staff

The pastor of Saint Michael Lutheran Church and his staff provide ministerial and counseling services to school families, which can be helpful when facing special needs.

## IV. outside Services

A psychological testing and counseling program is available to our students through the public school system. Our students are also eligible for speech therapy and for special instruction when confined to the hospital or when they are home sick for an extended period of time. Private testing and/or counseling can be utilized at the parents' expense and may be required for continued attendance based on the school discipline policies and academic progress policies.

## N. Testing

### I. Annual Tests:

These tests are administered, graded, and scored annually, and the results are entered into the child's permanent records; the results serve as a convenient guide and aid in meeting specific needs and understanding certain problems:

#### a. Achievement Tests:

Achievement Tests are administered each spring to all children in kindergarten through eighth grade. These tests are a valuable tool in assessing student progress when considered in conjunction with classroom performance as reflected on the report card. The tests also help us draw comparisons of our pupils with national averages, to pinpoint weaknesses in our program and materials, and to locate areas requiring more attention for individuals or groups.

#### b. S.A.I. (School Ability Index)

Saint Michael administers the Otis-Lennon S.A.I. Group Tests along with the achievement tests in grades 1, 3, 5, and 7. These help to identify the child's inherent ability level.

### II. Testing Guidelines:

- a. Achievement tests will be administered each spring for all grades
- b. Appropriate testing will be done as an integral part of the instruction program in each subject of each grade.
- c. Psychological testing where necessary will be referred to qualified specialists with the approval of an administrator and the parents.
- d. Speech, language and learning disabilities testing will be done as recommended by the faculty, contingent on parental approval.
- e. Individual test results will be available only to the student, parents, faculty, and Board of Christian Education unless parental approval is obtained.

### III. Suggestions for Parents and Students:

The following may be helpful in approaching standardized testing sessions:

- a. Students should get plenty of sleep the night before a testing day
- b. A good breakfast may help performance
- c. It is important to arrive at school on time; get up early enough to do so without feeling rushed
- d. Students who normally wear glasses for schoolwork should be sure to bring them and use them
- e. Students should be encouraged to do their best, but not made to feel undue pressure

## ACTIVITIES, STUDENT

### A. Class Parties

Parties are usually planned to celebrate Christmas and other major holidays. Teachers use room mothers to help organize and bring food items (donated by room mothers and other parents). Each child may be assessed a small fee to repay costs if donations are lacking. It is imperative that discipline and control be maintained so as not to disturb other classes. Clean up is done by students, teachers, and parents.

There will be no elaborate birthday parties; however students may bring a treat in honor of their birthdays. Parents are asked to speak with their child's teacher as to convenient times and snacks for such events. We do encourage children to realize that it isn't necessary to bring treats. Unless a blanket invitation is being extended to a class, private party invitations should be distributed away from school.

### B. Music Opportunities:

In addition to the general music curriculum, students are given the following music opportunities:

#### I. Classes

Occasionally classes (either singly or in combination) sing in congregational worship services. These are arranged in cooperation with the school's music director and with the classroom teacher. Students are expected to attend church to sing with their class. Teachers may request written excuses from those students who do not attend church when their class sings.

#### II. Band

Students in grades four and five have the opportunity to participate in the junior band program, and those in grades six are in the senior band. Grade 7 and 8 students may take band as an elective. (See the Elective Section of the Handbook.) Each band meets 2 times a week to practice under the band director. Students are responsible for purchasing or renting their own instruments. The school does have a limited number of instruments available for rent.

Students in third grade are introduced to band instruments and the band program in the spring. Students are expected to be present at worship services and events during which their band is scheduled to play.

Private lessons are offered on campus during and after school for a nominal fee paid to the instructor.

#### III. Choirs

Students in grades four and five are expected to participate in the junior choir, and those in grades six through eight have the opportunity to participate in the senior choir program. Each group meets weekly under the direction of the school's music teacher.

Students are expected to be present at worship services and events during which their choir is scheduled to sing.

#### IV. Music Festival

Since 1983 district Lutheran schools have sponsored a music festival each spring. Bands, choirs, and handbell choirs share their talents with others around the state and are rated on their performance.

#### V. Strings

The Strings program involves surveying the student body, introducing the stringed instruments to the various classrooms, and offering private and small group lessons during the school day for a nominal fee. This fee is paid to Saint Michael Lutheran School. Those students who are currently playing will be involved in small group ensemble rehearsals and performances.

#### VI. Piano / Keyboards

Individual lessons will be available during the school day for a fee. This fee is paid to Saint Michael Lutheran School.

#### C. National Junior Honor Society

The purpose of this organization is to promote enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage good citizenship. Membership is not a right, but an honor bestowed upon a student by the faculty council. The following steps will be followed in the selection process.

During the third quarter of the school year, all students in the seventh and eighth grades will be given the opportunity to fill out an application form. This form will ask them about their extracurricular activities, leadership positions, and community service. They will also be asked to write a short essay describing why they would like to be a member of the society. A special induction of eighth graders may be done in the fall of each year if there are qualified applicants.

The faculty advisor will then compile a list of all the students who meet the academic requirement of the society, which is a 3.25 cumulative grade point average beginning in the sixth grade. All the faculty members who work with middle school students will then evaluate the students in the areas of citizenship, leadership, service, and character. The forms that the students have filled out will be available to these faculty members to assist them in their evaluation. The faculty advisor will then tabulate the results.

The faculty council consisting of designated voting members will then meet. The guidance counselor, principal, assistant principal, and faculty advisor will also attend the meeting. At this meeting the faculty advisor will give the results of each student's evaluation by the staff. He/she will also have all the applications so that the council can look at information they contain. After each candidate has been examined, the council's five members will vote and decide candidacy by a simple majority vote.

Since membership is an honor not a right, there is no appeal process of the council's decisions. Students who may have academically qualified but were not selected may reapply during the next school term. The council or advisor will not discuss with that student or their parents the reasons for non-selection. However, the Guidance Counselor will provide group and individual services to help the student who is not selected make plans for personal growth and reapplication. Students should reexamine the qualifications for membership and determine in which areas they need to approve.

## **D. Extra - Curricular Activities**

It is the philosophy of Saint Michael Lutheran School to offer students a wide variety of after-school experiences in addition to those available during the school day. Many clubs and activities are open to interested students of different age groups; these may vary from year to year according to the interest and availability of qualified teachers to provide leadership. Examples of activities in recent years:

Dance lessons	Band lessons
Chess Club	Jazz Band
Golf Club	Computer Club
Odyssey of the Mind	Drama Club
Library Club	Readers' Theater
Spanish Club	Travel Club
Environmental Club	Yearbook Club
Intramural sports	Interscholastic sports

Students wishing to participate must be in good standing academically and exhibit good behavior. A participation fee may be involved with certain activities.

## **ATHLETIC POLICIES**

Saint Michael Lutheran School offers interscholastic and intramural programs for students in grades five and six, and interscholastic teams for students in grades seven and eight. Sports include volleyball, soccer, basketball, and track and field.

### **A. Objectives:**

The objectives of the Saint Michael Lutheran School Athletic Program are as follows:

- To promote the Christian lifestyle in athletic competition as in all of life.
- To encourage physical conditioning.
- To promote and encourage cooperation and teamwork.
- To teach students the fundamental skills in the sport.
- To promote participation, sportsmanship and school spirit.

Coaches will be a Christian example in word and action. Coaching will be done by a faculty member or supervised by a faculty member in accordance with the overall principles of the school.

### **B. Codes of Conduct for Athletes:**

A student must:

1. Know and adhere to the Christian philosophy and objectives of Saint Michael Lutheran School and its athletic department.
2. Meet all attendance and academic requirements as practical evidence of loyalty to school and team, and a proper philosophy of school-sponsored athletics.
3. Observe completely all policies regarding conduct, doing so as a duty to God, school, team and self.
4. Counsel with the athletic director over questions of eligibility.
5. Practice and play fairly, giving complete effort in all circumstances and credit in victory to teammates and to opponents in defeat.
6. Accept favorable and unfavorable decisions, as well as victory and defeat, with equal grace.
7. Demonstrate respect for opponents and officials before, during and after contests.
8. Know that participation in any sport requires an acceptance of risk of injury.
9. Remain under supervision. Report to the coach for an event or practice immediately after school; if the event is later, check into Extended Care until the designated time to meet with the coach or for practice to begin. Students may not leave campus unless a parent accompanies them. Report back to Extended Care if not picked up following their activity (reminder: Extended Care closes promptly at 5:30).

**C. Eligibility:**

1. An athlete who is absent from school three or more hours might not participate in a practice or game that day.
2. Students must attend practices and games regularly; all absences must be excused to the coach.
3. Students shall maintain and display a Christian example.
5. In order to participate in athletics at Saint Michael, each student athlete must maintain a minimum grade point average of 1.75 in the core subjects with no F's. The 1.75 GPA average is calculated in the core subjects (reading/literature, math, science, English, social studies, and religion), and the athlete must be passing all subject areas – no F's. The GPA will be evaluated on a four-week period.
  - If the GPA falls below the 1.75 level the student athlete is then considered to be on academic probation for the next one-half grading period. A parent notification is made.
  - If the GPA fails to improve during the four-week period, the student is then placed on academic ineligibility. A parent notification is made.
  - A student may become ineligible only at mid-quarter or the end of a quarter. The exception is in the first four weeks of the school year. During these weeks the Athletic Director will remain in close contact with the faculty to determine if any action needs to be taken.
  - A student athlete will be given a parent notification letter at the end of the ineligibility period. This letter will give a progress report and articulate the conditions of reinstatement or continued ineligibility. This must be signed and returned in order to be reinstated to the team.

At times a given student athlete may face challenges in the classroom that are simply beyond his/her academic ability. The faculty and the administration understand this. At Saint Michael every effort is made to assist all students who are in this situation. Students who find themselves in this position will be considered for exemption from the stated policy on an individual basis. The line of appeal is first through the Athletic Director and if the Athletic Director's decision is appealed through the Athletic Director and Principal together.

**D. Medical Exams and Insurance:**

Students must have a physical exam before being eligible for athletics. Thereafter, an annual note from a doctor will suffice. All coaches will require parents to fill out and sign the Information and Consent Form before a student can be allowed to participate in a sport. Forms for optional accident insurance coverage for the school term are available from the office center. All athletes must have some form of primary medical insurance. The forms will be in the coach's possession and a duplicate copy will be on file with the athletic director.

**E. Award Policies:**

Guidelines for recognition:

1. A certificate is awarded to each athlete who completes the season.
2. Athletes must attend practices and games regularly and excuse all absences with the coach.
3. Athletes should maintain and display a Christian example of sportsmanship, respecting officials, encouraging the team and showing good sportsmanship to other teams.

**F. Pep Rallies:**

At various times of the year, the Athletic Director will schedule pep rallies to promote school spirit. On those days, the following policies will be in effect:

1. All students not on a current athletic team will wear school uniforms; blue/white is encouraged.
2. Current athletes may wear their game jerseys if they desire.
3. No hair coloring, face paint, sparkle make-up, etc. is permitted.

# Board of Christian Education of St. Michael Lutheran Church

- A. The school is operated according to the SMLC Constitution and the adopted policy manual.**
- B. Addressing the School Board on policy related topics.**

1. The agenda of the Board of Christian Education meetings shall contain two distinct sections titled Open Session and Board Session. Visitor comments will be scheduled under the title, "Open Session: Visitor Comments."
2. Open Forums, Open Hearings, Administrator's Cups, The use of a PAAC program, and the use of C.A.R.E. forms will be the regular avenues for SMLS constituents to give input and share ideas with the administration, Board of Christian Education, and other constituents of this organization.
3. Visitors are welcome to the meetings of the Board of Christian Education during the Open Sessions and the following procedures will be used to enable them to speak to the Board of Christian Education if they so desire.

Constituent involvement is crucial to the success of any school system. If you wish to address the Board regarding an issue or an item on an agenda for Board action, the Board Chairperson will provide you with the opportunity to do so before the regular business meeting begins. It is listed on the agenda under "Open Session: Visitor Comments."

## **A. Visitor Comments:**

### **Scheduled Agenda Comment**

Any individual who desires to address the Board of Christian Education concerning an issue or an agenda item(s) which is scheduled to be considered by the Board of Christian Education on the agenda of a regular or special meeting for a vote at that meeting shall file a written request prior to the start of the meeting by giving the Administration a Visitor Comment Card (5.5"\*8.5") which includes, among other information, the speaker's name, the specific agenda item(s) to be addressed, a notation of the general comments or concerns, and the desired outcome of the Board of Christian Education's action which shall occur later at that meeting.

- a. Requests to address the Board of Christian Education in this manner shall not be accepted after the meeting is called to order.
  - b. Speakers shall be called to address the Board of Christian Education in the order in which each has submitted a card to the Administration.
  - c. Each speaker shall have one opportunity to address the Board of Christian Education for a maximum of three (3) minutes unless the chair elects to extend the time.
  - d. Only the individual submitting the card is allowed to address the Board of Christian Education with respect to the maximum amount of time allotted. Time may not be "yielded" to other speakers.
  - e. Speakers shall confine their remarks only to the agenda item(s) being addressed. The Chairperson shall rule inappropriate or irrelevant remarks "out of order". Any speaker continuing with such remarks shall be required to relinquish the lectern.
2. To ensure that the Board of Christian Education has the time necessary to consider the issues, the Board of Christian Education desires that this portion of the meeting be limited to 15 minutes. However, if it appears that there are more individuals desiring to speak than may be allotted during 15 minutes, the maximum amount of time each individual is allowed to speak may be reduced to one minute and an additional 15 minutes may be allotted by the chair.
  3. Requests to address the Board of Christian Education for more than three minutes shall invoke the procedures governing special request presentations described below.

### **Non-Scheduled Agenda Comment**

1. If an individual desires to address the Board of Christian Education concerning an educational matter that shall not be considered by the Board of Christian Education on the agenda of a regular or special meeting, that individual may address the Board of Christian Education only after the Scheduled Agenda Comments have been heard and only if there is time

remaining within the 15 minute limit. If there is insufficient time for the comment the Visitor is encouraged to make an appointment with the administration to discuss the comment prior to the next Board meeting.

2. The rules stated in section (A), subparts 1.c., 1.d., 2 and 3 above, apply.

### **B. Special Request Presentations**

An individual or group desiring to make a formal presentation to the Board of Christian Education at a regular meeting, special meeting or public hearing, shall submit the request to the Administration for consideration.

1. The request must be submitted to the Administration several days before the meeting at which the requester wishes to make the presentation. The written request shall contain, at a minimum, the following information:

- a. The name and address of the requester.
- b. The nature of the information to be presented.
- c. The maximum length of time requested to make the presentation.
- d. The specific action desired by the Board of Christian Education.

2. If the requester desires to circulate written material to the Board of Christian Education as part of the presentation, a copy of such material shall accompany the written request.

3. Presentations shall not exceed 15 minutes in length. Only one presentation may be made at any time with respect to a particular issue.

Remember to stay focused, “Whatever is true, whatever is honorable, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute; if there is any excellence and if anything is worthy of praise, let your mind dwell on these things, the things you have learned and received and heard and seen in me, practice these things, and the God of peace shall be with you.” Philippians 4:8,9

## **CODE OF CONDUCT FOR TECHNOLOGY USAGE AND INTERNET ACCESS**

### **A. Philosophy:**

Students at Saint Michael Lutheran School use the school’s computers to access the Internet through Fiber Solutions of Southwest Florida. To gain this access to the Internet, students and their families are agreeing with the Saint Michael Lutheran School Conduct Code for Internet Access and the rules outlined below.

Persons who use Saint Michael Lutheran School equipment to access the Internet are expected to conform to the policies in this document. Users are expected to read, understand, and obey these rules. Users are expected to maintain high ethical standards.

Access to the Internet enables students to explore many avenues of information and possibly exchange messages with Internet users throughout the world. Families are warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to Christian people. While our intent is to make Internet access available to further educational goals and objectives as well as to apply technology to the practice and proclamation of the Gospel, students may find ways to access other materials. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. But ultimately, parents and others responsible for minor students are responsible for establishing and communicating the standards that their children should follow when using media and information sources.

Parents should check the history of the Internet sites that are being visited and monitor e-mails that are being sent and received. If you want instructions on how to do this, please contact our technology staff and they will be glad to give you training.

**B. Internet Rules:**

Students are responsible for good behavior on school computers just as they are in the classroom or hallway. General school rules apply.

Computers are provided for students to conduct research and communicate with others. Access to Internet services is given to students who agree to act in a considerate and responsible manner. Access is a privilege granted by the school – not an automatic right. Access requires responsibility.

Individual users of the school computers are responsible for their behavior and communications. It is presumed that users will comply with the school's standards and will honor the agreements they have assigned. Beyond clarification of such standards, the school maintains the right to verify appropriate usage at any time but is not responsible for restricting, monitoring, or controlling communications of individuals utilizing the computers.

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. Outside school, families will bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Saint Michael Lutheran School will provide training and procedures that encourage the widest possible access to electronic information systems and computers by students while establishing reasonable controls for the lawful, efficient and appropriate use and management of the system. This includes the freedom to change procedures when deemed necessary.

### **C. Acceptable Use Guidelines:**

It is to be understood that Internet access for students is a privilege and not a right. All users of Saint Michael Lutheran School computers and the Internet are prohibited from doing the following:

- Accessing, uploading, downloading, distributing, or promoting pornographic, violent, obscene, or sexually explicit material
- Transmitting or receiving obscene, abusive or sexually explicit language. In keeping with the school's responsibility to provide a safe learning environment for all students, the school has established the following policy regarding the issue of *sexting*. "Sexting" is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy.
- Violating any local, state, or federal statute
- Vandalizing, damaging or disabling the property of school, another person or organization
- Using another person's passwords
- Accessing another person's materials, information or files without the implied or direct permission of that person or the administration
- Violating copyright laws. Plagiarism is defined as not changing 80% of words changed or for graphics 10%
- Giving out his/her name, address, or phone number
- Using news groups or chat rooms without the consent of the teacher
- Filling out online questionnaires
- Any other violations deemed unacceptable by the general standards of our faith and our school

Students and their families are responsible for any financial expenses resulting from improper technology use. This includes payment to staff members for their time to correct problems due to abuse. Violations of this policy will be dealt with under the school discipline code and will also lead to loss of technology privileges, detentions, and/or suspension (which could lead to expulsion).

### **D. Personal Devices – Cell Phones, PDA's, etc.:**

If parents choose to provide such a device for their child, it must remain in the backpack or locked in the locker and turned off between 8:00 and 3:00. Staff will confiscate devices that are seen between those times and turn them in to the administration. Staff and administration may examine the contents of the confiscated cell phones. The school may use the accessed information to determine an appropriate disciplinary measure for the student. Parents must claim them from the administration. Repeated offenses will be dealt with under the discipline code. If the child is in Extended Care, it may be used by permission only. With teacher permission netbooks, laptops, and e-readers may be used during school (class time) hours. The same policies apply to the personal device as to school owned devices.

## **CONFLICT RESOLUTION (Care / Concern / Communication)**

In conflict situations, persons involved should take steps to resolve the problem by following our Lord's direction as found in Matthew 18:15-17. SML as the parent organization utilizes this Mt. 18 process. We will also utilize the ministry resources from Peacemaker Ministries.

We have incorporated these Biblical principles from the book of Matthew in our six step process for conflict resolution. This process is being published as a reminder. The steps are set forth below showing the teacher-student application. The steps can be adapted for any situation (i.e. Parent-Administrator). Each step is not a single event but rather a cycle of meetings to reach an understanding, and only after the cycle and at an impasse is the next step utilized. Beyond the Board level at SML are the Church Council and Church Voters Assembly levels.

1. Teacher-Student.
2. Teacher-Student-Parent.
3. Teacher-Student-Parent-Guidance Counselor.
4. Teacher-Student-Parent-Administrators.
5. Teacher-Student-Parent-Administrators-Board Representative. (Discipline Appeal / Hearing Level 1)
6. Teacher-Student-Parent-Administrators -Board Rep.- Bd. of Ed. (Discipline Appeal Final Level )

**Following this Biblical process permits us to keep in step with God's directions, keep the "appropriate people" informed, allows us to deal with issues in a fair and equitable manner, helps eliminate rumors and innuendo, and permits us to discover and focus on relevant facts.**

All of us have the same goals and desires - we are all striving and working diligently to provide our children a good, quality, Christian education. We may run into problems and situations that require loving guidance and correction, and we will follow the communication steps outlined above. We should always strive, however, to be forgiving of each other's shortcomings and to work together to support each other in our common undertaking. As Martin Luther exhorted us, we should put our best construction on everything. **The goal of these steps is always to restore relationships.**

## **CURRICULUM POLICIES**

A complete outline of the Saint Michael Lutheran School curriculum is on file in the office.

### **Accelerated Reader:**

Students read books, take comprehension tests on the computer and work toward a quarterly goal set with the teacher and parents. An annual challenge is made by the Principal that includes an incentive program and a school wide celebration of reading. When a 1<sup>st</sup> – 3<sup>rd</sup> grader reaches 25 points, and a 4<sup>th</sup> – 8<sup>th</sup> grader earns 50 points; he/she will be issued an AR Shirt coupon. With this coupon they can purchase an AR t-shirt at the library for \$6.00. The PTL supports the AR incentive program.

### **Pledge of Allegiance Policy:**

As citizens of the United States, our students should have the opportunity to develop feelings of loyalty and patriotism to their country. A part of this is learning and saying the Pledge of Allegiance:

“I Pledge allegiance to the flag of the United States of America, and to the republic for which it stands. One nation, under God, indivisible, with liberty and justice for all.”

Similarly, as members of God’s kingdom, our students have the opportunity to develop feelings of loyalty to their Heavenly Father and their Savior. Accordingly, learning and reciting the Christian Pledge is a part of each student’s school routine:

“I pledge allegiance to the cross of the Lord Jesus Christ, and to the faith for which it stands. One Savior, eternal, with mercy and grace for all. So help me God.”

### **Middle School Electives:**

Saint Michael recognizes the value of the arts in a well-rounded education, and seeks to provide a variety of classes to promote students’ growth in the arts.

Saint Michael recognizes the value of the arts in a well-rounded education. Building on the foundation that was laid in the 4<sup>th</sup> and 5<sup>th</sup> grade program, all 6<sup>th</sup> grade students will participate in Band two days per week and in Choir two days per week.

- All sixth grade students will also have a one semester Art course, which will meet once a week for 90 minutes (the other semester they will be in Computer class during that period).
- All seventh grade students will have a one semester Art course, which will meet once a week for 90 minutes (the other semester they will be in Computer class during that period).
- All eighth grade students will have a one semester Art course, which will meet once a week for 90 minutes, and a yearlong Art Appreciation class, which will meet twice per week for 45 minutes.

In addition, an elective period allows parents and students a range of choices two days per week for the entire school year. All students will have at least one music class per week; we encourage you to consider selecting music exclusively, since there are several Art periods already in the schedule, as noted above.

In addition, an elective period allows parents and students a range of choices two days per week for the entire school year. All students will have at least one music class per week.

Please discuss the options with your child and fill out the form below. If class size can not accommodate everyone who selected a particular offering, eighth graders will be given preference. Within the same grade, a random drawing will be used, if necessary.

Students selected to be in Production and Production Plus are scheduled to rotate in and out of band and choir so they can still participate in those groups.

Elective Schedule:

M	T	W	H	F
PE M/H	PE T/F	STUDYHAL L	PE M/H	PE T/F
ART(a)	ART(b)		KEYBOARD(a)	KEYBOARD(b)
CHOIR	BAND		CHOIR	BAND

## DISCIPLINE: Conduct Counts!

The Board of Christian Education, the staff, parents, and students all must desire to work together in developing the most God-pleasing Christian learning environment possible. With God's help, everyone's cooperation, and prayers, we will achieve this blessed goal.

**Good self-discipline begins when the home remains the primary molder of each child. (I Timothy 5:4) Our Christian School is an extension of the home and serves as the parent (In Locus Parentus) for the time. God set forward a model that can apply to a school system of discipline in Matthew 18. As sinful humans we will not lead perfect lives. Hebrews 12:11 shares with us a proper understanding of the need for application of Law and Gospel. "For the moment all discipline seems painful rather than pleasant: later it yields the peaceful fruit of righteousness to those who have been trained by it."**

Each teacher will handle classroom discipline. All instructors utilize discipline and classroom management plans according to nationally accepted standards of practice from parochial, private, and public education resources. St. Michael instructors utilize items and techniques from Harry Wong, John Rosemond, Lee Cantor's and Robert Bigger's *Assertive Discipline* program, the *123 Magic* Program by Dr. Phelan, and *Discipline by Design* from Jody Capehart to name just a few. These resources are available at public libraries and from the administration on a check out basis. These individual policies can be found in the orientation folders. After-school detentions, which will be working detentions the majority of the time, may be given by teachers or the administration for certain infractions of school rules. The guidelines for detentions are articulated in the Classroom discipline information and the administration Conduct Counts process listed below.

All instructors will communicate in a timely and concise manner using the SMLS 24/7 48/14



communication model. Various checklists and daily or weekly conduct reports are utilized in PK3 to 5<sup>th</sup> grade. The Middle School (Gr. 6-8) instructors communicate on a daily basis through the Accountability Cards and via all communication modes using the SMLS 24/7 48/14 communication model. Our communication model assures parents that when contacted we will respond within a 24 hour period. We will do research and propose a solution within 48 hours. That solution will be implemented and after 7 days communication will be made to verify that the solution has worked. After 14 days communication will be made to verify that the issue is resolved. If at any point the solution is not working a new solution will be formulated, implemented and the communication cycle will continue.

When behavior warrants being sent to the school office for an office referral, an administrator will meet with the student to resolve the problem. The school may search desks, lockers, bags, and apparel at any time. The administration will receive a discipline report from the sending staff person that articulates the reason for the referral. The consequences may range from contact with the parents to a guidance counselor referral, working detention or silent time, in or out of school suspension (the majority of which will be out of school suspensions), behavioral probation/contract, or a recommendation for expulsion depending on the severity of the problem. The Middle School (Gr. 6-8) system is articulated in the Conduct Counts program with the Accountability Cards. Unsupportive behavior by the parents toward the staff or the school mission, values, rules and decisions of the school board are also reasons for expulsion.

The administrator will remind the children that **life is full of 'choices'** and that they can make God pleasing choices. Sin causes us to make choices that are not pleasing to God, and the Law has natural consequences for bad choices. We also talk about forgiveness through Jesus and the concept of going and sinning no more. We **appreciate your support** as parents. It is very important that we work together as a team to mold our children into Spirit filled, God pleasing boys and girls.

The administration will communicate about discipline covered at the school level. The administrator will counsel with the student, conference with the parents by telephone and send home written information for a signature, and implement the following policies. A discipline log is kept on each child that is sent to the office for a referral.

**The cumulative discipline system for the school is articulated below in the Conduct Counts master list of offenses and accountability card utilized specifically with the Middle School and applicable to all school levels and behaviors. Every three counts equal a detention, and three detentions equals a three day out of school suspension. Three suspensions equal expulsion.**

Counts will be cumulative from year to year in 3 tiers. Students entering 7<sup>th</sup> and 8<sup>th</sup> grade will start at the lowest count of the tier they were in the previous year.

- Counts of 1-9: Student starts the next school year at count 0. This allows for all 27 counts the next year.
- Counts of 10-18: Student starts the next school year at count 9. This allows only 18 counts the next year.
- Counts of 19-26: Student starts the next school year at count 18. This allows only 9 counts the next year.

Middle school students should not need continuous instruction and remediation from year to year. Behaviors that caused high counts in one year should be corrected and not repeated the next school term. True repentance and contrition is evidenced by a changed life where good choices are made and bad choices are not repeated.

Special interventions and consequences are implemented when the administrator feels, based on individual situations, they are warranted. In some circumstance students may be referred to an outside counselor. We appreciate your support as parents in complying with the referral. When a student reaches higher numbers on the conduct count, the principal may require outside counseling for the student to continue attending classes. The expense for the counseling is the responsibility of the parent/guardian.

When a school administrator is alerted to discipline situations or events that occur **outside the normal school day** that involve SML students, action will be taken. Students who exhibit conduct unbecoming a Christian outside the normal school day hours and are involved with activities that damage school property, harass staff, or damage the school's reputation by such conduct will be disciplined according to the conduct counts plan. The administrator will alert and/or consult the Board chair and the appropriate committee(s) regarding the incident. Regular due process will be followed.

A parental appeal for discipline consequences given by the administration as a result of during school hours or outside normal school hours student choices must be filed with the administrator within 48 hours. Once the appeal is made, the Administrator will schedule a hearing within 48 hours. If the hearing decision is appealed a special Board meeting will be called within 48 hours. (See Conflict resolution Section.)

# Master Chart of Offenses

Conduct counts and the self discipline to make good, positive, God pleasing choices is the standard for SMLS students. Choices that are made on an ongoing, persistent and consistent manner in offense areas listed in the chart will be dealt with accordingly. **Each offense is assigned an abbreviation and a numeric value of severity (#).** When a child makes a choice to act in an offensive way the staff person will reprimand and give the child the appropriate count. The count is logged in a cumulative fashion on the master log called the accountability card. The entire school code of conduct can be found on the website at [WWW.SMLCS.ORG](http://WWW.SMLCS.ORG).

ABBR	#	OFFENSE
ARG	1	Arguing or debating with staff request
BUL	OR	Bullying
CAF	1	Cafeteria misbehavior
CHE	OR	Cheating
CHA	3	Chapel behavior inappropriate
CLI	3	Clique behavior
COM	1	Complaining, whining
DES	2	Destruction/damage other student's property
DIR	1	Directions not followed
DIS	2	Disruptive Behavior
DRU	OR+	Drugs
EAT	1	Eating in class
ETT	2	Etiquette inappropriate
FIT	OR	Fighting
FOO	1	Fooling around
FOR	2	Forgery of signature
GUM	1	Gum chewing
HAL	1	Hallway running, noisy
HMK	1	Homework undone or late repeatedly
ILL	OR	Illegal activity: alcohol, tobacco
IMM	OR	Immoral activity unbecoming a Christian
INF	3	Insubordinate to Faculty/Staff member
INS	OR	Insubordinate to substitute/guest
KIC	2	Kicking
LAN	1	Language inappropriate: dumb, suck...
LOU	2	Loud/excessive classroom talking
LIE	3	Lying
NOS	3	No Show for consequences
NOT	1	Note writing / passing
OFT	1	Off task / Doing other class work
OUT	2	Out of class without permission
PHY	3	Physical contact: angry action / reaction
PLA	2	Playground dispute

PLE	1	Playground equipment misused
POC	3	Possession of someone else's property
POS	1	Possession/use of prohibited item
PRF	1	Profanity general
PRS	2	Profanity at Student
PRA	OR	Profanity at adult
PRO	1	Property damage or disrespect
RES	1	Respect not given according to 8 <sup>th</sup> Commandment
RUD	2	Rude or discourteous behavior
RUL	1	Rule of school/classroom not followed
SAF	1	Safety issue: running, tipping chair
SIG	1	Signature not acquired
SEA	1	Seat left without permission
STE	OR	Stealing
TAR	1	Tardy to class
TEC	2	Technology used inappropriately
THR	1	Throwing objects
TOA	2	Touching aggressively: slap, hit, bite
TOP	1	Touching inappropriately: poking, pushing, shoving, jostling ...
TOS	OR	Touching inappropriately of a sexual nature
UNP	1	Unprepared for class repeatedly
UNI	1	Uniform Dress Code /Jewelry/Makeup repeated violation
UNR	2	Uniform Dress Code violation insubordination
WEA	OR+	Weapons
VAN	OR	Vandalism
VIO	OR+	Violence: Overt planned action or threat

*This list is not exhaustive and the administration may consult and use standard accepted practices as published by parochial, private, and public education institutions.*

An **OR**= 4+ from the current student count. The administration will have the option of utilizing any or all of the following options with regard to assigning consequences:

- Additional Time Out
- Additional Detention
- Work detail
- Guidance / Counseling Internal

- In-school alternative educational placement
- Internal suspension (1-2 days)
- **External suspension [the norm]** (3+ days)

- Professional Services External
- Expulsion

An **OR+=** Utilization of the **Discipline regarding weapons, drugs, and overt planned violence** section of the handbook.

# CONDUCT COUNTS! Accountability Card

Conduct counts and the self discipline to make good, positive, God pleasing choices is the standard for SMLS students. Choices that are made in offense areas listed in the chart will be counted in a cumulative manner dealt with according to the levels listed below. The entire school code of conduct can be found on the website at [WWW.SMLCS.ORG](http://WWW.SMLCS.ORG).

NAME: Jon Doe HMRM.: 6L

COUNT	OFFENSE	STAFF	DATE	STUDENT	PARENT	NOTE:
1	CAF	CZ	8/30/08	JD	JD Sr.	Threw Peas
2	↓ KIC	KS	9/14/08	JD	JD Sr.	
3	↓					
	Detention	SL/RJZ	9/15/08	JD	JD Sr.	To be serve Wed. 3-4 PM
4	↓ FIT	TS	11/4/08	JD	JD Sr.	
5	↓					
6	↓					
	Detention	SL/RJZ	11/4/08	JD	JD Sr.	To be serve Wed. 3-4 PM
7	↓	RJZ				Also 3 day OSS on 11/5/08
8						
9						
	Detention					
	Suspension					3 Day Out of School
10						
11						
12						
	Detention					
13						
14						
15						
	Detention					
16						
17						
18						
	Detention					
	Suspension					3 Day Out of School
19						
20						
21						
	Detention					
22						

**Narrative Example:**

In this example Jon Doe behaved in a consistent and repeated manner so that staff declared the behavior offensive and logged in on the accountability card. The point value for the offense was assigned from the chart with the specific behavior named using the Abbrev. code. Each entry on the log is initialed by the student and parent that evening and the card is checked by the teacher each morning.

Jon threw peas in the cafeteria and was given the offense code CAF. In a few days later Jon kicked a classmate while transitioning from class. This offense carries a count of 2 and was added onto the log. Now that Jon has a total of 3 offenses he has earned him an automatic after school working detention for 1 hour. This was assigned by the homeroom teacher & administration.

Jon was very good for several weeks. Then one day he was angry at another student who bumped into him in a crowded area. The action escalates Anger takes over and hitting occurs. He is fighting and the staff person logs the information. Since this counts as an office referral (OR) he is seen by administration and given the 4+ count added onto his current count and at the discretion of the Admin. he is also given a 3 day (OSS) Out of school suspension.

Example!

## CONDUCT COUNTS! Accountability Card

Conduct counts and the self discipline to make good, positive, God pleasing choices is the standard for SMLS students. Choices that are made in offense areas listed in the chart will be counted in a cumulative manner dealt with according to the levels listed below.

The entire school code of conduct can be found on the website at [WWW.SMLCS.ORG](http://WWW.SMLCS.ORG). NAME: \_\_\_\_\_

HMRM.: \_\_\_\_\_

COUNT	OFFENSE	STAFF	DATE	STUDENT	PARENT	NOTE:
1						
2						
3						
	Detention					
4						
5						
6						
	Detention					
7						
8						
9						
	Detention					
	Suspension					3 Day Out of School
10						
11						
12						
	Detention					
13						
14						
15						
	Detention					
16						
17						
18						
	Detention					
	Suspension					3 Day Out of School
19						
20						
21						
	Detention					
22						
23						
24						
	Detention					
25						
26						
27						
	Expulsion					

## CONDUCT COUNTS! Reference List & Reminders!

Conduct counts and the self discipline to make good, positive, God pleasing choices is the standard for SMLS students. Choices that are made on an ongoing, persistent and consistent manner in offense areas listed in the chart will be dealt with accordingly. **Each offense is assigned an abbreviation and a numeric value of severity. (#)** The list below is an abbreviation of the complete offense chart which can be found in the school handbook which is online at [www.smlcs.org](http://www.smlcs.org).

Count: 1		Count: 2		Count: 3		Count: 4+ [OR / OR+]	
CODE	OFFENSE	CODE	OFFENSE	CODE	OFFENSE	CODE	OFFENSE
ARG	Arguing	DES	Destruction	CHA	Chapel	BUL	Bullying
CAF	Cafeteria	DIS	Disruptive	CLI	Clique	CHE	Cheating
COM	Complaining	ETT	Etiquette	INF	Insubordinate	FIT	Fighting
DIR	Directions	FOR	Forgery	LIE	Lying	ILL	Illegal alcohol,
EAT	Eating	KIC	Kicking	NOS	No Show	IMM	Immoral activity
FOO	Fooling	LOU	Loud talking	PHY	Physical	INS	Insubordinate
GUM	Gum	OUT	Out of class	POC	Possession	PRA	Profanity at adult
HAL	Hallway	PLA	Playground			STE	Stealing
HMK	Homework	PRS	Profanity at			TOS	Touching
LAN	Language	RUD	Rude			VAN	Vandalism
NOT	Note writing	TEC	Technology				
OFT	Off task	TOA	Touching			DRU	Drugs
PLE	Playground	UNR	Uniform			WEA	Weapons
POS	Possession					VIO	Violence:
PRF	Profanity						
PRO	Property						
RES	Respect						
RUL	Rule of Sch.						
SAF	Safety issue:						
SIG	Signature						
SEA	Seat left						
TAR	Tardy						
THR	Throwing						
TOP	Touching						
UNP	Unprepared						
UNI	Uniform						

## CONDUCT COUNTS! Token Exchange!

Positive recognition will be given for 'making good choices'. Points accumulate and can be redeemed online. [www.thestudentshopper.com](http://www.thestudentshopper.com) Keep your account information private.

Quarter	Tally Mark Points	STAFF	DATE	NOTE:
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				

# Anti-Bullying

## A Statement of Faith

At St. Michael Lutheran we acknowledge that children have been entrusted to our care. With that care there is the responsibility of providing a safe environment so that physical, social, emotional, intellectual and spiritual growth can take place. The mandate to care for one another comes from our Lord Jesus. Jesus commands us to love God and to love one another.

- *Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself.'" Matthew 22:37-39*

At the heart of following Jesus command is a commitment by the staff of St. Michael Lutheran to model the love that Jesus has shown to us, to validate the pain caused by bullying behavior(s) and to take immediate action in stopping the bullying behavior(s).

We acknowledge that sin is a part of our human condition. One manifestation of sin is that of bullying behavior(s). Because of the grace shown to us in Christ Jesus, we embrace a conflict resolution model that emphasizes accepting responsibility for our actions and forgiving one another.

1. *If we confess our sins, he is faithful and just and will forgive us our sins and purify us from all unrighteousness. 1 John 1:9*
2. *Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. Colossians 3:13*

## A Statement of Action

- I. **St. Michael Lutheran will practice a zero bullying tolerance as the standard of behavior. Teachers will actively and consistently teach and model positive behavior(s), and have zero tolerance for aggressive or harassing behavior(s).**
- II. Students demonstrating bullying behaviors will be subject to the discipline process as explained in the student handbook.
- III. Staff members demonstrating bullying behaviors will be subject to a conference and review with the appropriate supervisor(s) with an action plan given to address needed behavior changes. Follow up review(s) will take place at intervals determined by the supervisor(s). Severity of the staff bullying action may result in immediate dismissal.

## Bullying - A Definition

Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. A child who is being bullied has a hard time defending oneself.

Bullying can take many forms: [Reference: [www.stopbullyingnow.hrsa.gov](http://www.stopbullyingnow.hrsa.gov)]

- Physical bullying (such as hitting or punching)
- Verbal bullying (such as teasing or name calling)
- Nonverbal bullying or emotional bullying (such as intimidation using gestures or social exclusion)
- Cyber bullying or bullying through note writing, social network postings, blogs, IM's etc... (Such as sending insulting messages by e-mail or sending insulting notes to others in the classroom)

The state of Florida statutes declares:

(a)"Bullying" means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve:

- |                      |                       |                                 |
|----------------------|-----------------------|---------------------------------|
| 1. Teasing;          | 5. Stalking;          | 8. Sexual or racial harassment; |
| 2. Social exclusion; | 6. Physical violence; | 9. Public humiliation; or       |
| 3. Threat;           | 7. Theft;             | 10. Destruction of property.    |
| 4. Intimidation;     |                       |                                 |

(b) "Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

1. Places student or school employees in reasonable fear of harm to his or her person or damage to his or her property;
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school.

(c) Definitions in s. 815.03 and the definition in s. 784.048(1) (d) relating to stalking are applicable to this section.

(d) The definitions of "bullying" and "harassment" include:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

2. Perpetuation of conduct listed in paragraph (a) or paragraph (b) by an individual or group with intent to demean, dehumanize, embarrass, or cause physical harm to a student or school employee, by:

- Incitement or coercion;
- Accessing or knowingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system; or
- Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

As Christians witnessing to the world we endorse the Nation wide program and FL anti bully initiatives that remind us to live out the 8<sup>th</sup> commandment of helping and befriending our neighbor.

We utilize the systematic instruction and social dynamic program created by Sue Ellen Fried called, “Bullies, Targets, and Witnesses” to prevent and address bully issues.



### **Bullying Misconceptions**

Misconceptions regarding bullying behavior create problems in providing a safe environment and in restoring peace to the classroom. We are committed to naming bullying for what it is and to avoiding the excuses that are often given for bullying behavior(s). Excuses may include:

- Bullying is a normal part of growing up, a life stage that everyone needs to live through
- Bullying has no serious consequences
- Those who are bullied “ask for it” or are simply getting what they deserve
- Bullying only involves physical attacks
- Adult intervention causes the bullying to escalate
- Students can resolve bullying problems on their own
- Bullies have this type of personality (reality: they are often victims of bullying)
- Bullies have an overly strong self-concept (reality: they bully because of fear and insecurity)

### **Impact of Bullying**

The presence of bullying has a broad range of effects on the learning environment and on relationships. We acknowledge the effects of bullying and are committed to being aware of the results of bullying behavior(s).

- Stress of bullying interferes with a student’s ability to engage in classroom activities and interferes with learning
- Stress of bullying can cause depression, loneliness, low self-esteem, health issues and concerns, and in extreme cases, thoughts of suicide
- Stress of bullying can cause fear of going to school, fear of being in locations such as the bathroom or at recess, fear of riding the school bus or in a car pool situation
- Those who bully can develop serious antisocial and violent behavior patterns, including frequent fights, involvement in vandalism, smoking and drinking, truancy, and use of weapons.
- Bullying affects those who are witnesses by creating a climate of fear and intimidation and ultimately affects the learning environment.

### **Identifying Factors**

#### **A. Bully**

1. Has a desire to hurt and/or control
2. Operates with an unjust use of control and power
3. Will repeat the hurtful action
4. Enjoys seeing the target suffer
5. Possesses a sense of the target’s susceptibility
6. Likes to be in charge
7. Believes he/she should get what he/she wants
8. Misperceives how others treat him/her
9. Has a network of friends that he/she controls
10. Denies feelings of the victim

## B. Target

1. Passive Target
  - Quiet, sensitive, cautious, in interaction with peers
  - Lacks skills of assertiveness
  - Has diminished self confidence
  - May withdraw, run away, breakdown, or cry when confronted by a bully
2. Active Target
  - Anxious and insecure
  - Pesky behavior
  - Repeatedly annoys others
  - Lacks appropriate social skills



## C. Witnesses

1. Empowers the bully with silence
2. Feels empathy for the target, but afraid to act.
3. Fears becoming a target if associated with the target
4. Is afraid of causing the situation to escalate
5. Seldom steps forward to defend or speak against the bully
6. May feel guilt
7. Lacks skills and knowledge in how to deal with the situation
8. Doesn't seek help to resolve the situation
9. Sees silence as the only way to avoid being a target

## **Common Misconceptions by Faculty and Staff**

1. Belief that they shouldn't intervene because of a lack of conflict resolution skills
2. Belief that teachers alone have the ability to fix problems and prevent victimization
3. Fear that they will cause the problem to escalate
4. Unaware that adults are capable of and sometimes display bullying behaviors
5. Belief that bullying is a natural part of life
6. Belief that teaching core subjects is all that is required.

## **Potential Target**

1. New students
2. Those of different ethnic groups
3. Those with learning disabilities
4. Those who are athletically challenged
5. Those with social class issues
6. Those with health and hygiene issues
7. Shy students
8. Those who are easily manipulated
9. Those with physical appearance issues (real or perceived)
10. Those who lack assertiveness skills
11. Teacher's perceived favorite student

## Strategies for Teachers and Staff

1. Each teacher or staff member needs to examine his/her own behavior. Relationships of staff to staff, staff to students, and staff to parents need to be addressed.
2. Consistently confront inappropriate comments, jokes, and gestures.
3. Teachers and staff receive ongoing training in anti-bullying and assertiveness skills.
4. Model good behavior by using good communication, anger management and conflict resolution skills
5. Help students learn how to express themselves in positive ways.
6. Make expectations clear.
7. Recognize the importance of supervision in reducing bullying behavior(s).
8. Listen, validate, and intervene when bullying occurs.
9. Fill out a report form for teachers when bullying occurs. (See accompanying document)
10. Consistently enforce consequences for bullying behavior(s).

11. Give as much attention to the target and witness as to the bully when addressing bullying behavior(s).
12. Help the student take ownership for his/her behavior(s) by helping him/her accept responsibility, by fostering growth in self-discipline, by encouraging a Christian model of repentance and forgiveness.
13. Teach assertiveness skills to all children. If targets are taught to be assertive, they are trained not to be victims.

### **Strategies for Students**

Bully will learn strategies to:

- Accept responsibility for his/her behavior
- Change his/her thinking
- Develop personal insight or self awareness
- Understand why he/she bullies others
- Know what to expect as consequences of bullying behavior
- Manage anger
- Identify with feelings of the target
- Explore positive ways to feel powerful
- Gain strength and confidence (self worth)

Targets will learn strategies to:

- Stick up for himself/herself (assertiveness skills)
- Respond immediately to bullying
- Report bullying incidents immediately
- Differentiate between “reporting” and “tattling” (first is to help another/second is to get another in trouble)
- Identify friend(s) for support
- Gain strength and confidence (self worth)
- Learn and strengthen bullying resistance skills
- Build social skills
- Plan ahead to avoid potential problems
- Use power skills to disarm bullies (See “The Bully Free” classroom resource for an explanation of power skills)
- Fill out report: I saw \_\_\_\_\_ I heard \_\_\_\_\_ I did this \_\_\_\_\_

Witness will learn strategies to:

- Recognize bullying behavior
- Differentiate between “reporting” and “tattling”
- Read the emotional cues of a target
- Know when and be empowered to intervene
- Help to physically remove target from situation
- If bullying is physical, get attention of others immediately
- Fill out report: I saw \_\_\_\_\_ I heard \_\_\_\_\_ I did this \_\_\_\_\_

### **Strategies for Parents**

1. Each parent needs to examine his/her own behavior. Relationships of parents to staff and parents to parents need to be addressed.
2. Consistently confront inappropriate comments, jokes, and gestures.
3. Receive ongoing training and information regarding anti-bullying and assertiveness skills.
4. Model good behavior by using good communication, anger management and conflict resolution skills
5. Help own children learn how to express themselves in positive ways.
6. Make expectations clear.
7. When children are present, recognize the importance of supervision in reducing bullying behavior(s).
8. Respond immediately to incidences of bullying by first visiting with the appropriate staff person. Follow up with supervisor(s), if necessary.
9. Help children take ownership for his/her behavior
10. Empower children to report bullying.
11. Differentiate between “reporting” and “gossiping”. Reporting is necessary to conflict resolution. Gossiping prevents conflict resolution.

## **Discipline regarding weapons, drugs, and overt planned violence:**

St. Michael Lutheran School will not tolerate students, staff, parents/guardians or any other person associated with St. Michael Lutheran being involved with possession of weapons at school, possession or sale of illicit drugs and the unlawful possession and use of alcohol or tobacco products or any threats, suggestions, predications, or acts of violence. These will not be tolerated and will be dealt with through the proper application of Law and Gospel.

To this end the following policy has been adopted by the School Board:

1. St. Michael Lutheran School is committed to safe and orderly education environments and authorizes the Administration and staff to respond rapidly to any threat, suggestion, predication, or act of violence that occurs on any St. Michael Lutheran owned property or at any Saint Michael Lutheran School event.
2. Students found in possession of weapons at school, possession or sale of illicit drugs, or the unlawful possession of alcohol or tobacco products on any St. Michael Lutheran owned or rented facility or sponsored event may result in immediate suspension, may result in a recommendation for expulsion by the Principal, and may result in referral to the appropriate law enforcement agency.
3. Students, staff, parents/guardians or any other person shall not make any verbal, written, telephonically or electronically communicated threat, suggestion, predication, or act of violence against any person or group of persons or damage any St. Michael Lutheran owned or rented facility. Any such action may result in immediate suspension, may result in a recommendation for expulsion by the Principal, and may result in referral to the appropriate law enforcement agency.
4. Should such a threat, suggestion, predication or act of violence occur the Principal may recommend expulsion of a student to the School Board, the termination of an employee to the School Board, and any threat, suggestion, predication or act of violence made by a parent/guardian or other person may be referred to the appropriate law enforcement agency.
5. Students, staff, parents/guardians or any other person associated with St. Michael Lutheran shall report any threat, suggestion, predication, or act of violence directly to a staff member, (i.e. Homeroom Instructor, Special Instructor, Teacher Assistant, Guidance Counselor, Office Staff, Assistant Principal, or Principal) or by using the SMLS C.A.R.E. forms, or by calling the Crime Stoppers Hotline. Staff members shall report any threat, suggestion, predication, or act of violence to the Administrator in charge. Failure to report by students, staff, parents/guardians or any other person associated with St. Michael Lutheran may result in disciplinary action or referral to the appropriate law enforcement agency.
6. St. Michael Lutheran School may seek recovery from the student, staff member, parent/guardian, or other person responsible for any costs and or damages incurred by St. Michael Lutheran as a result of a threat, suggestion, or predication of violence, an act of violence, or damage to any St. Michael Lutheran owned or rented facility. Types of costs include, but are not limited to, the following: interagency agreements, outside counseling services, psychological assessments, legal, law enforcement, and repair costs.

Implementation of the policy statements is explained below:

Student possession of weapons at school, possession or sale of illicit drugs, or the unlawful possession of alcohol or tobacco products, any threat, suggestion, predication, or act of violence, or damage to property whether on campus, at any school sponsored activities, or off campus will not be tolerated. Additionally, any threat, suggestion, predication, or act of violence against any school official or employee will not be allowed at any time. Students are strictly prohibited from engaging in conduct which creates circumstances likely to cause disruptions at school, or at school sponsored activities. Types of conduct which are in violation of this policy include, but are not limited to, those described below:

- any act of physical violence other than what is reasonable for self-defense, and protection of other persons or property;
- knowingly, willingly, or recklessly placing others in danger of imminent serious physical harm;
- threatening, planning, or conspiring with others to engage in a violent act;
- joking about engaging in a violent act against others, or otherwise making any threat, suggestion, predication of violence, or intimidating remarks which might be reasonably interpreted by others as indicating a threat or

- plan to engage in some type of violent activity.
- possession of weapons at school, possession or sale of illicit drugs, or the unlawful possession of alcohol or tobacco products.

Further, all students, staff, parents/guardians or any other person associated with St. Michael Lutheran are morally obligated to report to responsible school officials knowledge of any violations or potential violations of this policy by students. No student may retaliate against another for making such a report. However, any student who deliberately makes a false or misleading report will also be subject to disciplinary action.

Students violating any provision of this policy shall be subject to appropriate discipline, up to and including suspension and expulsion.

Should such a threat, suggestion, predication, or act of violence occur the following actions may be taken by school personnel:

1. School personnel will take action to minimize a threat to any student's safety.
  - A. The student(s) will immediately be removed from the education environment to the office of the Administrator in charge.
  - B. As the situation is being assessed by school personnel the parents of the student(s) responsible will be contacted and asked to come to school as soon as possible to further assess the situation.
  - C. The Administrator in charge may assemble support staff members, special subject instructors, the homeroom instructor, Guidance Counselor, and the Pastor in the process of carrying out an assessment.
  - D. The school's legal counsel, the school designated professional psychiatrist/counselor, and the appropriate law enforcement agency, usually the school's DARE officer, may be engaged by the administration in the process of carrying out an assessment.
2. Once the situation has been fully assessed disciplinary consequences shall be administered. Special interventions and consequences are implemented when the administrator feels, based on individual situations, they are warranted. This includes use of the Conduct Counts levels and additional interventions and consequences such as, but not limited to, the following: An extended suspension, ongoing screening and testing procedures, probationary stipulations regarding actions, restitution, and I Care relationship rebuilding.
3. Once the situation has been fully assessed and discipline administered, school personnel will notify, as soon as possible, the parents of the student(s) involved either by an action, inaction, or by being named in the incident.
4. For the good of all of our constituents, all families understand when enrolling in Saint Michael Lutheran School that there may be instances where information regarding situations such as those noted above would be shared. When appropriate, the Principal will disseminate follow up communications to larger groups of people to clarify the issue and notify people of the actions taken. (I.e. Classroom forums, grade level or department level letters, School family memos, or even Open Hearings with all SMLS members invited.)

## DRESS CODE

The way students are dressed has a strong influence on their attitude about school and the way they feel about themselves. Since school might be thought of as their “place of work”, we believe that school clothing should be appropriate to that situation. Jobs require a variety of clothing. School experiences will include different types of activities such as class work, physical education, recess, chapel, etc.

The school views parents as having primary responsibility for compliance with the dress code; while your child is at school, all staff will enforce the guidelines. Repeated dress code violations will be dealt with in the discipline code of conduct. If a student is not wearing appropriate attire or is missing attire, parents are expected to bring uniform items to school for the student to change into.

### Uniform Dress Code

All students in pre-school through eighth grade are required to wear the designated school clothing, purchased through Sunshine School Uniform Company. There is a wide variety of items from which to choose. The Sunshine store web site is [http://www.sunshineuniforms.com/store\\_locator\\_fl.htm](http://www.sunshineuniforms.com/store_locator_fl.htm); the store is located just a few blocks from Saint Michael. They may be reached by phone at 275-6005.

Shorts and skirts should be of appropriate length, based on the styles from the Sunshine School Uniform Company. Sunshine School Uniform Company apparel may not be altered or worn in any way to make them shorter in length. All school uniform shirts and blouses must be tucked in at the waist and very little blousing will be allowed. Shirts must be tucked in while on the school site from the moment the student exits their vehicle at drop off until the student is picked up and in their vehicles. At no time shall any other garment be visible under or over a Sunshine School Uniform Company piece of apparel. Pants with belt loops must be worn with a belt. Shoes and socks are not part of the uniform and may be selected at your discretion. Shoes without back straps are not permitted due to safety concerns; for similar reasons, platform shoes are discouraged (parental discretion). School jackets, sweatshirts, and sweaters are available but not required. In colder weather, non-school jackets or sweaters will be permitted when students are outside for recess, but only school sweaters and sweatshirts may be worn in the school building.

On chapel days a student’s uniform dress must include the Oxford shirt as denoted on the Sunshine School Uniform Dress Code publication. The first Wednesday of each month is designated as Witness Wednesday and students may wear a T-Shirt with a Christian message on it. They may also wear Jeans that day if they provide a \$1.00 offering. We call this Jeans for Jesus!

Periodically throughout the school term, days will be designated as Accelerated Reader T-shirt day, Drama, athletic teams, or Fine Arts students may wear their special shirts, or students involved in Scouting may wear their Scout uniforms. Members of the National Junior Honor Society will wear their special shirts on designated days. Watch the Online calendar and the Saints Alive for specific dates!

### Physical Education Classes

A separate pair of gym shoes is required. Physical Education shoes that are left at school and used for P.E. classes in the gym are available at Snyderman Shoes in Fort Myers. An approved list of shoe brand and types is posted on the website. These shoes should be brought to school on student orientation day and they will be left in secured storage to be changed into before each class period.

**Physical Education uniforms are required for students in grades 6-8. They are optional for the 5<sup>th</sup> grade. These uniforms are available the Sunshine store. All students must wear gym shoes for physical education classes. Court shoes should only be worn on the gym floor and never outside. Snyderman’s Shoes is the official supplier of shoes for P.E. classes. A discount and variety of shoe styles are available. PK-K students are asked to purchase the Velcro style of shoes.**

## Non-Uniform Dress Day Coupons

Parental attendance at the PTL meetings will earn one dress down coupon for each child in the household. In order to use PTL coupons or other coupons for a non-uniform day, the student needs to turn in the coupon on the designated ½ day or schedule non-uniform coupon day that non-uniform dress is going to be worn. All coupon days are noted on the online calendar. On a Non-uniform coupon day the Non-uniform Dress Code description in the handbook must be followed. A student may also wear Jeans that day if they provide a \$1.00 offering. We call this Jeans for Jesus! Please give that dollar to the homeroom instructor and they will send it to the office. All dollars are used for mission projects.

## Non-Uniform Day DRESS CODE:

"You shall be my witnesses." (Act 1:8) This passage gives us a task to do. We fulfill this task in many ways. The way we work, play, walk, talk, and the way we **dress**. St. Michael students and staff should dress in such a way that they are effective Christian witnesses to others. Dress also affects the way we feel and perform certain functions. The following dress code policy strives to establish a code for dress, which maximizes learning potential while attending a Christian education institution.

To accomplish the aforementioned goal the following guidelines shall apply:

### Special Theme Days:

- ◆ AR T-shirt days. The Accelerated Reading program has an award level that includes purchasing a T-shirt that can be worn on special AR shirt days. They may also wear Jeans that day if they provide a \$1.00 offering. We call this Jeans for Jesus!
- ◆ Special T-shirt days are designated for the drama club, classroom curricular celebrations, athletic teams (Jerseys only), OM competitions etc... They may also wear Jeans that day if they provide a \$1.00 offering. We call this Jeans for Jesus!
- ◆ The first Wednesday of each month is designated as Witness Wednesday and students may wear a T-Shirt with a Christian message on it. They may also wear Jeans that day if they provide a \$1.00 offering. We call this Jeans for Jesus!
- ◆ Auxiliary organizations like the Scouts periodically require uniform tops to be worn on their meeting days. They may also wear Jeans that day if they provide a \$1.00 offering. We call this Jeans for Jesus!
- ◆ SMLS Athletic teams periodically are given permission by the Athletic Director to wear their uniform tops to school. They may also wear Jeans that day if they provide a \$1.00 offering. We call this Jeans for Jesus!

### In general:

- ◆ Clothes should present a modest appearance.
- ◆ Clothes should not reveal underwear or other undergarments.
- ◆ Clothes should be in good repair and clean.
- ◆ Clothes **must** be worn in the style for which they were designed (buttoned, tucked in); pants **must** be worn at the waist; pants with belt loops must be worn with a belt, shirts **must** be tucked in, shoes must have at a minimum a back strap.
- ◆ The fit of the clothing should be appropriate to the child. This means clothing is not too small, nor is it worn several sizes too large. Room for growth is acceptable.
- ◆ Sweat suits or wind suits of any type are not permitted.

### Shirts:

- ◆ Non-uniform polo and oxford dress shirts are preferred.
- ◆ T-shirts may be worn only when noted in the online calendar and in the Saints Alive.
- ◆ No tank tops.
- ◆ No athletic jerseys may be worn unless noted as an exception in the online calendar and in the Saints Alive. Athletic jerseys include game attire for basketball, football, baseball, hockey, etc. Anything that closely resembles game attire is not acceptable.
- ◆ No shirts may be worn with offensive, double-meaning, anti-authority, or mean-spirited emblems or sayings, including but not limited to sayings or emblems which refer to alcohol, tobacco, illegal substances, sexual

connotations, and music groups.

- ◆ Sleeveless shirts are permissible; sleeveless shirts are defined as shirts with a wide/long shoulder seam. Sleeveless shirts also have armholes that do not extend much beyond the diameter of the arm itself. (Tank tops have narrow shoulder seams and wider armholes and scoop necklines.)
- ◆ Sweatshirts are allowed with the aforementioned guidelines.

### **Slacks and Shorts:**

- ◆ Shorts may be worn at any time. Full participation in school activities is required. Please monitor weather conditions.
- ◆ Shorts should be modest--mid-thigh length describes "modest."
- ◆ Pants or shorts with belt loops must be worn with a belt.
- ◆ No athletic shorts are allowed; athletic shorts are those shorts made out of nylon, acetate, mesh or Lycra unless noted as an exception in the online calendar and in the Saints Alive.
- ◆ Loose fitting leggings or stirrup pants are not permitted.
- ◆ Knit shorts are not permitted for upper grade students.
- ◆ Jeans and jean shorts may be worn.
- ◆ Frayed hems are not permissible. Revealing insets or cutouts in clothing are not permitted.

### **Miscellaneous:**

- ◆ Boys may not wear earrings or hair bands, clips etc...
- ◆ Hairstyles and haircuts should not attract abnormal attention to a student's overall appearance or interfere with learning.
- ◆ Boys' hair must be above the collar. No ponytails or engraved letters, *logos*, or *designs* are allowed in hair.
- ◆ Hair dye on students is discouraged. Any hair dye used must not distract from the learning environment or bring undue attention to the student.
- ◆ Girls should avoid excesses in make-up and jewelry.
- ◆ Moderate jewelry is appropriate as long as it does not distract from the learning environment or cause potential hazards.
- ◆ Girls may wear minimal make-up, if any at all.
- ◆ For safety, no slip-on sandals or clogs may be worn. Laces must be worn in shoes that are designed for laces. Laces must be tied.
- ◆ Outerwear jackets are not permitted in the classroom. Blazers, suit jackets, vests, cardigans, and other "suit jacket-like" apparel designed for indoor wear may be worn.
- ◆ Attire should not be injurious to school property or other people.
- ◆ No caps or hats may be worn inside the school unless noted as an exception in the online calendar and in the Saints Alive.

### **Enforcement:**

The parents, as the primary care givers and the staff, acting as an extension of the home, are encouraged to consult with each other and the designated school official regarding the appropriateness of student apparel relative to the dress code policy. Students should feel free to ask the designated school official for advice regarding personal appearance and apparel choice. Repeated dress code violations will be dealt with in the discipline code of conduct. If a student is not wearing appropriate attire or is missing attire parents are expected to bring uniform items to school for the student to change into.

Should any questions arise regarding acceptable dress code adherence the designated school official will make specific suggestions relative to the dress code policy and may adjust participation in school activities accordingly. Instructors will utilize the school discipline Conduct Counts/system. The designated school official will notify the student, parents, homeroom instructor, and administration of such action. The administration shall utilize the system of due process to resolve any discrepancies that occur relative to implementation of the non-uniform dress code policy.

The school reserves the right to determine the appropriateness of any apparel, accessories, or hair style. If students do not

follow the guidelines above, parents will be notified and corrective action will be taken.

**Any student who comes to school without complying with the above regulations can expect not to be permitted to stay in the classroom until the parent is contacted and the necessary change is made.**

**Any student who consistently refuses to cooperate in matters of dress and appearance will be asked to withdraw from school.**

## **EARLY CHILDHOOD (PRE-SCHOOL) PROGRAM**

### **A. Credo**

- We believe little children should grow in love and faith in their Lord Jesus Christ.
- We believe that every child is important and needs to feel that he has God-given worth as a person.
- We believe that every child is an individual and has individual needs and God-given abilities.
- We believe that each child should be able to progress at her own rate to produce quality work at his or her individual achievement level.
- We believe that the Christian environment is an important factor in the learning process.
- We believe that the parents should be involved in the educational program of the child.
- We believe that little children should develop fluency in language, continue to be curious, be exposed to beauty, and continue to be creative.
- We believe young children need time to explore and discover their world in childlike fashion.

### **B. Curriculum**

A detailed curriculum outline is available upon request.

Early childhood curriculum includes:

- \* OUTDOOR PLAY - running, jumping, climbing, ball throwing and catching.
- \* INDOOR PLAY - blocks, trucks, housekeeping, puzzles, table games, sand and water play.
- \* ART EXPERIENCES - experimenting and creating with many types of media including paints, clay, paper, yarn, etc.
- \* SOCIAL STUDIES - meaning, value and experience of seasons, holidays, homes, church, community, health, etc.
- \* SCIENCE EXPERIENCES - planting and caring for seeds, care of pets, using senses to discover the world, and cooking.
- \* NUMBER EXPERIENCES - developing number concepts through use of straws, beads, measuring cups, songs and finger plays.
- \* MUSICAL EXPERIENCES - singing, listening, rhythm, musical games.
- \* LANGUAGE ACTIVITIES - storytelling, discussion, use of books and poetry.
- \* DRAMATIC PLAY - socio-dramatic play, puppets, acting out stories.
  
- \* RELIGIOUS ACTIVITIES - daily lessons in Christian living through the use of videos, flannel graphs, arts and crafts, Concordia's Faith Alive curriculum, and Close to Jesus and Little Visits devotions.

### **C. Discipline Policy**

We believe in a positive approach to discipline. Our classroom rules are basic:

1. Walk in our room
2. Use an inside voice
3. Keep our hands to ourselves
4. Be kind to one another
5. Put toys away after we use them.

If a child has difficulty remembering our rules, he or she is asked privately to sit in a chair for five minutes. At the end of this time, we discuss why he or she is there. How can he or she make sure it doesn't happen again? Sometimes a child may have difficulty even with those rules. At that time a conference is called with the parent to discuss an individual approach with the child to help him or her subscribe to our rules.

Our goal is self-discipline, and we begin even at this early age to help a child be aware of his or her own responsibility for his or her own behavior. We believe that simple basic rules with a positive attitude and approach make this possible with the pre-school child.

When the instructor feels that further steps are needed, a child will be referred to the office for follow-up as part of the Conduct Counts school discipline plan.

### **D. General Policies**

Pre-School is a place where children laugh, sing, play and run. The environment is designed to stress sharing and caring. It is structured yet, within the structure there is freedom. Children can express feelings, and experiment with many different learning challenges. Centers such as housekeeping, books and puzzles, blocks, arts and crafts, table toys, sand and water table, etc. are provided so the child can choose what he or she would like to do and learn through discovery and play.

Pre-School is open to three, four, and five year old children (must be three by September 1st). Class sessions are from 8:00 a.m. to 3:00 p.m., Monday through Friday.

Guidelines:

1. Select suitable clothing from the uniform options - your child will be engaging in very active play and should be comfortable. Rubber-soled shoes are encouraged; boots are not allowed.
2. Children must be toilet trained and have their bathroom habits established before the first day of school. They must be able to manage their clothing, be able to pull up their pants and zip them, etc.
3. Parents are expected to accompany their child to the *classroom each* morning (unless the child is attending morning extended care). At 3:00 p.m., the children will be escorted to the designated car line area for pick-up.
4. The Preschool takes no formal responsibility for forming car pools. A list of names of parents will be provided upon request for this purpose. When field trips are arranged, a written permission slip will be sent home and must be returned before your child will be permitted to go. This will occur each time we have a field trip.
5. We encourage the sharing of unusual items or experiences with the class. Since there are many toys in the classroom, we feel that bringing toys from home is unnecessary.
6. We feel that nutritious snacks from all four food groups are essential in developing good eating habits in children. Each family will be responsible for providing their child with a daily snack/drink.
7. Drop-off time is *between 7:50 and 8:00 a.m.* Pick-up time for *half-day students in PreK3 is 12:00.* All other students are to be picked up between 3:00 and 3:15 p.m. Please do not arrive earlier than the times listed above, and please pick children up on time in the car line, unless arrangements have been made with our extended care program.
8. A bookbag is helpful to make sure all papers and art projects get home safely.
9. Birthdays: Preschool children are invited to celebrate their birthdays in the classroom. Appropriate treats are

welcomed by the children. Please speak to the classroom teacher to make any necessary arrangements. Treats should be simple in nature, something children can pass out by themselves, not requiring teacher assistance or undue classroom time. Invitations to home birthday parties are to be mailed unless all boys and/or girls in the class are invited. To avoid hurt feelings, groups going to birthday parties should not congregate on school grounds when all students have not been invited. This helps to maintain a good emotional tone among the children. Their feelings are very fragile at this young age. Parent cooperation is appreciated with this matter.

#### **E. Parents' Roles**

It is essential for parents to take an active interest in their children's preschool experiences. We hope that parents and preschool leaders will complement each other, and as a team provide the best experiences and atmosphere for children. Parents may arrange to observe the program and have conferences at any time. Parents are expected to attend parent meetings. These meetings will provide opportunities for interpreting the program to parents, for dealing with questions of philosophy, and for discussion of matters of concern to parents and preschool leaders.

Notes to Parents: During the school year, printed communications will be sent from school to homes, via the children. We urge parents to check with their children regarding such notes, fliers, school newspapers, etc. Particularly on Fridays look for our school's *weekly* publication, "Saints Alive" which is posted electronically online.

At the beginning of each *month* your child will be bringing home a Preschool newsletter which will contain information regarding activities your child will be doing throughout the month.

#### **F. Philosophy**

Early training is the most significant training children receive. An early childhood experience permeated by Christianity provides children with added richness. Not only are their mental, emotional, social and physical needs recognized but also their spiritual needs. The result will be children with well-rounded Christian personalities who acknowledge the daily presence of Christ in their lives.

The preschool usually represents a child's first separation from home and first experience with a peer group; therefore, young children have a lot of social learning to do. In the cocoon of preschool, children can grow from their self-centered world of "I" to the world of interaction, "we". They will learn through exploring and inquiring to solve their problems. Play is the work that children do. Much of their motor play is preparatory to later cognitive development. In stacking blocks, they learn spatial relationships, balance and the law of gravity. In climbing, swinging and running, they learn motor and perceptual coordination, which is essential in fine motor development. By taking advantage of the many innovations in early childhood teaching techniques and materials, a solid foundation can be laid for future school years. By freeing children from inhibitions, they learn to express themselves. In short, preschool can open young children's awareness of their Lord's world and stir their inquisitiveness so as to make an eager learner in their preschool year.

#### **G. Health and Safety**

Our concern for the health and safety of the children is reflected in several aspects of our program and procedures. We are...

- Requiring each child to have current immunizations and physical examinations
- Requiring the staff to have physical examinations and TB tests
- Requiring finger printing and background checks for all staff instructional staff
- Requiring Infant and Child First Aid and CPR training of staff
- Ensuring that all equipment is in good repair
- Providing nutritious snacks
- Requiring parental permission for others to pickup their child
- Isolating sick children and notifying parents immediately
- Notifying parents of contagious illness or conditions if present in the Preschool
- Keeping the staff informed of the latest information on dealing with such conditions as stress in children, child

- abuse, as well as symptoms of disease
- Sharing health and safety information with parents

### **"Is my child too sick to go to Preschool?"**

Yes, if he or she....

- Has a fever of 100<sup>0</sup> or above. (Please wait 24 hours after fever, vomiting, or diarrhea to return the child to school.)
- Has diarrhea
- Is vomiting
- Has a rash of undetermined origin
- Has head lice (look for small white nits or eggs clinging to the hair shaft and scratching of the head)
- Has green or yellow mucous (either in the nose or being coughed up)
- Has matter in the eye or "pink eye"

Please call your child's teacher if your child has a contagious disease or will be out for several days.

## **ENROLLMENT POLICIES**

### **A. Admissions Policy**

Saint Michael 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. The school does not discriminate on the basis of race, color, or ethnic origin in the administration of educational policies, admissions policies, financial aid programs and athletic and other school-administered programs.

Saint Michael Lutheran School will begin accepting applications each September for the following school year. Saint Michael will re-enroll current students in December. These students will have first priority to register for the following year.

An admissions committee will meet early in the calendar year to select qualified applicants to fill the remaining positions available. Acceptance of students will be announced immediately after that meeting. The committee may use the following criteria for choosing students:

1. Qualified Saint Michael church members and siblings of current Saint Michael students will have first priority (Saint Michael church members and siblings of current students who apply after January may not be given priority consideration)
2. An entrance test will be given to all potential incoming students. The results of these tests will assist the selection committee.
3. Standardized test results and most recent report card grades will be used by the committee in the selection process.
4. PreK and Kindergarten students will be screened individually.
5. Other criteria may be used as the committee deems appropriate.

Saint Michael reserves the right to alter or make changes to this policy without providing written notice.

### **B. Enrollment Guidelines**

The following is a list of procedures regarding admissions:

1. Each student, including those in the Pre-School must be of the following age on or before September 1st of the school

year for grade placement:

3 years - 3 years old

4 years - 4 years old

K - 5 years old

Grades 1-6 - First grade and above must provide a transcript of previous passing status and meet all screening requirements.

2. The child must be toilet trained when school begins.
3. All students entering kindergarten (including those from our preschool program) must take the Kaufman K- Seals Developmental Evaluation administered in the winter/spring, as well as be recommended for kindergarten readiness by their pre-school teacher.
4. All new students entering grades 1 and above shall be required to take an academic assessment test and provide previous standardized testing results and report cards.
5. Saint Michael Lutheran School reserves the right to determine final grade placement for any applicant or present student based on educational need.
6. Upon admission to the school and when updates are requested, parents must provide the following information (on forms provided by the school): physician's health statement, copy of birth certificate, transcript (first grade and up), emergency contact information, emergency medical authorization.
7. Admission to the school shall be with the understanding that parents have familiarized themselves with the philosophy and policies of Saint Michael Lutheran School.
9. Priority is given first to qualified students who have previously attended Saint Michael. Second priority is given to qualified members of Saint Michael Lutheran Church and qualified siblings of enrolled students who have not yet attended.

Length of Enrollment: Children are accepted for enrollment at Saint Michael for one school year. Re-enrollment procedures must be completed every year for placement to be maintained for the following year.

Teacher Requests: Saint Michael discourages teacher requests for the following school year. Teachers and administrators work closely together to place students in the appropriate class. Many factors are taken into consideration in placing students. If a parent feels strongly about making a specific request regarding teachers and/or other students, they may submit their request in writing to the school office by May 1. They should list in detail the reasons for their request and realize that the request may not be honored.

The application for enrollment asks the family to commit to regular timely payments of all tuition and fees. The school cannot operate without this financial support. Tuition payments must be made in a timely manner each month. We offer a discount to families who pay their annual tuition in full by May 1st. No student is allowed to re-enroll unless all tuition and/or fees are paid. Where outstanding tuition and fees exist, a family is required to make mutually acceptable arrangements with the principal to complete such payments prior to re-enrollment for the next school year.

### **C. Registration Procedures**

The procedure includes receiving an enrollment packet, which contains a letter, a brochure, and an application form. Parents must complete the application, provide copies of all previous academic records (report cards and standardized tests), assert the truthfulness and completeness of the application by signing it, and pay the nonrefundable first tuition payment. When the school receives an application, an appointment will be made for screening. Shortly after the screening, the family will be notified of a child's acceptance or denial of enrollment. If an application is accepted, the family is asked to submit the second tuition payment. For the installment plan, if a student is withdrawn anytime after the acceptance of the student and payment of the second non-refundable tuition payment, tuition for a total of 3 months [Total Tuition / 10 = Monthly Amount] is due and will be retained and any balance beyond that will be refunded. For the prepaid tuition plan, any refund will be calculated using the same formula as the installment plan. A withdrawal may only be made in writing to the school principal with the parent's signature. Should a student transfer once the school term begins the aforementioned calculation will be used. Or a calculation of tuition per school days attended in session, whichever is greater.

In the autumn of each year, materials for re-enrollment are distributed to each school family to determine the number of students who will attend the next school year. The first tuition payment is to be submitted with the re-enrollment form to reserve a place for the child (ren). Again, first tuition payment is non-refundable. When re-enrollment is complete, new applications will be reviewed and classes filled.

## **EQUALITY OF EDUCATION STATEMENTS**

Saint Michael 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. The school does not discriminate on the basis of race, color, or ethnic origin in the administration of educational policies, admissions policies, financial aid programs and athletic and other school-administered programs.

Saint Michael offers equal opportunities in its co-curricular and extra-curricular activities and organizations to both boys and girls. While some activities may be reserved for either one sex or the other, equivalent opportunities are given to those of the opposite sex.

## **EXPECTATIONS**

### **A. What Parents and Students Can Expect of Teachers:**

- ♥ We will pray for students and their families.
- ♥ We will work as team members seeking to provide the best Christian and academic education possible.
- ♥ We will not lose sight of the individual child's needs even though we must work with groups of children.
- ♥ We will provide a good learning atmosphere in our classrooms.
- ♥ We will not take ourselves more seriously than we ought.
- ♥ We will laugh with you, not at you.
- ♥ We will be objective in our treatment of our students and not make inflexible decisions in the heat of anger or frustration.
- ♥ We will follow Christian principles based on balance of law and gospel.

- ♥ We will show enthusiasm and interest in students and be learners with our students.
- ♥ We will help our students learn to be responsible for their own behavior, work and choices.
- ♥ We will challenge our students to reach their highest potential.
- ♥ We will strive to remain calm and collected and to be fair.
- ♥ We will respect the student and his or her family and not put them down.
- ♥ We will show patience and courtesy.
- ♥ We will keep you informed of things that are happening.
- ♥ We will put in extra time when necessary to meet the demands placed upon us.
- ♥ We will keep up with education research and be willing to update our methods.
- ♥ We will listen with an open mind to your concerns, problems or criticisms.
- ♥ We will practice what we preach in worship, Bible study, and giving habits, seeking to demonstrate that Jesus Christ is the Lord of our lives.
- ♥ We will make mistakes and will need your understanding and forgiveness.

**B. Expectations of Students:**

A Saint Michael Lutheran School Student:

- ♥ Understands that he/she is a unique part of God's creation and therefore has the responsibility to do his/her very best in school.
- ♥ Cares about other students in school and respects their rights and property.
- ♥ Respects his/her teachers both inside and outside the classroom.
- ♥ Understands that he/she represents Saint Michael Lutheran School and therefore will be neat and well behaved in school and at school activities.
- ♥ Is willing to help keep our school neat and clean.
- ♥ Understands that certain items (i.e., weapons, pornography, drugs, etc.) are not allowed at school and complies with these expectations.
- ♥ Understands that he/she is responsible for following the rules and guidelines in all classes and activities, that every student is responsible for his/her actions, that students make choices and sometimes consequences result from these choices, and that each student will be dealt with on an individual basis.

**C. Expectations of Parents:**

A Saint Michael Lutheran School Parent:

- ♥ Affirms and reinforces what the school is teaching.
- ♥ Speaks positively about the school and staff to his/her children.
- ♥ Makes it a priority to see to it that his/her children are in school regularly and on time.
- ♥ Talks to teachers privately about concerns after school (time before school belongs to the students).
- ♥ Talks to administrators privately if not satisfied with the results of a conference with the teacher.

## **EXTENDED CARE POLICIES**

Extended Care Program: (LIC# 086039)

You will be able to sign up for this program during the August orientation.

The information below will help you plan your schedules and the use of the program.

**I. LOCATION:** Extended Care is located in Early Childhood/Adult Education Center. Students will be picked up from this location. Doors are locked for security purposes and parents/guardians need to ring the door bell and/or knock in order to pick up a student.

**URPOSE:** Extended Care is designed as a service to working parents of Saint Michael Lutheran School. The program provides students with a supervised, safe environment after regular school hours. The program can be used on an as needed basis or a more regular basis. The program fees are structured to allow this flexibility. If you are going to use the program on a regular basis we have created the flat \$155.00 a month fee.

**II. HOURS:** Morning care, 7:00-8:00 A.M., Monday through Friday. Student(s) that arrive between 7:00 and 7:30 are charged \$5.25 and those that arrive at 7:30 or later are charged \$3.25.

AFTERNOON CARE: 3:00-5:30 P.M., Monday through Friday. Student(s) who use the service from 3:00-3:30 are charged \$3.50 and those who stay until 4:00 are charged a total of \$6.25. Any time spent after 4:00 P.M. the total charge is the daily rate of \$11.00. Parents need to pick up their student(s) by 5:30 P.M. There is a \$10.00 CHARGE FOR EACH 5 MINUTES PAST 5:30P.M. **FOR LATE PICK-UPS:** Your child deserves to know that someone will be there on time to take them home.

**HALF DAYS**—When the school calendar indicates a noon dismissal, Extended Care will operate from noon until 5:30 P.M. **NO SCHOOL FULL DAYS**— At certain times Extended Care is offered from 7:00 A.M. to 5:30 P.M. (Watch weekly for updates in the Saints Alive publication which is posted online.) Note: **STUDENTS NEED TO BRING A SNACK AND LUNCH FOR HALF DAYS AND FULL DAYS.**

## BILLING SYSTEM & CHARGES:

All users of Extended Care must have a credit card authorization form on file in the office to use the program. This credit card is only charged if the bill becomes over 30 days past due.

\$25.00 YEARLY REGISTRATION—PER FAMILY

\$3.25-\$5.25 MORNING CARE ONLY-DAILY

\$3.50-\$11.00 AFTERNOON CARE ONLY-DAILY

\$6.25 BETWEEN 30-60 MINUTES

\$155.00 FLAT MONTHLY RATE - Morning & Afternoon Care - Daily (based on attendance of 15 days or more a month)

\$18.00 for half days (12:00-5:30)

\$30.00 for whole days (7:00 A.M.-5:30 P.M.)

\$7.00 key fob charge (First one is free of charge)

Bills will be mailed to your home at the end of the month. Prompt payment is expected and overdue accounts may jeopardize a student's enrollment in the Extended Care Program. There will be an additional charge of \$25.00 for accounts not paid after 30 days. After 30 days the credit card authorization charge will be processed. Checks are made payable to: SMLS. Please indicate your child's name on the check and note EXTENDED CARE on your payment envelope. Please deposit the envelope in the drop box at school or the school reception area.

### III. Sign In and Out:

No student is allowed to leave the supervised Extended Care area, or play area, until checked out by a parent. The daily sign out log will be in the ECALC building. Persons permitted to pick up your child are those people whose names are listed on your child's registration form under "Persons permitted to pick up Student". If someone who is not listed on the records is picking up your child, you need to call or send a signed note stating who will be picking up your child. This person will be asked to provide picture ID before the child can be taken from Extended Care.

### IV. Sample Schedule for after school extended care:

#### Pre-school Schedule

3:00	check in / snack
3:15	playground
4:00	inside / wash hands play inside
5:15	circle time / books read / songs, etc...

#### Kindergarten, 1<sup>st</sup> & 2<sup>nd</sup> Schedule

3:00	check in / snack at tables
3:15	inside play / choose "station"
3:55	use restroom
4:00	outside to playground
5:10	inside / wash hands / circle time

Parents arriving to leave with their child should do so as quietly as possible, so as not to disturb circle time. Sticker for chart will be given daily to students who showed good behavior, good manners and being kind to one another.

### V. After School Activities:

Extended Care Staff needs to be notified in writing of any after school activity that may keep your child from coming to Extended Care at the usual time. This will assist the Staff in keeping account of the students.

### VI. Medications:

In order to give medication to students during the Extended Care hours, a *S.A.F.E.* form must be on file giving the Staff permission to do so. No medication will be given without proper authorization.

#### VII. Illness:

Parents will be contacted if in the opinion of the Staff the student is too ill to remain in Extended Care. The parent will be expected to pick up the student or arrange to have another person pick up the student as soon as possible after being contacted.

#### VIII. Accidents:

Minor accidents such as bumps, bruises, cuts, etc. will be treated by Staff. Cuts will be rinsed with water only and a Band-Aid will be applied. An accident report will be completed by a Staff member. Please keep information on Emergency Card current.

#### IX. Snacks:

A snack from home is encouraged on the days your student attends Extended Care.

#### X. Homework:

A quiet time/homework time is scheduled for all students. Students not having homework will read or be provided with a quiet activity during this time. Individual tutoring is not provided by Staff, nor are they responsible for seeing that a student's work is complete.

#### XI. Personal Belongings:

Students are responsible for their personal belongings. The Staff will encourage students to use predetermined areas to store their belongings.

#### XII. Phone:

The phone in the Extended Care office is not to be used by students unless supervised by Staff, and then only if deemed necessary by the Director.

#### XIII. Discipline:

Should behavior problems arise; the following action will be taken:

1. The student will be given a verbal warning.
2. The warning will be followed by "time out" if the undesirable behavior continues.
3. The Director will also speak with the parent.
4. Should behavior problems with a student persist, the Director will call a conference with the parent.
5. If the situation cannot be resolved, parents will be expected to make other after school arrangements for their student.
6. Middle school student's behavior at Extended Care is communicated to the homeroom instructors for inclusion in the Conduct Counts system.

#### XIV. Student Expectations:

- \* Students are expected to show respect for Extended Care Staff as well as to other students.
- \* All students will be expected to conduct themselves as if in a classroom.
- \* Shoes must be worn at all times.
- \* Students are expected to arrive in the ECLAC building within a reasonable amount of time after they are dismissed from class for the day.
- \* Students are expected to have all materials needed to complete homework with them when they arrive in the ECLAC building.
- \* Students are strongly encouraged to bring books from home or the library.
- \* Gum is not permitted.
- \* Please do not let your student bring toys, games, radios or tape players to Extended Care.

# FINANCIAL POLICIES

## A. Financial Aid

Scholarship Fund: We want every eligible child to be able to attend Saint Michael Lutheran School. A student aid program has been established to assist families with tuition. Scholarships are available to anyone without regard to race, color, national and ethnic origin, church membership, or whether the student is new or returning.

Those wishing to receive a portion of the fund should complete and return the application. The Admissions Committee will review the applications and assign amounts from zero to full payment depending upon the number of applicants and their financial needs. Acknowledgment will be made to all applicants. Due to the economic times all financial needs may not be met and assistance may not be available.

Donations into this fund are needed and encouraged. If you are interested in helping us provide more scholarships, direct your donations to the school office. Such donations are tax deductible if you itemize on your return.

## B. Financial Support by Congregation Members

Congregation families pay a tuition amount that is less than the tuition rate for non-members. In addition, they are expected to support the total work and mission of the church through their gifts of time, talent and money. When all our families give a percentage of their blessings back to the Lord through their work and offerings, we are obeying the Lord and giving witness to our faith by helping to spread Christ's love to others. The expenses of the school are financed by these gifts and offerings, as well as all the other activities of nurture, outreach and education that the congregation supports.

## C. Past Due Accounts

The School Board has established firm tuition collection policies, to be equally applied to all parents.

Monthly fees are considered late if received more than ten days past the due date and a late fee of \$15.00 will be charged. If an account is 45 days past due, the student will not be permitted to attend class until payment arrangements are made.

Report cards and diplomas will be held until all fees are paid in full.

## D. Refunds

We continue to require any monthly payments to be made through the FACTS or SMART system. If you do not plan to pay in full on May 1 please check the appropriate FACTS or SMART box or complete the FACTS forms in the office. The first automatic cash transfer or payment will begin in May. For the installment plan, if a student is withdrawn anytime after the acceptance of the student and payment of the second non-refundable tuition payment, tuition for a total of 3 months is due and will be retained and any balance beyond that will be refunded. For the prepaid tuition plan, any refund will be calculated using the same formula as the installment plan. A withdrawal may only be made in writing to the school principal with the parent's signature. Should a student transfer once the school term begins the aforementioned calculation will be used or a calculation of tuition per school days in session whichever is greater.

## E. Returned Check Charges

A charge of \$25 will be assessed for any returned check. If this becomes a recurring problem, payments may be required in cash, cashiers check, money order, or electronic withdrawal.

## **LIBRARY/MEDIA CENTER POLICIES**

### **A. Gifts of New Materials**

Gifts of books and other media materials are encouraged. In accepting a gift the library reserves the privilege of deciding whether it will be added to the circulating collection. Appraisal of gift for tax purposes is the responsibility of the donor. The library staff will provide the donor with a receipt for the items donated.

### **B. Philosophy**

The library provides opportunities for children to pursue individual reading and projects as a part of classroom activities or on their own initiative. We strive to provide books which enrich quality of thought and expression and which contribute to the development of informed and responsible Christians.

The primary purpose of the library is to enrich and support the educational program of the school and to aid the individual student in the pursuit of continuing education and creative use of leisure time.

### **C. Material selection**

Selecting materials is the responsibility of the Librarian, under the direction of the administrators.

Materials selected for the library will be chosen with thoughtful attention as to their appropriateness for a Christian school. However, it is not the function or intent of the library to unrealistically insulate students from all controversial subject matter. Rather, as opportunities arise, our goal is to teach students to deal with such subject matter as Christians.

### **D. Concerns about materials**

Any parent or student wishing to express concern about the appropriateness of a work in the library may express this concern to the administration. Concerns will be reviewed by professional staff, administration, and the Board of Christian Education. We will make every effort to seek mutually agreeable resolution to any concerns.

## **LOST AND FOUND**

Many items are lost by students because they are not properly marked. Kindly mark all articles for proper identification. "Found" articles can be claimed through the school office. If not claimed by the end of each quarter, unclaimed articles will be given to the needy.

## **MEDICAL POLICIES**

### **A. Health/Immunization Requirements**

The immunization requirements for the school are the same as required under state and county health regulations.

A complete physical examination including immunizations is required of all students entering school in Florida for the first time. A copy of the birth certificate is also needed by the beginning of the school year.

## **B. Medication Policy**

Students requiring medication at school shall be identified by the parents to the school office. The office shall then assume the responsibility for designating personnel to dispense medication.

Written statements, on file in the school office, shall be required of:

1. The parents - who shall request and authorize the designated school personnel to administer the medication in the dosage prescribed by the physician.
2. The physician - who shall indicate the medication to be administered, the dosage to be given, the time(s) to be administered, length of time medication is to be administered, and the purpose of the medication.

The prescribed medication shall be kept in a secure place in the clinic. Only limited quantities of the medicine shall be brought to school at a time and in properly labeled containers.

The label on the medication shall contain the name and telephone number of the pharmacy, the student's name, name of the physician, name of the drug, dosage to be given, and time(s) to be given. School personnel will not provide aspirin or any other medication to students without parental consent. The diagnosis, treatment of illness, and prescribing of drugs is never the responsibility of the school personnel.

## **C. Insurance**

Parents may purchase student accident insurance to cover their child during the school year. A brochure explaining coverage options is sent home at the start of each year. If coverage is desired, payment is due at that time.

## **D. Clinic**

If a student is not feeling well, he/she may request permission from the teacher to go to the clinic. The instructor will use the phone system to ensure that the clinic is staffed and the staff is available. If a nurse is not available the child should report to the school office.

# **ORIENTATION**

Each parent and student is encouraged to attend the scheduled Orientation Meetings, which are scheduled just prior to the first day of school. All parents are also encouraged to attend the Open House evening meeting, which is usually scheduled during the third week of the school year.

A "Welcome to Middle School" orientation, Parent to Parent mentoring program, and new student mentoring program are programs that will help St. Michael families work together.

# **PARENT-TEACHER LEAGUE**

All parents of students at Saint Michael are members of the Parent-Teacher League. Membership dues are included in the tuition fees. All parents are strongly encouraged to become active in this organization. Opportunities to sign up for different P.T.L. activities are available in the homerooms, office center and at the first annual evening P.T.L. meeting which takes place in September.

Please be sure to keep information current on the pink Volunteer Opportunities form.

# PLAYGROUND POLICIES

## Safety Rules:

- Respect Others
- Respect Property
- Be Responsible
- Be kind to Others
- Play Safely

## General Rules:

1. Don't overcrowd equipment – TAKE TURNS.
2. No unnecessary rough play. No Pushing. No kicking. No hitting other students. This behavior can lead to serious injury.
3. No sticks or woodchips should be picked up and thrown.
4. Tie your shoelaces.
5. Don't walk in front of, or behind swings while they are being used. SIT on and swing ONLY.
6. Students are to use the ladder for the slide and are to go down seated. Please take turns, one at a time, and don't crash into others at the bottom. Do not go up the slide portion.
7. The tube slide should not be used until the previous person has reached the bottom and can be seen from the top. There is to be no clogging type of game played with the slide.
8. Do not move or stand up on benches.
9. Stay within playground limits. (No playing in retention area).
10. Do not leave the playground without asking the supervisor for permission. Students must receive permission to retrieve balls which go beyond the playground boundaries – one person only.
11. No games of Tag are to be played on the playground equipment.
12. Jump ropes are to be used for jump roping only.
13. No footballs on playground due to past accidents.
14. Throw trash in receptacles provided.
15. Return balls and toys to their storage racks **before** leaving playground.
16. Report any hazards (so they can be corrected).
17. PLAY SAFE!!

# RECORDS, STUDENT

## Student Records, Access To:

A student's parents may access the student's educational records. Other than the parents, only authorized certified personnel, the student, authorized government officials and other appropriate authorities in a health or safety emergency may access the student's educational records without the approval or the notification of the student's parents. Records of a student who has reached the age of majority or who is attending a post-secondary educational institution may be accessed by the student's parents or others only with the student's permission.

The administration must approve all requests for access to student records.

School personnel shall be informed annually about their and parents' rights to access student records and the procedure for doing so under this policy.

# RESPECT FOR SCHOOL PROPERTY

## A. Food and Drink

No food or drink is permitted outside the cafeteria during school hours unless approved by the instructors. The vending machines are not to be used between 8:00-3:00 unless permission is given by the instructor.

**B. Textbook Care**

All school textbooks should be covered the first week of school and remain covered throughout the year. Book covers are available at local stores. Students should not write in any of their textbooks. Parents will be assessed for the cost of replacing damaged or lost books. In the event that this occurs please contact the Assistant Principal and he will look it up and get the calculated replacement book cost with shipping & handling and let you know what the charge will be. The minimum rate is a flat \$75.00.

**C. Responsibility toward Property**

It is expected that students will respect school property and the property of others. The student will be required to reimburse the school for (careless or willful) loss or damage of schoolbooks. Students will also be held responsible for school property, equipment, furniture, and the property of other students that is carelessly or deliberately damaged, defaced, or marred.

## **SAFETY POLICIES**

**A. Emergency Cancellations or Dismissals**

Saint Michael will follow the decisions reached by the Lee County School Board re: closing due to weather. During adverse weather conditions, teachers and parents should monitor the local television *and radio* stations for announcements. *As a courtesy, the homeroom teachers will attempt to contact all families.*

Should early dismissal from school because of inclement weather be necessary, parents will be notified. If parents cannot be reached or no arrangements made for students' transportation or care be made, these children will be kept at school until such arrangements can be made.

**B. Fire Drills**

Fire drills will be conducted at least once a month in accordance with state law. Students should move quietly and quickly in single file out appropriate exits to a safe distance from the building.

**C. Leaving Campus**

Students are expected to remain on campus from the time they arrive for school in the morning until school is dismissed in the afternoon. Students may leave campus on school business only when in the company of a teacher. Students must be signed out by a parent or guardian if they are to leave early, or be signed in if they arrive after 8:15 a.m. Once a student leaves the campus after school, he/she may not return except for school business.

## D. Car Line

Please follow the posted directions and the staff and student Safety Patrol as they direct you!

Students will wait in the designated area to be picked up between 3:00 and 3:15 p.m. Do not wait in vehicles along the curb in the flow of traffic. Only wait in a vehicle that is parked in a regulation parking space

Parking lot traffic before and after school needs to flow quickly and smoothly. Please do not block traffic lanes while waiting. If you need to leave your car, for any reason or length of time, park in a designated parking space.

If your child gets in the car and suddenly wants to re-enter the building to retrieve a forgotten assignment, or give her teacher one more goodbye hug, don't hold up all the traffic behind you by standing. Instead, enjoy a quick driving tour of the parking lot and allow someone else to pick up passengers.

General Notes:

- ✓ Follow the traffic flow arrows / cones. (Do not park or leave your vehicle unattended along the traffic flow area.)
- ✓ 2 lanes of traffic until you reach the archway. Then follow the safety patrol person & merge into a single lane of traffic.
- ✓ All students will be located in the loading zone. They should stay in the "ZONE" until they see their ride and the all clear signal is given. [One Whistle blast & Sign: Go Load!]
- ✓ No left turns on Broadway during the Drop off and Pick Up sessions please.
- ✓ Please do not ask students to meet you at any other area(s) of the campus.
- ✓ Parents who park their car are asked to come meet their children on the east side of the archway by the covered walkway and brick courtyard outside the office center.

The covered walkway will be the designated crosswalk area to the South Parking areas by the gym. Please do not attempt to cross traffic at any other point along the car line!

Please follow these basic guidelines during drop-off times:

No student should arrive before 7:00 A.M. Those arriving between 7:00-7:40 should report directly to Extended Care in the back ECALC Building. There is a charge for this service!

- ⇒ To Stop, Drop, and Roll, Please enter through the SOUTH LOT (SPANISH COURT ENTRANCE) and proceed along the one way route.
- ⇒ Roll the car forward until you meet up with a car in front of you. Bumper to bumper. Then stop and drop!
- ⇒ Please have the children exit on the passenger side of the vehicle only.
- ⇒ Once your vehicle is empty proceed along the one way route and exit onto BROADWAY. (Right Turn Only.)
- ⇒ If you are going to park and come into the building for a short period of time we ask that you park in the North West Lot which is north of the brick courtyard and office center.
- ⇒ Volunteers should park in the South West lot or the North Lot.



Please follow these basic guidelines during dismissal times:

- If all of the children you transport are not present when you arrive at the loading site please drive forward and loop back around. Please remain calm and patient.
- *The Staff is equipped with Walkie-talkies/ cell phones and can call to have a child located while you make the loop!*
- Please do not get out of your car or park along the sides of the flow of traffic. If you must come into the

buildings, we prefer that you park in the South West lot or along the south end of the gym.

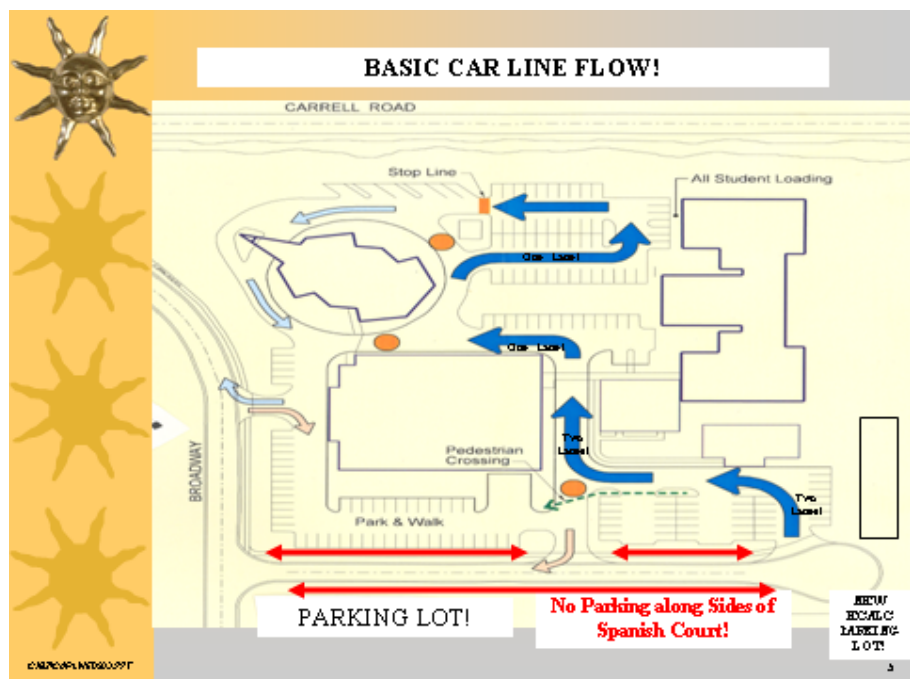
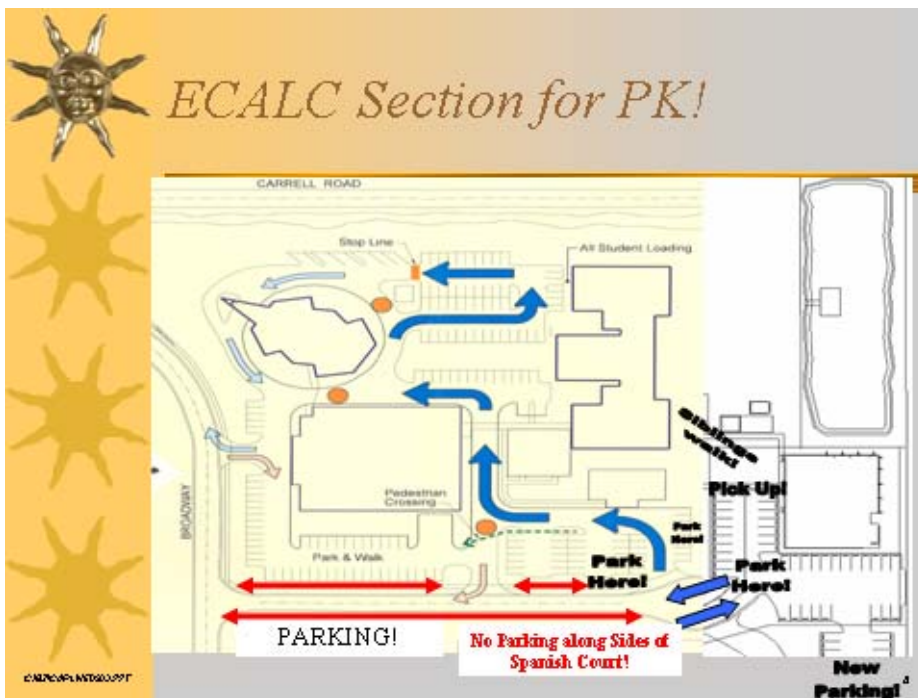
- Drivers for the 3:00 P.M. Dismissal should stop at the designated Pick-Up start line and line up bumper to bumper.
- Please do not ask students to meet you at any other area(s) of the campus.
- Parents who park their car are asked to come meet their children on the east side of the archway by the covered walkway and brick courtyard outside the office center.
- No child is allowed across the archway unattended or around a corner of the gym building without an adult.

Any student on campus after 3:15 will be checked into the Extended Care Program. (You Pay!)

**Our Afternoon Pick-Up Motto ...**

**SAFETY FIRST, RAPID TRANSIT SECOND!**

- 1. Stop** in the designated loading zone. [Pedestrians 2 whistles / sign says: STOP STAY.]
- 2. Load** on the passenger side. [Pedestrians 1 whistle / sign says: GO LOAD.]
- 3. and Roll!** Driver leaves following car in front of them.



**E. Before/After School Activity Policy:**

For the safety of the children, it is imperative that they be supervised at all times when they are on campus. Any student dropped off prior to 7:40 must report immediately to Extended Care.

All students who are not picked up by 3:15 p.m. must either be involved in a supervised after school activity or must report to Extended Care. If students are involved in sporting events, the dance program, or other after school activities that are not immediately after school, they must report to Extended Care until the designated time to meet with the coach/advisor. Students may not leave campus unless they are accompanied by a parent. Students must report back to Extended Care if not picked up following their activity (reminder: Extended Care closes promptly at 5:30). Saint Michael will not be responsible for students who are not in Extended Care or a supervised school activity after 3:15 p.m.

## **TELEPHONE USE**

Students are permitted to use school phones only under supervision for necessary school business or for an emergency. Students will not be allowed to call for forgotten schoolwork or P.E. clothes, or to make arrangements for social experiences such as overnight visits. The phone in the office center and the phone in the entrance to the gym may not be used by students during school hours without permission. If parents choose to provide a cell phone for their child, the phone must remain in the backpack or locker and turned off between 8:00 and 3:00. Staff will confiscate devices that are seen between those times and turn them in to the administration. Staff and administration may examine the contents of the confiscated cell phones. The school may use the accessed information to determine an appropriate disciplinary measure for the student. Parents must claim them from the administration. Repeated offenses will be dealt with under the discipline code. If the child is in extended care, it may be used by permission only.

## **TRANSPORTATION POLICIES**

**A. Bicycles**

Bicycles may be used for transportation to and from school. They are to be parked in the bike racks provided in the parking lot. It is advisable to keep them locked while there. Bicycles may not be ridden in the school area after arrival. At dismissal time, students riding bikes are expected to leave the property directly. Bicycles are not to be ridden around the school area during dismissal time or during any after-school activity.

**B. Parent Transport of Students to School Activities**

Parent Transportation by Bus, Car or Van:

Teachers and coaches are required to make certain that the following steps are adhered to when planning an activity away from the school and bus transportation is not provided.

All persons transporting children, other than their own, to any school-related activity, must sign a form indicating that they:

- Hold a valid driver's license.
- Have no DUIS in the last 36 months and no more than one moving violation in the last six months.
- Hold adequate insurance, including minimum liability coverage as required by the State Motor Vehicle Code for all passengers.
- Are at least 21 years of age.
- Agree to require all passengers to use a seat belt.
- Agree to comply with all traffic laws.

- Agree to receive no reimbursement of expenses from Saint Michael for driving to or from a school-sponsored event.

## TUITION POLICIES

Part of the expense of operating Saint Michael Lutheran School as an arm of the parish is covered by the contributions of the entire congregation. Members of Saint Michael therefore pay a discounted tuition, but as they decide on their monetary return to God, they should be mindful of the fact that the cost for operating the Christian School is even greater than the tuition charged per student.

**Change of Status:** The parents of students of Grades K through 8 who begin the school year as “non-member tuition students” shall be assessed full tuition fees throughout the school year, even if those parents become members of the congregation during the school year.

If a child is withdrawn anytime after enrollment, tuition for one month beyond the date of withdrawal will not be refunded.

**Returned check:** A \$25 charge will be added to the account when a check is returned for insufficient funds. If this becomes a recurring problem, payments may be required in cash, cashiers check, money order, or electronic withdrawal.

Report cards and record transcripts will not be issued to any students with delinquent accounts until such accounts are paid in full (i.e., tuition, extended care, food service, school store, library fines, book damage or replacement fees, etc.).

When parents enroll their children, they will be informed of the financial obligations which they undertake as part of that enrollment. We assume that tuition payments will be pre-paid, or paid monthly according to the SMART or FACTS schedule.

Anyone who becomes delinquent in the payment of fees will be given a past due notice. The principal should be contacted if extenuating circumstances prevent timely payment. Anyone who becomes delinquent in the payment of fees 45 days will be denied attendance until a payment is made

### **The Tuition Declaration Form which you sign states: **\*\*PLEASE READ\*\*****

Please use this form to designate how you intend to pay your tuition. We continue to require any monthly payments to be made through the FACTS or SMART system. If you do not plan to pay in full on May 1, please check the appropriate FACTS or SMART box or complete the FACTS forms in the office. The first automatic cash transfer or payment will begin in May. For the installment plan, if a student is withdrawn anytime after the acceptance of the student and payment of the second non-refundable tuition payment, tuition for a total of 3 months is due and will be retained and any balance beyond that will be refunded. For the prepaid tuition plan, any refund will be calculated using the same formula as the installment plan. A withdrawal may only be made in writing to the school principal with the parent’s signature. Should a student transfer once the school term begins the aforementioned calculation will be used. Or a calculation of tuition per school days attended in session, whichever is greater.

## VOLUNTEERS

We ask for the help of volunteers so we can give more attention to individual students. A larger number of adults working together to conduct our school program means that individual students can receive a larger measure of individual attention.

All volunteers must go through the Protect Our Ministry background check process. All forms and information on

this screening can be found at, <http://www.smlcs.org/main/volunteer/Volunteerbackcheck.htm> .

We ask for the help of volunteers because as volunteer workers fulfill various school functions, teachers are freed to perform diagnostic functions, to plan more thoroughly, and to provide a more effective learning environment for children.

We ask for the help of volunteers because volunteerism provides a means by which parents and others can participate in the education of our boys and girls. Our school program is strengthened by such a partnership, and children benefit as well.

We ask for the help of volunteers because volunteerism provides opportunities for individuals to use their God-given talents to help others. Those who benefit from volunteer help will come to understand the blessings God showers upon them through the loving, generous efforts of others.

We ask for the help of volunteers because the service provided by volunteers complements our educational program while keeping costs at a more reasonable level. We simply could not afford to maintain our present level of school programming without volunteer help.

We ask for the help of volunteers because relationships are strengthened as school staff and volunteers work together. Our hope and prayer is that our volunteers and our staff members will learn to know and understand one another better.

We ask for the help of volunteers because we hope that through their service to children and to the school their support for our ministry will grow. Our hope and prayer is that our volunteers will gain a greater understanding of and a greater appreciation for the objectives of our school.

Roles: There are many ways that parents can be involved as volunteers at Saint Michael, including serving as teacher aides, room parents, drivers for field trips and athletic games, library helpers, book fair helpers, lunch room volunteers, school store attendants, copy clerks, mass mailing assistants, PTL board or committee members, Open House guides, and members of one of the booster clubs.

Commitment: We will be most grateful to our volunteers for making every effort to honor the commitments they have made. If, for some reason, a volunteer cannot meet a commitment, we ask that he or she inform the teacher or other staff person. This should be done as early as possible, so that alternate arrangements can be made.

Confidentiality: Volunteer school helpers often have opportunity to observe interaction among students, among teachers, or between teachers and students. They are sometimes party to privileged information that needs to remain confidential. Contacts with the home concerning either behavior problems or academic needs should come only from professional staff, not from the volunteer. It is also a breach of ethics to discuss confidential school situations with other parents.

## **WORSHIP, STUDENT**

An important part of the Christian education that we offer to a child is the opportunity to participate in a rich worship life. This includes, but is not limited to:

### Chapel

The first week of each month chapel is held on Wednesday and the day is declared a 'Witness Wednesday' and 'Jeans for Jesus \$1' dress code day. A Chapel service for K-4<sup>th</sup> grade students is held each Tuesday morning from 8:15-8:45 in the Church, with grades 5-8 meeting at the same time on Wednesday mornings. The PK classes go to chapel on Tuesdays at 9:30. Parents and friends are welcome to attend. These services provide an excellent opportunity for the

development of the art of worship. Pastors, teachers, and students lead the worship and are encouraged to be creative in planning their chapel presentations. It is important that we show respect for each other and for the leaders of the Chapel so that the most can be gained by everyone. In the services, the students have the opportunity to give weekly offerings for various mission projects, which help make the child aware that God's work is not limited to our area.

On chapel days a student's uniform dress must include the Oxford shirt as denoted on the Sunshine School Uniform Dress Code publication. The first Wednesday of each month is designated as Witness Wednesday and students may wear a T-Shirt with a Christian message on it. They may also wear Jeans that day if they provide a \$1.00 offering. We call this Jeans for Jesus! All dollars are used for mission project support.

### Opening Devotions

School days at Saint Michael start with a prayer as part of school-wide announcements. Opening devotions are the responsibility of the homeroom teacher. Students may be given the opportunity to either lead or be a major part of these opening devotions.

### Meal Prayers

Students have an opportunity to ask God's blessing on their meal and also thank Him for it in prayers before and after meals.

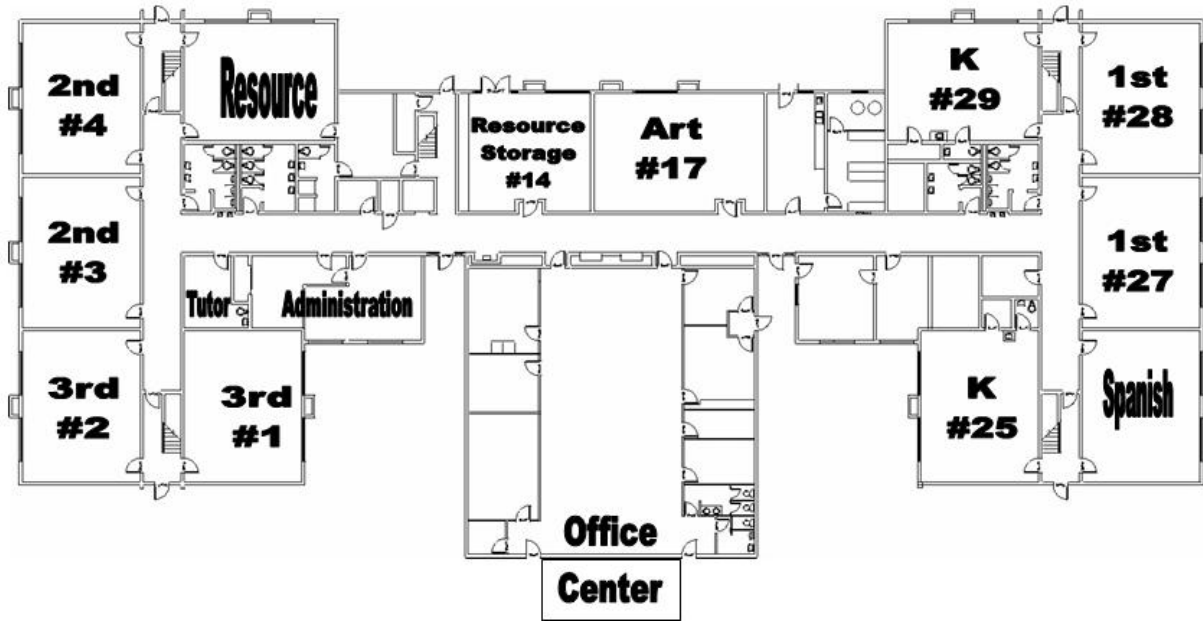
### Closing Devotions

The end of the school day is another opportunity for worship. A brief prayer thanking God for the blessings of the day or special petitions are always in order.

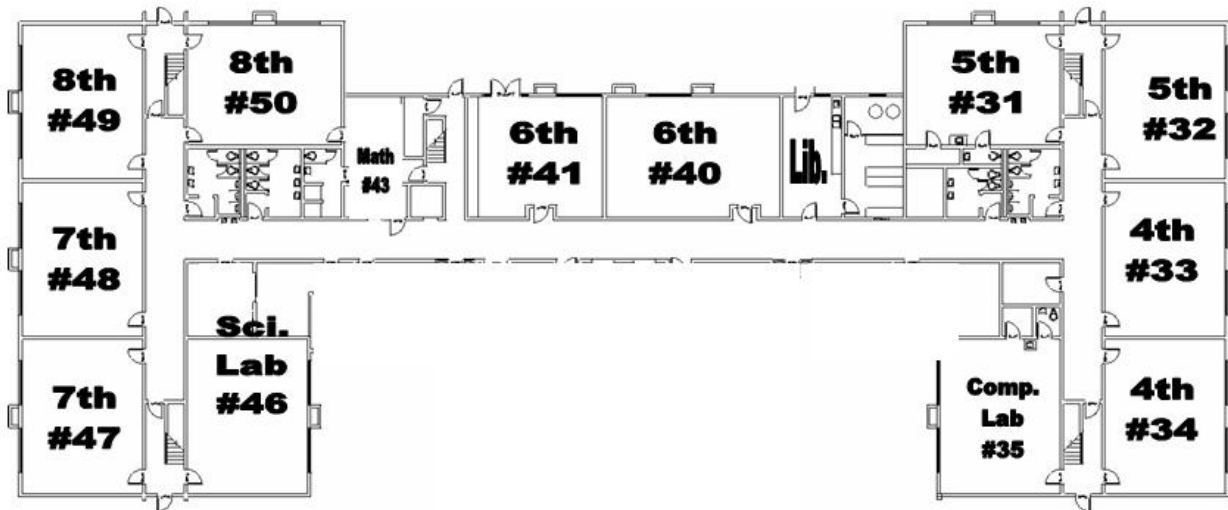
# St. Michael Site Map



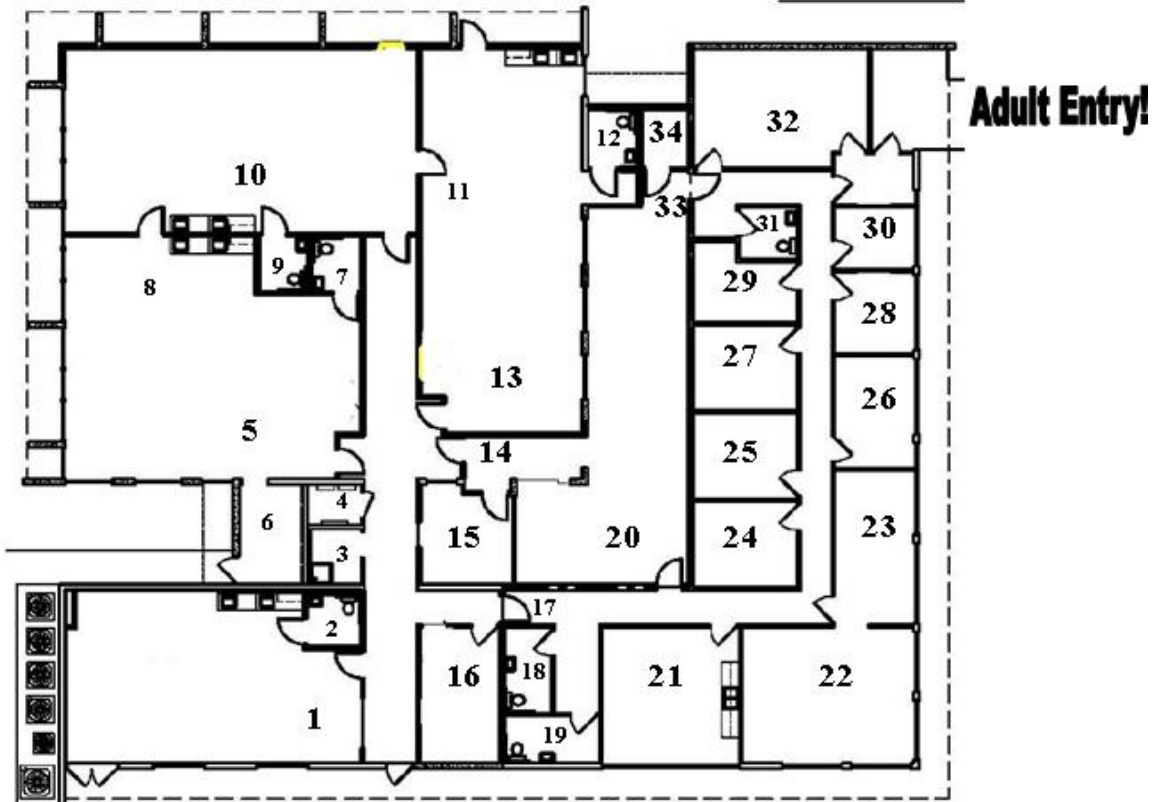
# St. Michael Site: Education Building Ground Floor



# St. Michael Site: Education Building Upstairs:Second Floor

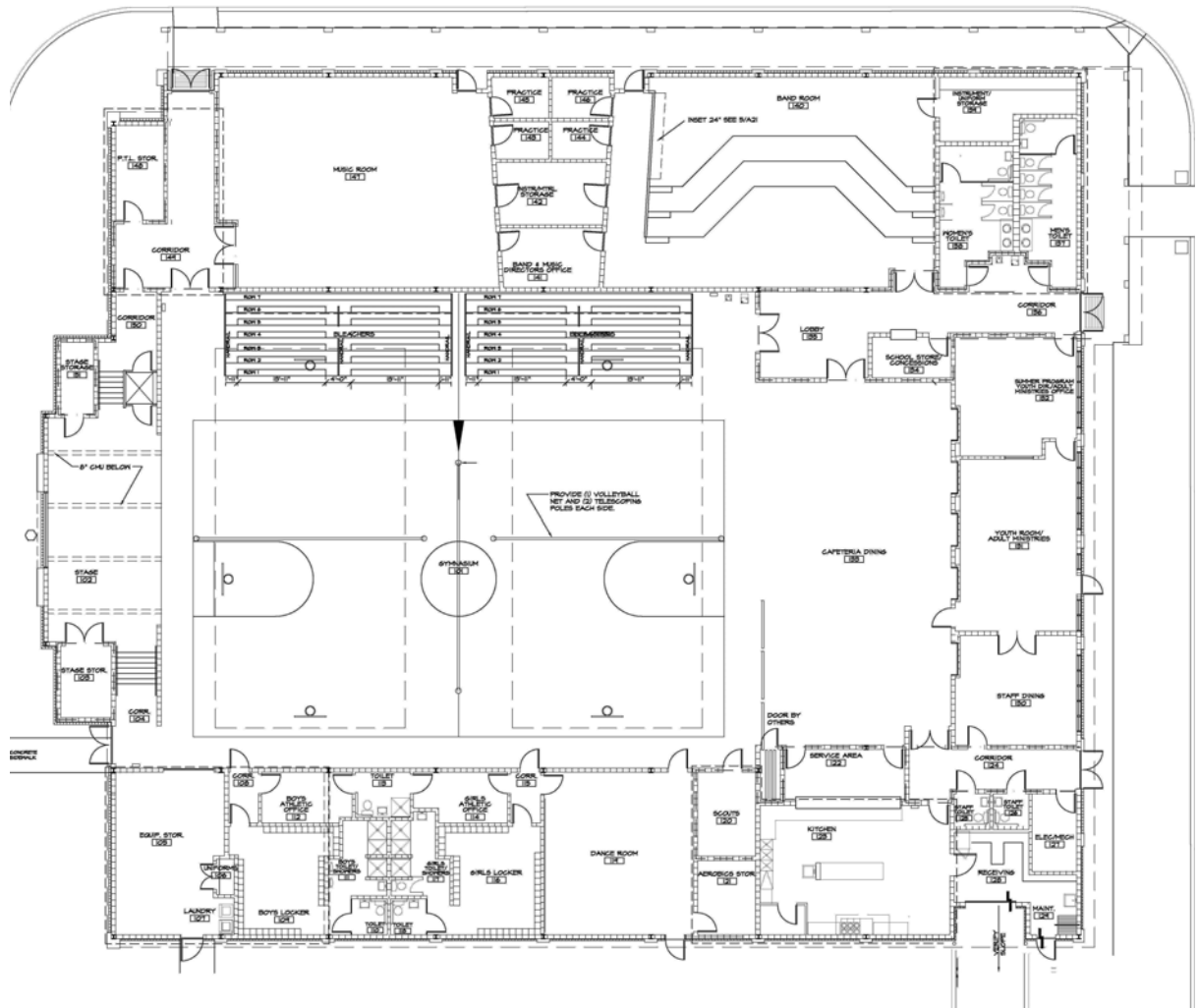


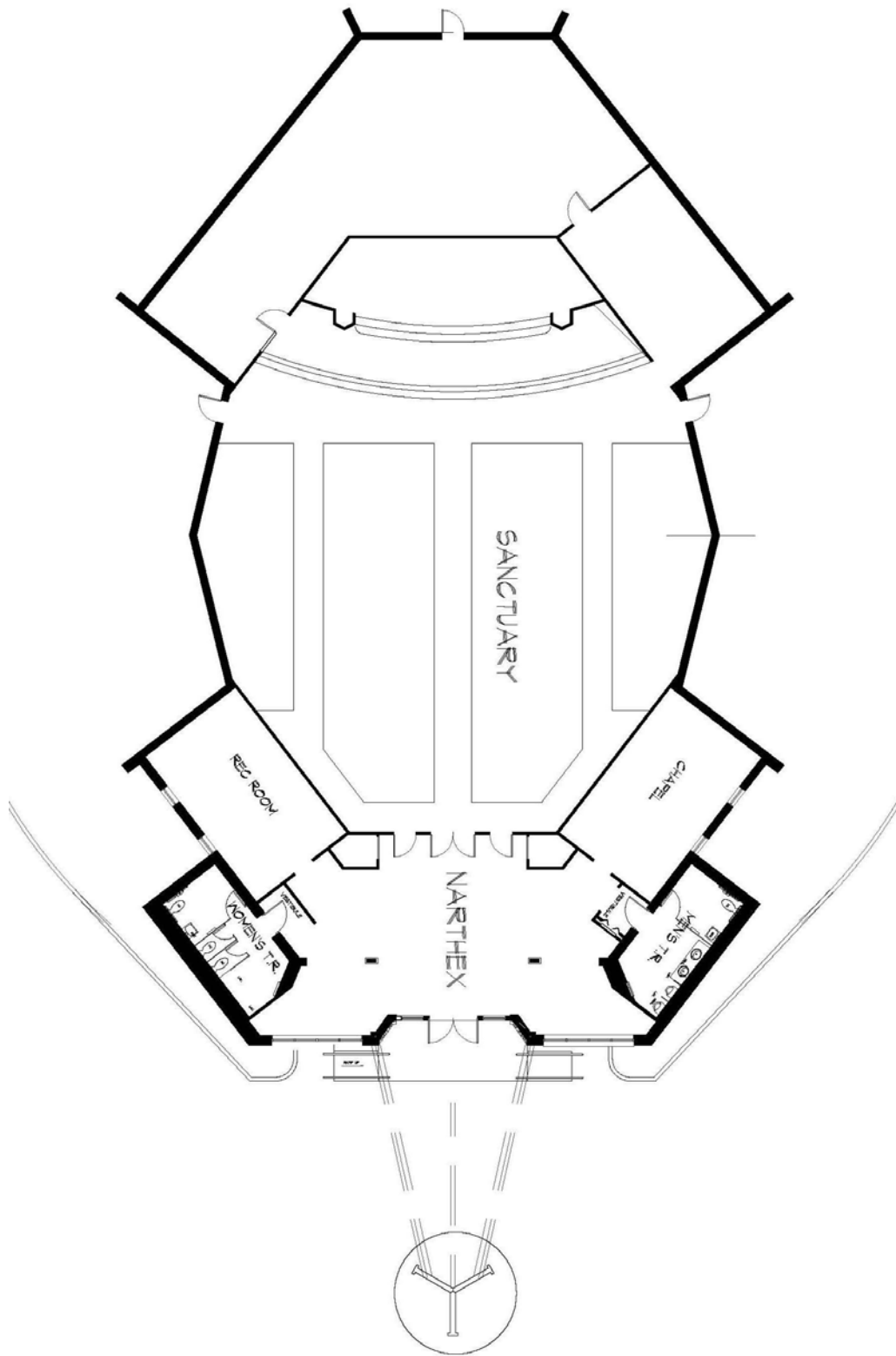
# ECALC Room/Door Numbers



**New Playground!**

#	Function	#	Function
1	PK 3 Mrs. Martha Rockey	18	Restroom
2	Restroom	19	Restroom
3	Maintenance/Cleaning	20	X-Care / PK Lunchroom
4	Data / Phones	21	Conference (18)
5	PK 3 Mrs. Carol Maher	22	Conference (24)
6	Electrical Room	23	Inter Faith Care Givers
7	Restroom	24	Conference / Small Group (6-8)
8	Pass Thru Door	25	Conference / Small Group (6-8)
9	Restroom	26	Conference / Small Group (6-8)
10	PK 4 Mrs. Sue Schwan	27	Conference / Small Group (6-8)
11	Pass Thru Door	28	Mr. Roger Higbea
12	Restroom	29	Pastor Paul / Parish Nurse Ann
13	PK 4 Mrs. Beth Wallace	30	Copy Room
14	Pass Thru Door	31	Restroom
15	X-Care Mrs. Beth Cameron	32	Board Room (12)
16	Screening / Work Room	33	Pass Thru Door
17	Pass Thru Door	34	X-Care Storage





# St. Michael Lutheran School

## Middle School Locker Agreement Gr. 6-8

**I. PURPOSE:** The purpose of this policy is to provide a safe and healthful educational environment by articulating the use of a hallway book locker.



## **II. GENERAL STATEMENT OF POLICY: Summary:**

The provision of a hallway book locker is a privilege and not a right at St. Michael Lutheran School. A locker is assigned to the students. A school issued lock is provided for the M.S. years for a one-time **\$5.50** usage fee. The locker and lock are the property of the School. A signed locker agreement is required to acknowledge an understanding of the locker agreement.

*Use only the locker assigned to you and keep it locked at all times. Do not tamper with another locker or give your combination to another person. Lockers are provided as a service to students, and the school accepts no responsibility for the contents of any locker.*

*A student's locker or other storage area is subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects or during routine locker inspections for rule compliance and review of cleanliness. St. Michael Lutheran School reserves the right to search the lockers, desks, person and the personal belongings of a student when it is believed this action is necessary for the continued health, safety, and welfare of others. Should such items be found the St. Michael Lutheran discipline policy shall be administered.*

## **III. SPECIFIC GUIDES LINES: Lockers**

1. A locker is assigned to each student at the beginning of the year or when enrolled by the homeroom instructor. Lockers will be assigned for use only while the student is enrolled or school is in session. It is the student's responsibility to remove articles from the locker when not enrolled or at the end of the school term. At the end of the term, the homeroom instructor will inspect lockers and will dispose of any articles left inside.
2. Students may not change lockers without authorization from the homeroom instructor.
3. Each student is responsible for the care and appearance of his/her locker. Lockers should be kept clean and neat, both inside and out. Every so often, you will be asked to clean out your locker. Please cooperate and remove unwanted papers and other articles that might be taking up valuable locker space. This is an ideal time to return overdue media center books.
4. Storage or possession of prohibited items at school such as alcoholic beverages, flammable liquids, firearms, explosives, other potentially dangerous/ hazardous or illegal substances in lockers is strictly forbidden.
5. Lockers are subject to inspection by authorized school personnel at any time.



*[Please cut along this line and return the slip to your homeroom instructor!]*

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Homeroom



We have read, understand, and agree to abide by the locker agreement and request that our child be assigned a locker.

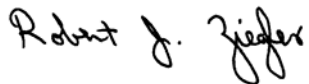
\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

6. Your assigned locker is the only locker you are allowed to use.
7. Each locker will have a combination lock on it. Only school owned locks may be used to secure student lockers. Students will be assigned a combination when lockers are assigned. Memorize your combination. Keep your locker locked at all times and the combination secret! The student is responsible for keeping his/her locker combination private and must not share this information with any other student for any reason. Never leave your locker without making sure you have locked it. Shut the door, turn the combination dial, and test the door to make sure it is locked.
8. The school is not responsible for lost or stolen items.
9. Report locker problems to your homeroom instructor. Each homeroom instructor has a key to all lockers and it can be used to open a locker in the event of an emergency.
10. Students are responsible for balancing their schedule in a way that allows them to go to their locker between classes only.
11. Lockers are not to be used as a reason to be tardy to class. If there are locker problems, the student should report to his/her assigned class on time and report the problem to the teacher.
12. All jackets and hats are to be kept in lockers and are not to be worn or carried to class. Book bags should remain in your locker during the day. SMLS sweatshirts and sweaters can be worn in the classrooms.
13. Students who enter or attempt to enter another student's locker are violating school rules and are subject to consequences. Any person caught tampering, opening or removing items from any locker other than his own, without proper authorization, will face disciplinary action.
14. Students are required to keep cell phones, electronic devices, money, or other valuables secured in their lockers. They may not be utilized or checked between 8:00-3:00. Staff and administration may examine the contents of the confiscated cell phones. The school may use the accessed information to determine an appropriate disciplinary measure for the student.
15. Items placed in the lockers may not be attached to the locker surfaces with adhesives (Sticky substances.) Students may have mirrors; expandable book racks etc. as long as they are not attached to the locker and do not interfere with the storage of the education materials, lunch boxes, and book bags.
16. There will be no selling of soda, candy, or other items by students, this includes selling out of a student's locker.
17. Food items are not to remain in the lockers after school hours. Double check this for the weekends and holiday breaks.
18. Gym lockers are provided during gym classes so that you will have a place to put your clothing. If it is necessary to take money or valuables to the gym, you are advised to utilize a school-authorized lock purchased from the school store.

We all look forward to ministering together!

In Christ,



Robert J. Ziegler, Principal

# St. Michael Lutheran School Handbook Acknowledgement Form

Thank you for reading and reviewing the handbook yourself and in an appropriate way with your child. Together we will be able to provide your child with an excellent, orderly, and safe learning experience. The Apostle Paul reminds us that in the ministry, "But everything should be done in a fitting and orderly way." 1 Cor 14:40 (NIV)

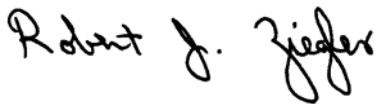
The handbook is posted online as a PDF document at [WWW.SMLCS.ORG](http://WWW.SMLCS.ORG). We want all families to regularly visit the web site for up to date information. You may download and save the handbook to your home computer.

The weekly publication from the administration about school activities and events is called Saints Alive and is available on Friday's online.

We are trying to use less paper and printing at school as part of our overall stewardship of resources program. If you desire printed copies please check the box below.

**Finally, please print the document which acknowledges your understanding of this document. Then sign and return it to your child's homeroom instructor on the first day of school!**

In Christ, Robert J. Ziegler, Principal




*[Please cut along this line and return the slip to your homeroom instructor!]*

We have viewed the document on the website, *read, and reviewed* the contents of this handbook as a family.

(Child's Name)	(Homeroom)	
(Parent's Signature)	(Sample Initials)	(Date)

Primary e-mail address & cell number:

Secondary e-mail address & cell number:

We have reviewed the carline procedures for A.M. & P.M. times on the web site. <http://www.smlcs.org/parents/transportation.htm>