

Family Handbook

2026-2027



For I am the LORD your God who takes hold of your right hand and says to you, do not fear; I will help you. - Isaiah 41:13

St. Luke's Lutheran School

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FOREWORD

This handbook is a small booklet which contains pertinent information concerning the philosophy, objective, policies, and programs of St. Luke's Lutheran School. We hope that this handbook will acquaint you with the school's operation. It will also serve as a guide to our parents throughout the year should questions arise. Finally, let's keep the lines of communication open. If this handbook fails to fully answer your questions, please speak to me.

~ Mr. Nick Hubbard, Chairman of the Board of Christian Education

PURPOSE OF OUR SCHOOL

St. Luke's Lutheran School was begun to assist parents in carrying out the command of our Lord when He said these words through His penman, Paul, in Ephesians 6:4, *"Fathers, do not provoke your children to anger, but bring them up in the training and instruction of the Lord."* St. Luke's Lutheran Church greatly desires that its children receive a Christ-centered education. As students of the Word ourselves, we also know that a strong faith will enable our students to overcome the many temptations that will confront them in future years. We trust this promise of the Lord; *"Dedicate a child to the way he should go, and even when he becomes old, he will not turn away from it."* (Proverbs 22:6.) And it is to this end that we, the faculty of St. Luke's Lutheran School, will serve you, our school families.

AIM OF OUR SCHOOL

By providing a sound Lutheran elementary education, we are providing our children with the answers to life's most penetrating questions - questions that no other education source can truly provide:

WHERE DID I COME FROM?

WHY AM I HERE?

WHERE AM I GOING?

Our aim is to equip our students with the ability to use God's Word to answer these questions for themselves. The answers to these questions are the key to each student's successful existence in the world in which we live and the world without end - heaven.

The mission of St. Luke's Lutheran School is very spiritual in nature. In addition to

offering our quality Lutheran elementary school education, we want every one of our students to learn more about God's Word and Jesus Christ. At St. Luke's, spiritual matters are more than a class or a daily devotion because God's Word is an integral part of everything we teach and do.

To that end, we realize that you might not be familiar with who we are or the spiritual nature of what we will teach your son/daughter. Please read the following basic outline on page 22 of what we at St. Luke's Lutheran School and the Wisconsin Evangelical Lutheran Synod believe and teach. It is important to us that you have a clear understanding of how we will spiritually serve your son/daughter with the truths of God's Word.

ADMINISTRATION

St. Luke's Lutheran School is under the control and direction of the voters' assembly of St. Luke's Lutheran Church. For the sake of orderliness, efficiency, and expediency, a Board of Christian Education (BOCE) is elected by the congregation which exercises the authority given it by the congregation. The Board is made up of five elected officers and two ex-officio members. The principal and pastor serve as advisers working in close cooperation with the Board. The Board's main responsibility in respect to the school is to oversee thorough instruction in Christian doctrine and in secular knowledge. The main responsibility of the principal is to implement and administer all school policies.

ENROLLMENT POLICIES

The primary purpose of St. Luke's Lutheran School is to educate its own children. All members of St. Luke's have the right to enroll their children in our school. Educational or disciplinary challenges may need special counseling before enrollment proceeds. If enrollment needs have been met and there is ample room for other students, applications for enrollment received from sister congregation members, mission prospects, and other non-member students will be considered. **All new member and nonmember enrollees will be under probationary status (no less than two weeks and not exceeding six weeks) until it can be determined that St. Luke's Lutheran School can meet the student's academic needs.**

If a family has not been accepted for enrollment simply because the classroom limit has been filled, the applicant may ask to be placed on a waiting list until an opening occurs.

While we encourage all of our parents to send their children to our school, please realize that the final acceptance of enrollment is in the hands of the Board of Christian

Education. The BOCE, in consultation with the principal and the pastor, reserves the right to make the final decision on all enrollment matters.

All non-Wisconsin Evangelical Lutheran Synod/Evangelical Lutheran Synod (WELS/ELS) parents are **required** to attend a course in Lutheran doctrine offered by the church **within the first semester**. Its purpose is to instruct parents new to the teachings of St. Luke's Lutheran Church in the same Lutheran doctrine which their children will be taught in our school. It is our prayer that this education be a blessing to you and your children.

To parents who are members of a sister WELS/ELS congregation:

We welcome the enrollment of your children in our school. We ask that you speak with your pastor and indicate your interest in Lutheran elementary education. He will be able to help ease the transition of your children into our school. After your application has been accepted, we ask that you pay the appropriate school fees and speak with our Board of Education treasurer about your tuition payment plan. Sister congregation member families have their tuitions pro-rated. Your home congregation will then be invited to support your decision to enroll in our Lutheran elementary school and pay the difference in tuition costs on your behalf.

To parents who are members of another Christian denomination:

Since Jesus has bound his church to teach *"them to keep all the instructions I have given you."* (Matthew 28:20), St. Luke's Lutheran Church is committed to teaching and practicing all things taught in the Bible, the only source and norm of Christian doctrine. In his Word, God gives the responsibility for instructing children in his Word to parents (Ephesians 6:4). God also instructs his church to teach his Word in its truth and purity (Matthew 28:20, John 8:31). Jesus has also given to his church pastors (Ephesians 4:11,12) and congregations (Romans 12:5) and established the relationship between pastors and their flocks (Acts 20:28). We must be sensitive to the relationship God has established between sheep and their shepherd, and between parents and their children, and not do anything to disturb that relationship. God forbids *"sheep stealing"*. We therefore have three concerns:

1. We must teach God's Word faithfully.
2. We must take into consideration the relationship between parents and children.
3. We must take into consideration the relationship between Christians and their church and pastor.

To be faithful to the first concern we will not compromise God's Word. To be faithful to the second concern we *require* that you attend our ***Bible Information Class*** so that you will both know and agree with what we are teaching your children. To be faithful to the third we ask that you discuss this decision with your pastor before committing to enrollment. If, after taking the course of instruction, you find yourself to be in agreement with the teachings of this church, and wish to join St. Luke's Lutheran

Church, we would be glad to welcome you into membership.

If you find yourself to be at odds with the teachings of St. Luke's Lutheran Church, you can keep your child enrolled at St. Luke's Lutheran School, but we will continue to teach these doctrinal truths and your child will not be excused from these classes and expected not to become a disruption in class over these teachings.

To parents who have no church home:

God has commanded his church to *"Go into all the world and preach the gospel to all creation."* (Mark 16:15). He also has given to parents the responsibility for training children in the truth of God's Word. By enrolling your child in St. Luke's Lutheran School, you have asked us to help you in this training. We are pleased to be able to perform this most important work. The good news of God's love for us in Jesus Christ and of his forgiveness of sins through Jesus' blood and righteousness is for all people. St. Luke's congregation exists to preach this good news and to gather believers into Christ's church. We therefore *require* you to attend our ***Bible Information Class*** within the first semester so that you may come to know the good news of forgiveness that we will be teaching your child. We also hope and pray that after taking this course, the Holy Spirit will move you to seek membership in St. Luke's congregation. If you should decide not to do so, we must be permitted to continue to teach the whole Word of God to your child in accordance with Christ's command. We must also insist that you enable your child to practice his faith at home and in school and in regular attendance at church. Your enrollment of your child in our school is your agreement to do so.

Annual Enrollment Review

All non-member enrollment is subject to review on an annual basis. Continuation of a child's enrollment is not guaranteed, but is subject to yearly review and space consideration according to the enrollment policies above.

Listed below are the age requirements for enrollment:

Kindergarten - The Michigan state law requires that children enrolling in Kindergarten must be five years old on or before September 1st. **THEREFORE, ST. LUKE'S REQUIRES THAT ALL KINDERGARTNERS BE FIVE ON OR BEFORE SEPTEMBER 1st**. Research shows that children who are older usually have greater success and a positive attitude toward school. In the spring of each year we will have a Kindergarten Screening Day.

Information concerning the Kindergarten class and screening is sent to all eligible parents whose children are listed on the Cradle Roll of St. Luke's Church.

All Students - Those entering all other grades will be admitted without delay pending grade placement recommendations from their previous school. A student's enrollment will be made permanent after reception of their student files from their previous school and completion of the MANDATORY PROBATIONARY PERIOD (see page 5). If questions remain concerning grade placement, standardized placement tests may be administered to help determine final grade placement.

Financing Our School

St. Luke's Lutheran Church has determined that the operation of a Lutheran Elementary School is an important part of its ministry. The members of the congregation have committed to the support of the school and fund its needs through their regular church offerings. Every member is encouraged to keep in mind the grace of God shown in the free forgiveness won in Christ as they determine their regular generous offerings.

Because congregational offerings support the school, we do not charge tuition to the members of St. Luke's. The regular gifts of each family to their church serve to carry on the entire work of the congregation, including the school.

School Fees

All students are required to pay a yearly school fee. This fee, which is set by the Board of Christian Education, is used for consumable expenses like workbooks, paper, and supplies. The fees for 2026-27 are listed in the table on the following page.

Tuition

Students in our school who are not members of St. Luke's are expected to help meet the cost per child. Members of sister WELS/ELS congregations receive a significant discount on the tuition rate. Their home congregations will be sent a letter asking for their congregational support to provide the difference between the tuition charged to their members and the actual cost per child. Students in our school who do not attend St. Luke's or another WELS/ELS congregation pay tuition that also reflects a discount.

Non-member - Grace Period

Current BOCE policy allows a one-year tuition free grace period for non-members to allow an opportunity for non-member parents to attend our Bible Information Class (see page 8). We believe it is important for non-member parents to receive the same instruction that will be taught to their children at school. After completing the class, this period will allow parents to decide if they desire to become a St. Luke's member. If the parents decide that membership is not what they choose for their family, enrollment at the school would continue at the Non WELS member rate for the second year (see page 10).

The current totals for tuition and school fees for all students (member, sister WELS/ELS, and non-member) are listed in the following table.

School Year	School Fees Paid by <u>EACH</u> Student	Sister Congregation Members / Child (Tuition Alone)	Non-WELS Nonmembers / Child (Tuition Alone)
2026-27	\$400.00	\$2,000.00	\$2,750.00

Tuition for Called Workers of Sister Congregations—St. Luke’s understands and appreciates the position of those who are called workers in our sister WELS/ELS congregations. Those families are not free to make St. Luke’s their church home and support the work of this congregation with their offerings. Those families also may have a deep desire to benefit from St. Luke’s School. We also honor those who serve in the public ministry of the church. Therefore, the Board of Christian Education has agreed to treat the children of called workers from neighboring WELS/ELS congregations as members of St. Luke’s, and they will not be required to pay tuition. However, they will be required to pay the school fees, as does every child. Their congregation will be invited to support the cost of Christian education at St. Luke’s.

Pre-Registration— The Board of Christian Education sets a pre-registration deadline in May. Those families whose children will attend St. Luke’s the following year are asked to return their information early so that plans can be made over summer regarding supplies and books. Pre-registration allows for the early payment of the school fees. All school families are asked to **pay 1/2 of the school fees** (see Column 2 in the chart) by the May deadline. For those families who are financially challenged the BOCE asks that families contact the BOCE treasurer to discuss payment options.

Registration—Shortly before the beginning of the school year the Board of Christian Education will hold a Registration event before school opens. All tuition and fees are expected to be paid at this time. The treasurer is authorized to develop a payment plan with individuals who cannot pay the fees and/or tuition in full by this August date.

At least one adult member of each family **must attend** Registration to return forms, sign up for volunteer opportunities, and make payments. Excuses should be made by contacting a faculty member or by calling the school. All other necessary arrangements to turn in fees and forms should be made **BEFORE** the Registration event.

PLEASE NOTE: It is BOCE policy that no student will be allowed to attend classes until all registration, health, and emergency forms are completed and turned in. **This must be done BEFORE the first day of school.**

School Fee and Tuition Payments and Refunds

Payment Plans— All Tuition and School Fees must be paid in full, or a payment plan must be approved prior to your child starting school. **Payment plans must be kept current in order for your child to participate in extracurricular activities such as sports, overnight field trips, and outdoor education opportunities.**

Refunds— No refunds of school fees will be given once the school year has started. Refunds for tuition will be done on a quarterly basis with partial payments applied to purchase of books, school fees, and then tuition.

ALL PREVIOUS YEAR'S BALANCE OF FEES AND TUITION MUST BE PAID PRIOR TO YOUR CHILD STARTING THE NEW SCHOOL YEAR. ALL CURRENT YEAR SCHOOL FEES ARE TO BE PAID BEFORE YOUR CHILD STARTS SCHOOL.

Non-Discriminatory Policy

St. Luke's Lutheran School practices a nondiscrimination enrollment policy reflecting the words of our Lord in I Timothy 2:3-4, *"This is good and pleasing in the sight of God our Savior, who wants all people to be saved and to come to the knowledge of the truth."* St. Luke's does not discriminate on the basis of gender, race, color, disability, national or ethnic origin in the administration of its educational policies, admissions policies, athletics, or other institution administered programs and guarantees all the rights, privileges, programs, policies, and activities generally accorded or made available to our students at St. Luke's. We further abide by the laws of the Americans with Disabilities Act (ADA).

The School Curriculum

St. Luke's curriculum consists of spiritual, mental, physical, and social growth. The Lord Himself sets the example for us in Luke 2:52 - *"Jesus grew in wisdom and stature, and in favor with God and with people."*

Kindergarten - Bible stories are taught daily at the Kindergarten level. As Kindergarten is a preparation for the elementary grades, readiness courses are taught for developing basic reading, arithmetic, science, art, music, and social skills.

Elementary - The curriculum and texts used are determined by the faculty of the school and approved by the Board of Christian Education. Each subject is placed on a cyclical curriculum study schedule to assure that each textbook best serves St. Luke's educational needs.

The general areas of learning and specific subjects covered are:

Word of God	Worship, Old and New Testament Bible History, Catechism, Memory Work, Hymnology, and Church History
Mathematics	General Mathematics, Pre-Algebra, and Algebra I
Science	General Science, Life Science, Earth & Space Science
Social Studies	American and World History, Geography, Current Events
Language Arts	Phonics, Literature, Grammar, Creative Writing, Spelling
Music	Choirs, Religious and Secular Songs
Art	Basic Elements of Design, Development of Visual Perception
Physical Education	Developing Athletic Skills, Christian Sportsmanship, and Training in Organized Sports

Textbooks

Religious textbooks used are in agreement with the teaching of the Wisconsin Evangelical Lutheran Synod. Other texts are selected on the basis of excellence to meet our goals and objectives. All texts are reviewed periodically by the faculty.

The academic program of our school corresponds to public elementary education and complies with all of the requirements of the State of Michigan. It is a celebrated fact that the students of the WELS Lutheran Elementary School (LES) have proven to be social, athletic, and above all, academic assets to the high schools to which they transfer.

Standardized Testing

Students in grades 4-8 may be tested using a nationally recognized standardized test series. New students (i.e. transfer students and home school students) may be tested for grade placement if they do not have a standardized test portfolio. All children enrolling in Kindergarten will be given a readiness test in the spring before enrollment. Through these various testing methods the progress of all students is evaluated.

Special Services

Special student needs will be addressed on an individual basis. Our school will make the initial contact with Vassar Public Schools and/or the Tuscola Intermediate School District for the services of a speech therapist, school psychologist, and school social worker. Details will be provided upon request.

School Attendance

St. Luke's Lutheran School follows Michigan State Attendance Laws that state that school attendance is compulsory for all children between the ages of six (6) and sixteen (16). The final legal responsibility for school attendance rests with the parents and guardians of our students as stated in Section 1561 of the Michigan School Code 1976.

Tardies -Students are expected to be punctual and regular in attendance. Therefore, students who arrive late during the **first half hour** of the school day will be marked tardy. **Five (5) tardies** per quarter will result in a BOCE "letter of warning". In the case of excessive truancy a letter will be sent to the child's parents and will be copied to the Tuscola Intermediate School District's Truancy Officer listing the potential of child neglect. Students with chronic tardies (10 per year) will not be eligible for attendance awards.

Absences - Students arriving at school after the tardy deadline and **before 10:00 AM** will be marked for a 1/4 day absence. Students arriving at school **between 10:00 AM and 12 Noon** will be marked for a 1/2 day absence. Students arriving at school **between 12 Noon and 2:00 PM** will be marked for a 3/4 day absence. Any student **leaving after 2:00 PM** will be marked for a 1/4 absence.

A written excuse containing the current date, date of absence, reason of absence, and parent signature must be presented to the teacher after a student has been absent for any amount of time. These excuses are then placed in the child's file for the school year. Any absence without a written excuse will be marked as an "unexcused absence."

A PHONE CALL, TEXT, OR SOCIAL MEDIA POSTING DOES NOT REPLACE A WRITTEN EXCUSE.

Unexcused Absences - Unexcused absences will be handled at the discretion of the faculty, principal, and Board of Christian Education. Students with unexcused absences are automatically ineligible for attendance awards.

Is There Make-up Work? Yes. To allow your child's teacher to have makeup work ready at the end of the day when your child is sick, **please call school between 7:45 and 8:15 AM.**

Personal Vacations - Personal vacations during the school year should be avoided. If they become a necessity, teachers should be notified well in advance.

What about Appointments? - **Every attempt** should be made to schedule doctor, dentist, and other professional appointments **during non-school hours.**

Absences and Sports - Absences, excused or unexcused, from the final half of the day will disqualify a student from practice or a game on that day. (*See Athlete's Handbook*)

Current School Hours

Monday through Friday 8:15 AM - 3:00 PM

We request that students do not arrive more than **20 minutes** before school begins unless special arrangements have been made with the Principal. Students are also expected to be off campus **15 minutes** after closing unless special events or activities have been scheduled. Doors open at 8:00 AM. Prior to 8:00 AM is the final preparation time for the school day. St. Luke's teachers are not responsible for supervising children who are dropped off earlier than 8:00 AM. In the event of a weather-related delay, school doors open **15 minutes** in advance of the delayed start time.

Safety Note: Please note that the school doors are locked during the school day. Please ring the doorbell at the front door of the building if you need to enter the school during instruction hours. A teacher or staff member will admit you at that time.

Before/After School Care

We offer before and after school care to our parents. Before school care begins at 6:30 AM and runs to 8:00 AM. After school care begins at 3:00 PM and runs to 5:30 PM. The cost for Before/ After School Care is \$6 per hour. Students must be registered at least 1 week in advance. If you would like more information about this program please contact the school office.

Transportation / Car Pool Days

Bus Transportation - St. Luke's does not provide any transportation of its own. It relies on the Vassar Public School Transportation System for the transportation of their rural students. The children using the bus system will be dropped off each morning and picked up at St. Luke's school entry each evening. Vassar Transportation allows only those students who have registered a pick-up and drop-off location to ride the bus. Those living outside the district may carpool or contact the Vassar Public School District for possible transportation.

Individual Transportation - Those families who share car pools are asked to schedule their plans in advance and make back-up plans to insure each child's safety and prompt pick-up from school. All car pooling families are asked to park on the school lot giving the right-of-way to the school bus.

CAR POOL DAYS

Each year there will be several "CARPOOL" mornings, afternoons, or days on the school calendar. These days are placed on the monthly calendar to alert our rural students that there will be no public school busing on that day AND that school is being held at St. Luke's. These days arise due to the discrepancies of our faculty's inservice and teacher conference schedules with the Vassar Public School's calendar. On these days we ask

those of you who normally use the bus system to drive your children to school.

School Closing

Should we be forced to **delay** or **close** school due to INCLEMENT WEATHER CONDITIONS, we will follow the Vassar School District's weather decision since we have many of our students commuting on their buses. If Vassar Schools are already closed, a telephone chain and Facebook announcement will be made. All school activities will be canceled on snow days unless otherwise notified.

If school is closed due to inclement weather all evening school activities will also be cancelled unless otherwise notified. The following radio and television stations **may** carry the announcement on-air and on-line:

WNEM - TV - Channel 5	WKYO - Caro - 1360 AM
(Web address: www.WNEM.COM)	WHNN - Saginaw - 96 FM
WJRT - TV - Channel 12	WNEM - radio - Saginaw - 1250 AM
WEYI - TV - Channel 25	<u>A current list will be updated each school year.</u>

Church Attendance

Since St. Luke's is a Lutheran elementary school striving to promote sanctified Christian living, all students enrolled in the school are expected to attend worship services and Sunday school regularly. St. Luke's has one Sunday service and a Monday night service, as well as Sunday School and Adult Bible Class. We want our Christian families to grow in the Word.

Church Singing

The children of all grades (Kindergarten - 8th) will be asked to sing in the services of St. Luke's (as well as sister congregations) periodically. The times will be listed in the calendar for the month, and reminders will be printed in the school newsletter. *If your child is unable to sing at a service scheduled for school singing, please contact your child's teacher beforehand.*

Discipline

Since our children are Christians growing in their faith, it is expected that they maintain good conduct in our school. As we are instructed in James 1:22, we are to ***"Be people who do what the word says, not people who only hear it."*** Students are expected to display consideration for their fellow students in work and play, and to treat those in authority with respect according to the guide of the 4th Commandment.

If and when children demonstrate irresponsibility and lack of respect for classmates, teachers, or property, the Law and Gospel must be the motivating forces which determine their discipline. The school, acting in the stead of the parents, will approach the child with the Law of God in hopes of showing him his sin and leading him to repentance. Likewise, the penitent child will be comforted with the Gospel, the assurance of God's loving forgiveness.

Children who **repeatedly** demonstrate a disregard for the rules of the school will, after Christian admonition, be subject to in-school discipline, suspension, and finally expulsion by St. Luke's Lutheran School Board of Christian Education.

The school assumes the role of the parent when the children are under its care. We ask that parents refrain from standing in judgment over, or criticizing the disciplinary actions of the school. If any misunderstanding or problem should arise in regard to discipline, it is expected that the parents would discuss them with the teacher. Let us approach our problems with prayer and Christian love, always allowing God's Word to lead us to peaceful and proper solutions.

Care of School Equipment

The children, and ultimately their parents, are responsible for proper care of school property and equipment. Books, desks, windows, playground equipment, other children's possessions, etc. are to be treated with Christian respect. Parents will be charged for repair or replacement of damaged or abused items should the circumstances warrant it.

Dress Code

Because we are Christians living in this world and are to *"let your light shine in people's presence, so that they may see your good works and glorify your Father who is in heaven."* (Matthew 5:16), students are encouraged to dress appropriately for school purposes. Extremes in wearing apparel or physical adornment will not be permitted. No uniforms are required. Since there are varying factors such as personal taste, weather conditions, playground activities, and the like that contribute to the choice of clothing for students, we are able to offer the following guidelines for student dress:

1. Shorts will be permitted in the classroom from May through September. At the discretion of the Principal shorts may be worn during other times of warm temperatures. Shorts are allowed for athletic events.
2. Slacks, including jeans, are permissible. Tears and/or holes are considered unacceptable. No undergarments or midriffs shall be showing.
3. Yoga pants, leggings, and any other form-fitting pants should be worn with a

finger-tip length shirt or tunic.

4. Shirts with lettering and emblems imprinted on them should reflect good taste. Length of all clothing should be in good Christian taste.

5. Socks must be worn for safety and hygiene no matter what footwear is worn. No flip-flops are allowed nor are shoes without a back heel or back heel strap such as, (but not limited to) clogs, mules, and soccer sandals. Croc-style shoes are not recommended outdoors for safety reasons.

6. Boots, hats, and gloves must be worn during cold and snowy weather. Dry shoes are necessary inside the classroom for good health and hygiene.

7. Hair should be cut and kept clean in a manner consistent with good vision and hygiene.

Rule of Thumb for Clothes Length: For midriff - have your child raise his or her hands above their head. If no undergarments or skin shows the garment **is acceptable**. For shorts length - have your child lower his or her hands outstretched beside their shorts. If the shorts extend beyond the outstretched fingertips the short-length **is acceptable**.

The faculty of St. Luke's will use their own judgment concerning those who do not follow the above guidelines. Any further decisions regarding the appropriateness of dress should be brought before the principal who will consult with the Board of Christian Education when necessary. *"So whether you eat or drink, or do anything else, do everything to the glory of God."* (I Corinthians 10:31).

Homework and Study Habits

Generally speaking, the amount of homework assigned to students should not require a great amount of time at home. Sufficient time is provided during the school day for most students to complete the majority of their work for the next day. We do, however, expect our students to have homework. This is another means that we use to prepare our children for high school.

Parents should always remain aware of the study habits of their children and can offer great assistance to the school by helping to reinforce good study habits at home. Parents, please feel free to discuss homework and study habits with the teacher at any time.

Since teachers and parents are concerned about the children's progress in school, it is essential that school work be completed punctually. We encourage parents to do their part by requiring diligence from their children. Work not done on time will receive a reduced grade. All work must be completed by the designated time. If necessary, children will be kept after school to finish incomplete assignments. In such incidents,

parents will be notified beforehand. Punctual, responsible completion of assigned work will enable the students to maintain high standards of achievement at our school.

Take-Home Folders

Parents will be kept informed of current school work and school activities by a weekly folder which will contain your child's papers, weekly announcements, and important calendar items. Review these papers and return the empty, signed folders to the school. Please feel free to review the work your children have done when they bring these home. We are currently in the process of moving to more communication on-line.

Memory Work

One important area of our school curriculum is the regular memorization of Bible passages and hymns that are meant to *"Let the word of Christ dwell in you richly, as you teach and admonish one another with all wisdom, singing psalms, hymns, and spiritual songs, with gratitude in your hearts to God."* (Colossians 3:16). The Word is the students' weapon as they face this world's temptations and their assurance that *"We know that all things work together for the good of those who love God, for those who are called according to his purpose."* (Romans 8:28). We encourage our families to make memory work a regular part of their home Bible study.

Makeup Work

If a student has been absent, the child will be expected to complete the assignments missed. For a **prolonged absence**, parents and teacher should make satisfactory arrangements for the work to be completed. Parents, for **planned absences**, contact your child's teacher ahead of time.

Please **call ahead** if your child will be absent and you would like to have homework ready to go home at the end of the day. This will allow the teacher ample time to prepare the needed materials.

Catechism Instruction Classes

Children of the fourth through eighth grades will participate in the Catechism, Hymnology and/or Bible instruction classes scheduled daily at the school. Catechism classes are conducted by our pastor to prepare our students for confirmation at St. Luke's Lutheran Church.

Report Cards and Grading System

Report cards will be issued four times a year. These report cards use the letter grading system - A, B, C, D, or failure. Our grading system is as follows:

100 - 93% = A
92 - 85% = B
84 - 77% = C
76 - 70% = D
69 - 00% = F

E = Excellent
S = Satisfactory
N = Needs Improvement
U = Unacceptable
I = Incomplete

There are plus (+) and minus (-) grades given within this structure. **Kindergarten** uses evaluation marks solely on their report cards. **First Grade** uses a combination of evaluation marks and letter grades on their report cards.

All official records including attendance records and standardized testing results will be entered on the pupil's permanent scholastic record.

Should it appear beneficial for a student to repeat a grade, teachers will give advance notice and communication to the parents. Attempts first will be made to advance the pupil through remedial help. However, the school will determine if retention is required.

Academic/Attendance Awards

St. Luke's recognizes our students' academic success by awarding quarterly and yearly academic awards. Children in grades 3-8 with grades higher than C receive the following awards: more A's than B's - **Honor Roll**; more B's than A's - **Honorable Mention**. Exceptions to this rule may be made by the Board of Christian Education on a case by case basis. Students in grades 3-8 have their grades monitored for eligibility to receive the President's Academic Achievement Award given to eighth grade students who have maintained an A- average throughout their 4th-8th grade academic career. Attendance awards are given at the end of the year to students with perfect or exemplary attendance records. **Note:** Excessive tardies (10 or more per year) and/or **ANY unexcused absences** will cause a student to be ineligible for attendance awards.

Parent-Teacher Consultations

To build closer communication with the parents and teachers and to inform parents of the children's progress, parent-teacher consultations are held regularly. Additional conferences may be arranged by contacting the child's teacher and setting up an appointment.

Grievances - If there are concerns or grievances, they should be brought to the teacher's attention as soon as possible. Please make arrangements so that the matter can be discussed outside of regular school hours. All involved should follow the pattern of

Christian love given in **Matthew 18:15-18**. Speak to the person with whom there is an issue personally and privately. If you can resolve things there, no one else need know about it. If more help is needed, speak with the principal, again confidentially and personally. The next level of responsibility lies with the Board of Christian Education. At their regularly scheduled meeting, they could address a matter that cannot be resolved otherwise. In any grievance, care should be taken to avoid gossip, rumors, and slanderous talk. Christian love seeks reconciliation in the peace of Christ's forgiveness and in the strength of God's Word.

Classroom Visits - Parents are invited to visit the classes at any time. We do ask that you announce your visit a day in advance so there are no conflicts of schedules.

Parents' Guide to Nurturing Christ-centered Children

Here are a few tips on nurturing Christ-centered students:

- a. By letting the Word of God be the sole guide in all phases of daily living and conduct.
- b. By attending church and Sunday school regularly as a family and discussing the day's sermon and Bible lesson.
- c. By having regular family devotions.
- d. By seeing to it that your children are regular and prompt in their attendance at school.
- e. By encouraging sufficient hours of rest and sleep.
- f. By encouraging them to eat well-balanced meals.
- g. By encouraging the children to be kind and courteous everywhere and to everyone.
- h. By taking an active interest in completion of assignments.
- i. By exposing them to wholesome experiences.
- j. By having your children wear appropriate clothing in cold and wet weather.
- k. By discouraging them from bringing any distracting items to school.
- l. By discouraging them from bringing candy or gum to school.
- m. By refraining from being critical of school procedures in the presence of the children. Questions and criticism should be brought to the people involved in a Christ-like manner.
- n. By letting your daily living and conduct be a wholesome guide and example.
- o. . By exercising Christian discipline at home and supporting Christian discipline exercised at school.
- p. By always projecting a positive attitude toward your children's Christian education.
- q. By continually praying for your children and their school that both may continue to grow in wisdom and the fear of the Lord.

Parent Involvement

Christian Education Organization (CEO) - The CEO is a family organization whose

purpose is to glorify God by furthering an active interest in St. Luke's Lutheran School. First, the CEO will foster a better understanding between parents and teachers. Second, the CEO will promote greater cooperation between home and school. Third, the CEO will lend physical assistance, time, and energy to increase the efficiency of the school and its programs. Fourth, the CEO will work to create a greater interest in our Lutheran elementary school throughout the church and our community. Finally, the CEO will work to create more opportunities of fellowship among Christian families at our school. **Teacher Helpers** - The school is in need of a constant supply of classroom assistance. There are volunteer positions open for classroom helpers and in-school correctors, hot lunch coordinators, and office help. If you are able to help in any way, contact your child's teacher or the principal. Your help is greatly appreciated. **ALL VOLUNTEER POSITIONS** require **semi-annual background checks** submitted through the school office.

School Cleaning

St. Luke's currently has a janitor to do the main cleaning of the school. The children will be assigned small duties during each day of school to assist the teachers in keeping their classrooms and the school clean. Semi-annual campus clean-up dates are scheduled for congregation members and school families to help keep our school campus beautiful and in good repair.

Extracurricular Activities

SPORTS—St. Luke's will be participating in the *Mid-Michigan Area Lutheran League (MALL)* activities each year. These co-educational, athletic activities are generally available for children of grades 4-8.

Children who wish to participate in athletic activities must first demonstrate that these additional activities will not overburden them so as to detract from their school work. If children are completing their assignments faithfully and working up to their potential, we encourage them to participate. Students not meeting these requirements will be ineligible to participate. Parents will be notified in such cases.

An updated *Athletes' Handbook* will be given to each family at registration. We ask that all players and their families become familiar with its policies.

FINE ARTS COMPETITION—Another unique activity is the Fine Arts Fair hosted by Michigan Lutheran Seminary on their Saginaw campus. Students in grades 3-8 are encouraged to participate in any of the following areas: Math, Geography, Science, Music, Forensics, and Art under the direction of St. Luke's teachers.

Field Trips and Other Off-Campus Activities

To enhance our students' learning, our teachers periodically plan field trips to historical

sites, zoos, factories, and general places of interest. The purpose of these trips is to enable the children to grow culturally, expand awareness of their state, and motivate them toward further study. Our children are reminded that they are representatives of St. Luke's Lutheran Church and School while on such trips and are expected to behave accordingly. Failure to do so means forfeiture of the privileges of taking part in such trips in future.

Parents serving as drivers/chaperones have a unique responsibility to guard the safety and welfare of our students on the field trip. Therefore, in order to remain solely focused on this task, parents are not to bring any siblings who do not belong to the classroom(s) attending the field trip.

All drivers/chaperones must have an approved background check on file in the school office. Background checks will be run before each event.

Children who are **required by state law** to use a booster seat **must bring their seat** from home for use on such trips and other school activities where personal vehicles are being used. *Under this law all children under age 8 and/or shorter than 4-foot-9 are to be fastened into booster seats.*

St. Luke's Field Trip Policies

1. Purpose of Field Trips

Field trips must directly support the school's educational mission and curriculum or faith formation goals. Trips should provide meaningful learning experiences that cannot be replicated in the classroom.

2. Approval Process

- All field trip ideas must be submitted to St. Luke's Staff.
 - Submitted information must include:
 - Educational purpose
 - Destination and contact information
 - Estimated cost per student
- Field Trip Requests must be submitted to BOCE by staff and must include:
 - Educational purpose
 - Destination
 - Estimated cost per student
 - Date
 - Transportation plan
 - Chaperone needs
- Final approval rests with BOCE.

3. Staff Oversight Requirement

- At least one school employee (teacher or administrator) must be present at all times during the field trip.
- The staff member is the official trip leader and has full authority over:
 - Student supervision
 - Behavior expectations
 - Emergency decisions

4. Role of Drivers/Chaperones

- Parents may serve as driver/chaperones only when approved by the school.
- Drivers/chaperones must have a current iChat on file at school.
- Drivers/chaperones must:
 - Follow all school policies and staff direction
 - Refrain from bringing additional children
- Parents may not independently organize, advertise, or lead field trips on behalf of the school.

5. Transportation Requirements

- Transportation must be pre-approved:
 - If private vehicles are used:
 - Drivers must be approved by the school
 - Provide valid license and proof of insurance
- Students may not ride with unapproved drivers.

6. Permission & Medical Information

- Each student must have:
 - A signed parent permission slip
 - Emergency contact information on file
 - Relevant medical information on file
- Medications must be handled according to school policy.

7. Safety & Conduct Expectations

- School behavior and dress code policies apply at all times.
- The lead staff member carries:
 - Emergency contact list
 - First aid kit
 - Incident report forms
- Clear check-in procedures must be followed (head counts, buddy system, etc.).

8. Financial Considerations

- Costs should be reasonable and communicated clearly to families.
- Fundraising or subsidies should be coordinated through the school.

9. Non-School Sponsored Activities

- Any trip organized without school approval and without staff presence:
 - May not be promoted through school communication channels
 - May not use the school's name
 - Is considered a private event, and the school assumes no responsibility or liability
- Trips may not occur under the school's name or be communicated as a school event without staff supervision and BOCE approval.

10. Policy Enforcement

Failure to follow these guidelines may result in:

- Cancellation of the trip
- Loss of future field trip privileges
- Additional administrative action as appropriate

Health Care

St. Luke's Lutheran School is a smoke-free facility.

There is no smoking allowed anywhere in the building or on the grounds.

Health Program—The children may receive health services provided by the Tuscola County Health Department and its registered staff. Among the health services provided are hearing tests and vision screening. The county nurse will also serve as a consultant should a health question arise.

Parent Responsibilities—It is the parents' responsibility to have their children get a physical on a regular basis and report any health problems to the children's teachers. Each year you will be required to fill out an emergency health care form which designates an emergency contact person, the doctor of choice for treatment, and the location of treatment if possible.

Immunization Record—St. Luke's School is required to maintain official immunization records in accordance with state health regulations. It is the parents' responsibility to annually provide any updates of their children's immunization record to the school office (including any booster shots). If parents choose not to immunize their children for medical reasons, they must obtain a Certified Medical Waiver from your child's physician. If parents choose not to immunize for philosophical and/or religious

reasons, they must obtain a Certified Non-Medical Waiver from the Tuscola County Health Department following an informational session on immunization at the Health Department. **All immunization forms and waivers must be turned in to the school office by the August Registration date in order for the school to reach full compliance with state regulations. Students who do not have current immunization records on file MUST be excluded from classes** until such records are brought up to date in the student's file, or a Certified Waiver has been signed, returned, and filed in the school office. In the event of an outbreak of a contagious disease, students who have a Waiver on file MUST be excluded from classes until the Health Department deems it safe for those students to return.

Pest Control – Annually St. Luke's school building is inspected by the Trustees of the congregation to determine if pest control is needed. If such control is necessary during the school year, it will be done after hours and in the safest possible way for our students. If you would like a specific notification of such activity, please submit a written notice to the principal at the beginning of the school year.

Quarterly Water Testing and Reporting – An appointed Water Supply Representative will test the water supply in our school building as directed by the DEQ. All results will be posted in the lower right corner of the hallway bulletin board for 90 days. A printed copy will also be placed in the "Water Analysis" file in the school office. Copies will be provided at the parents' request either by paper copy or by email.

Teacher Responsibilities – Administering Medication – Teachers will aid the parents by administering prescribed medication during the school day. Prescribed medicine must be given to the teachers upon the student's arrival. The teachers will store the medicine until the time of administration. A note of "directions for administration" written, dated, and signed by the parent must accompany the medicine secured in a zip-lock bag.

Teachers **can no longer administer** over-the-counter medications to the children without an explicit note from home, signed and dated by the parent, and accompanying the medicine.

♦**Giving First Aid** – In the event of an injury, the faculty will give immediate attention to the child, caring for both physical and emotional trauma; begin observation of the child and continue it throughout the time the child remains on school premises; and contact parent or emergency contact person or emergency personnel if there are questions regarding the child's condition.

♦**Safety Drills** – The teachers will train the children in the various drill procedures and will conduct regular fire, weather, and lockdown drills. These drills will occur throughout the school year.

♦**Reporting Suspected Child Abuse and Neglect**—Under the Child Protective Law, 1975 PA238 child care providers are mandated to immediately report to Child Protective Services any instance where there is reasonable cause to suspect child abuse or neglect. Failure to report abuse or neglect is a crime and can result in legal penalties. Any staff member of St. Luke's Lutheran School suspecting child abuse and/or neglect must contact CPS by telephone immediately.

School Insurance - Most children are covered under their family's health insurance policy for school related accidents. However, the children are also covered under Church Mutual Insurance during their school day and extended school activities off-campus. We ask that in making an accident claim you contact your family's insurance as primary insurer and use Church Mutual as secondary or residual coverage.

Lunch

Each day the children will be responsible to bring their own lunches. These "brown bag specials" will be eaten in the classrooms, therefore, we ask no soda or caffeinated drinks be sent for lunch due to its low nutritional value and high-staining capability. **All drinks brought to the school should be clear.**

Special Lunches- There are special times in our school year when our students will have an opportunity to order "hot lunch" meals. These special meals will be hosted by our school families or our CEO. Menus for these meals will be published two weeks in advance. Orders will be paid for upon return of the order sheets sent out in the weekly folders. All orders must be brought back to the school office promptly to ensure a proper meal count. Any checks written for these lunches must be written to **St. Luke's**.

School Pictures

Each year a photographer will be contracted to take individual and group pictures at the school. These pictures will be available for purchase. Information will be sent out before the time of picture-taking. Pictures will be returned in time for their use as Christmas gifts.

Special Holiday Activities

Often there are requests made on special holidays that would prompt a special observance of the day. This may be through a special meal or last-period-of-the-day party. These activities may be coordinated by one of the parents of the classroom and be under the advisement of the classroom teachers.

School Telephone

Children will be permitted to use the phone when it is deemed necessary by the teacher, as in an emergency. Children should always ask for permission before using the phone. The phone may not be used for social calls. Parents calling the school to talk to a teacher should do so before or after school hours, or during the lunch hour, unless it is an emergency.

Cell Phones and Other Communication Devices

Cell phones and other communication devices may be brought to school **only after parents have contacted the child's teacher and have placed a written permission sheet on file in the student's personal file. Such devices are not allowed to be used by the student on the school premises during the school day.** The purpose of possessing such a device is to allow the child to have contact with the parents after school hours (e.g. athletic practice or traveling home). Each day such devices will be checked-in to the teacher and placed in a safe location within the child's classroom.

Failure to comply with this policy will result in a confiscation of the device and a meeting with the parents, student, and teacher at which time the device will be returned to the parent and future use will be discussed.

Social Media Guidelines

In today's connected world, St. Luke's Lutheran School recognizes the necessity for students to learn and build skills using technology. Responsible use of these technological tools will be taught and fostered among our students. With that being said, St. Luke's Lutheran School encourages our parents to be responsible with social media. It is every parent's responsibility to use social media in a positive and God-pleasing way. Remember that if you share information, you are responsible for it. Even if you did not take the picture, make the comment, or write the article, you are held responsible for sharing the information. Parents will be held accountable for any posting on any St. Luke's website or Facebook page.

Guidelines for posting on St. Luke's media sites:

Use caution. Do not post or share the following:

- A. Confidential or personal information about yourself or anyone else
 - B. Passwords or login information
 - C. Copyrighted items
 - D. Photos or videos without permission
2. Consider the future. What you post online now will follow you forever. Be an honest thoughtful, and respectful child of God.
- A. Avoid obscene or crude language; sexual comments; bullying (also known as cyberbullying); material related to alcohol, drugs, or illegal behavior; and also, discussion that is harmful to the reputation of others or the reputation of St. Luke's.

- B. Have no expectation of privacy. St. Luke's website and Facebook page managers have the right to review and inspect all forms of online communications that are made on behalf of St. Luke's Lutheran School.
- C. Use privacy settings, but remember that even with the strictest privacy settings, your information can become public. Information that you delete is stored online indefinitely. Whatever you post online is public and permanent.

This we believe...

The Bible is the true word of God and clearly teaches all we need to know in order to obtain our eternal life. The Holy Spirit uses the Word of God to give and strengthen Christian faith; therefore, we want to hear, learn, and believe its message. (2 Peter 1:21, I Corinthians 2:13, 2 Timothy 3:16, John 10:35, Luke 11:28, John 5:39, Rom. 10:17)

There is only one true God. In the Bible God reveals himself as three persons—Father, Son, and Holy Spirit. That is why he is called "Triune." These three persons in one God are all God, are equal in power, glory, and in every quality. To deny or ignore one person is to deny all of them. This Triune God is the God who created, redeemed, and sanctified us. (Deuteronomy 6:4, Matthew 28:19, John 5:23, Genesis 1:1, I John 2:2, Romans 15:13)

At the beginning of time God created heaven and earth and all creatures. He did this in six regular days. He spoke his almighty word to create all things and made everything out of nothing. Men and women are God's special creation. (Genesis 1:1, Genesis 1:31, Exodus 20:11, Psalm 33: 6 & 9, Psalm 124:8, Mark 10:6, Hebrews 11:3)

The first man and woman, Adam and Eve, lost the image of God when they gave in to the temptation of Satan and disobeyed God's command. Their sin brought on them the judgment of God. Since that time all people are conceived and born in sin, desire to do what is evil, and are dead spiritually. We are unable to reconcile ourselves to God by our own efforts and deeds. (Genesis 2:17, Psalm 51:5, Ephesians 2:1, John 3:6, Psalm 5:4, Romans 5:12, I John 3:4, Romans 8: 7 & 8)

The message of the gospel is the good news that a loving God sent Jesus Christ to take away the sins of all people. This gospel freely offers to all sinners the righteousness that is found in Jesus. It also offers and gives eternal life and salvation to all those who believe in the gospel promises. (John 1:17, Romans 1:16, John 3:16, Colossians 2:13, Luke 2: 10 & 11, Ezekiel 33:11)

Jesus Christ is the Savior of everyone. He is the eternal Son of God, equal to the Father and the Holy Spirit. He is also the son of the Virgin Mary who became man to redeem all [people. In](#) our place, he lived a perfect life keeping the law of God and also died as our innocent substitute on the cross to pay a price sufficient for everyone's sin. Jesus rose from the dead and ascended into heaven. On the Last Day he will judge all the

people who are still living and those whom he will raise from the dead. (I John 5:20, Matthew 1:23, Ephesians 1:7, Galatians 3:13, Hebrews 4:15, Romans 1:4, Acts 10:42)

God judged all sinners righteous in his sight when Jesus Christ died on the cross for us. He declared everyone free from the guilt and punishment owed for our sins. Every sinner receives this free gift of forgiveness, not by doing good deeds, but only by faith. A person is justified when he or she believes in Christ and his redemptive work. Salvation is a gift of God. (Ephesians 2:8 & 9, 2 Corinthians 5:19, Romans 3:22-24, Romans 3:28, Romans 4:5, Mark 16:16)

Baptism is a holy act instituted by God using water and God's Word. Baptism offers and gives the forgiveness of sins, spiritual life, and eternal salvation. It is meant for young and old, including children. Children are also sinful and therefore need the spiritual rebirth brought through baptism. (Matthew 28:19, John 3:5 & 6, Titus 3:5, Mark 10:14, Acts 22:16, Mark 16:16)

Holy Communion is a holy act instituted by Christ. Along with bread and wine we receive Jesus' true body and blood. Through this special meal, Jesus gives the forgiveness of sins, strengthens our faith, and gives eternal salvation to all who believe. (Matthew 26: 26-28, I Corinthians 10:16, I Corinthians 11:27 & 28, I Corinthians 10:17)

Christians, empowered and guided by the Holy Spirit, will conform their lives to the Word and will of God. Christians will do all things out of love and thanks to God for salvation and all blessings, and to witness their faith to others. (I Thessalonians. 4:7, Gal. 5:16, I Corinthians. 10:31, I Peter 2: 9-10)

Human life is the gift of a gracious God. Our life is a time of grace during which we have the opportunity to learn the way of salvation through faith in Jesus Christ. Only God has the right to take the life he has given. Life begins at conception and ends when the soul leaves the body. (Acts 17:25,26; Isaiah 55:6; 2 Corinthians 6:1,2; Psalm 31:15; Exodus 20:13; Psalm 139:13-16; Jeremiah 1:5)

Marriage is the union of one man and one woman. It is a partnership in which the man is the loving head. Marriage is established by God. It is a holy relationship not to be broken. A married person sins if he or she divorces without a biblical reason. Before God, no divorce is valid except in cases of fornication or desertion. The tendency to consider marriage as unimportant results in great harm to the family, the church, and the nation. (Genesis 2:18; Ephesians 5:24,25; Hebrews 13:4; Matthew 19:9; 1 Corinthians 7:15; Psalm 51:10)

God clearly teaches us to have compassion, love, kindness, respect, and dignity for others (Col 3:12-14). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or the doctrines of the Wisconsin Evangelical Lutheran Synod and St. Luke's Lutheran School.

God created human sexuality and gender at creation when he tells us that “male and female he created them” (Gen 1:27). These two distinct, complementary genders are God’s design for people as they relate to one another in matters dealing with human sexuality, marriage, and gender (Gen 1:26-27). Rejection of one’s biological sex is a rejection of God’s creative action and design for the individual (Psalm 139:13-14; Jeremiah 1:5).

God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor 6:18; 7:2-5). We believe that any form of intimate sexual activity outside of God’s prescribed marriage bond is sinful and offensive to God (1 Cor 6:9-10; Heb 13:4).

God forgives all who confess and turn away from their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-20; 1 John 1:9).

If you would like more information regarding what we believe, please refer to the website of the Wisconsin Evangelical Lutheran Synod at www.wels.net.

By enrolling your son/ daughter in our Lutheran elementary school, you understand that the aforementioned will be taught, and you are giving us permission to spiritually serve your son/ daughter in this way. It is also understood that your son/ daughter is expected to worship with our campus family as we come together daily for devotions and chapel. How blessed we are to openly and boldly give thanks and praise to God as we worship him.

A Parents' Prayer

Dear God, we parents humbly come to Thee
With all our hearts to make this earnest plea;
O Father, in the name of Thy dear Son,
Help us to set small footsteps on the way
That leads to Thee, and may they never stray.
And then, by word and deed and truth
Help us to be a guide to those in youth.
Help each one grow in body, mind, and soul
Through Jesus Christ and reach this goal.
Alone we cannot do this greatest task
To raise a family, therefore, this we ask;
Give us a wise and understanding heart;
Thy guidance, counsel, love, to us impart.
And where we fail, then in some other way
Supply their every need, from day to day.
Forgive our past mistakes, and may we be
Much better parents, strengthened Lord, by Thee.
Lord, lead us and ours by Thine almighty hand
Till kept by Thee, before Thy throne we stand.
For this we pray, we and our family;
To be at last in heaven, all with Thee. Amen

-Unknown