St. Michael Lutheran School
Education with Christ at the Heart

NLSA
National Lutheran School Accreditation

St. Michael Lutheran School

Parent/Student Handbook

2026 - 2027

A Ministry of:

St. Michael Lutheran Church
7211 Oakland Drive
Portage, Michigan 49024-4151
(269) 327-0512 (School)
(269) 327-4889 (Christ for Kids)
(269) 327-7832 (Church)

Student Responsibilities

1. **Be prompt and prepared.**
- Come to school on time
- Have all necessary materials
- Have assignments completed to the best of your ability

"Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth."
2 Timothy 2:15

2. **Respect authority.**
- Listen to those in authority and follow school rules
- Follow directions promptly
- Accept responsibility for your own behavior

"Show proper respect to everyone."
1 Peter 2:17a

3. **Respect the rights of others.**
- Use appropriate voice and language at all times
- Listen and pay attention to the speaker
- Respect the right of others to have differing opinions
- Refrain from harassment and retaliation

"Do to others as you would have them do to you."
Luke 6:31

4. **Respect Property**
- Respect the property of others
- Respect your own property
- Use materials and equipment appropriately
- Keep things clean

"Whoever can be trusted with very little can also be trusted with much, and whoever is dishonest with very little will also be dishonest with much. So if you have not been trustworthy in handling worldly wealth, who will trust you with true riches? And if you have not been trustworthy with someone else's property, who will give you property of your own?"
Luke 16: 10-12

Ministry Statement

St. Michael Lutheran School and Christ for Kids Childcare Center are ministries of St. Michael Lutheran Church which understands its God-given mission as making disciples of the Lord Jesus Christ by building up existing believers in the faith and reaching out to unbelievers with the good news of the Gospel.

We believe that the Bible is the inspired and infallible Word of God that is the final authority concerning truth, morality, and ethics. Therefore we believe, as the Bible teaches, that all human life is a sacred gift from God from the time of conception until natural death and should be defended, protected, and nurtured. Likewise, as the Bible plainly reveals, God's design for marriage and the family is based upon the lifelong one-flesh union of a man and woman. St. Michael Lutheran School affirms the clear teaching of Jesus that God makes people either male or female (Mark 10:6). Ever since God's once perfect creation was corrupted by the fall into sin, there have been instances of gender ambiguity and gender identity confusion. But because this is not God's will or intention, such conditions should neither be encouraged or promoted but addressed in love and with respect for God's binary design for those whom He has created in His own image (Genesis 1:27). These and other Biblical truths inform our doctrine and practice for both St. Michael Lutheran Church and School.

Our Statement of Faith

As Lutherans, we subscribe to the Lutheran Confessions because they agree with the Bible. They include the creeds of the Christian Church, namely; the Nicene, Apostles', and Athanasian – all of which confess God as Father, Son and Holy Spirit, and Jesus Christ as the only Lord and Savior. The Holy Scriptures are the basis and authority for all matters of faith and life and are the inspired and inerrant Word of God. The Bible teaches that Jesus Christ is both true God and true man, who was virgin born, and who suffered, died and rose again for our justification. We believe that we are saved by grace through faith in Jesus' death and resurrection for us. The Holy Spirit leads us to confess Jesus Christ as our Lord and nourishes us in this faith relationship through the Word and the Sacraments of Baptism and the Lord's Supper. The Christian life is a daily relationship with God of repentance, faith, and forgiveness, empowering us to serve God in our daily life by caring for one another and for the world around us.

Our Mission

St. Michael Lutheran School and Christ for Kids Childcare Center partners with parents to develop each child's God-given abilities by providing a high quality education that nurtures faith and creates Mighty Messengers for Christ.

Our Vision

St. Michael Lutheran School and Christ for Kids Childcare Center is a ministry dedicated to *Education with Christ at the Heart* which:

1. Ensures that Christ is the foundation of the school and all related activities;
2. Provides enriching learning experiences;
3. Builds compassionate relationships in the classroom, the school, and the greater community; and Welcomes all members of the community regardless of faith affiliation, with the understanding that all students will be taught the truths of the Bible and the doctrine of the Lutheran Church Missouri Synod.

St. Michael Lutheran School & Preschool

Christ for Kids Childcare Center

Education with Christ at the Heart

7211 Oakland Drive

Portage, Michigan 49024-4151

School: (269) 327-0512 CFK: (269) 327-4889

Fax: (269) 327-3148 www.stmikeschool.org

Mr. Greg Johnson, Principal

Mrs. Emily Ritchie, CFK Director

Dear Students and Parents:

We are pleased that you are part of the St. Michael Lutheran School/Christ for Kids family! Our sincere hope is that your time spent with us will be a blessing to you. Our goal is to provide a Christ-centered education that develops the God-given gifts which make each student a unique creation in Christ.

This year's edition of the handbook does include some changes. Each one of the policies, guidelines, and rules are implemented to better fulfill our mission in a safe and efficient environment. None are intended to cause inconvenience but rather to facilitate smooth operation and good order. I would encourage you to read this handbook carefully so that you can be better informed about the school and childcare programs. Not all issues have been addressed in this handbook, so if you have any questions please contact the school office at 327-0512 or the childcare office at 327-4889.

We look forward to another exciting and educational year here at St. Michael. We appreciate the opportunity to partner with you in the task of educating your child(ren). Please support this ministry with your prayers as we begin the 2026-27 school year.

In Christ's Service,

Gregory Johnson

Gregory Johnson
Principal

St. Michael Lutheran School & Preschool

2026 - 2027 School Calendar

August

Thurs 20	K-8th Meet & Greet 3-6 pm
Mon 24	1st Day of School K-8 Half Day-11:30 Dismissal
Mon 24-Thu 28	CFK Closed
Thu 27	PS – Tell The Teacher More
Mon 31	Hot Lunch Begins 1st Day of Preschool

September

Fri 4 & Mon 7	No School PS-8 - No CFK **Labor Day**
Tues 8	PS-8 Resumes School
Mon 28	Picture Day

October

Thurs 1	Picture Day
Fri 9	PS-8 No School – Accreditation Work Day
Mon 20-Th 29	ITBS Testing
Fri 30	No School PS-8 End of 1st Quarter

November

Mon 23-Tue 24	Parent/Teachers Conferences for PS-8
Wed 25-Fri 27	No School PS-8 CFK Closed/**Thanksgiving Break**

December

Mon 21-Jan 1	No School **Christmas Break** PS-8
Wed 23-Fri 25	CFK Closed
Wed 30-Th 31	CFK Closed

January

Fri 1	No School **Christmas Break** PS-8 – CFK Closed
Mon 4	School Resumes
Fri 22	No School PS-8 End of 2nd Quarter

February

Fri 26	No School PS-8 Mid-Winter Break

March

Mon 1	No School Mid-Winter Break Continues
Fri 26	No School PS-8 and CFK Closed End of 3rd Quarter/**Good Friday**
Mon 29-Wed 31	No School - Spring Break
Mon 29	CFK Closed

April

Thus 1-Fri 2	No School - Spring Break
Mon 5	School Resumes
Tues 20-Fri 30	ITBS Testing

May

Thurs 21	8 Grade Last Day
Tues 25	8 Grade Graduation
Fri 28	PS Last Day
Mon 31	**Memorial Day**/No School PS-8 – CFK Closed

June

Fri 4	**Last Day** K-7 11:30 Dismissal Field Day

Special Events Calendar see website- Stmikeschool.org/Events Calendar
Calendar is subject to change without prior notice.
CFK-refers to our Christ for Kids Child Care
PS refers to our 2-day preschool, Pre-K refers to our 3 day and 4-day Preschool, and Young 5's refers to our Young 5's Preschool

Introduction

St. Michael Lutheran School (hereafter referred to as SMLS) extends a warm welcome to all parents and their children who attend our program. It is our hope that your experience will be a blessing.

This handbook has been prepared to assist you in the explanation of our programs. We ask that you read through it and then use it as a reference whenever you have questions. It will help explain policies, procedures and philosophy. It will also help prepare both child and parent for participation in a program where home, church, and school work together in partnership.

SMLS is an outreach ministry of St. Michael Lutheran Church and is governed by the Board of Early Childhood and School Ministries. SMLS is approved by the state of Michigan to operate as a private school and accredited by National Lutheran Schools Accreditation.

Questions or concerns regarding the school's policies or procedures should be addressed initially to the Principal. Questions or concerns regarding childcare policies or procedures should be addressed to the Director. When necessary, the Principal or Director may then take concerns to the governing Board.

Parents who are not members of St. Michael Lutheran Church are invited to attend classes on the teachings of the Lutheran Church - Missouri Synod so that they may better understand the principles of faith applied in the classroom.

Periodically children are offered the opportunity to sing or participate at one of our Sunday morning services. All parents and family members are invited to these events.

Philosophy

SMLS offers Christ-centered programs in a loving and caring atmosphere. Teachers and staff believe it is a shared responsibility to introduce and foster growth in a relationship with God, the family, the community, and the world. We desire to meet the needs of the whole child - spiritual, social, emotional, physical, cognitive and creative.

Our teaching philosophy evolves around the concept that all children can learn. Our teachers believe that as educators, it is their responsibility to determine each child's strengths and provide opportunities for continued growth. This builds self-confidence and provides individuals with positive and successful learning experiences.

Another important role our teachers play is to provide students with the support they need for successful learning. This is accomplished through classroom activities as well as working with parents to provide additional support at home, making themselves available to students when they are feeling confused or overwhelmed.

Non-Discrimination Policy

SMLS is open to any family regardless of church affiliation, and we admit students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to all students in the school. We do not discriminate on the basis of race, color, national, or ethnic origin in the administration of our educational or admission policies.

All students enrolled fall under a probation period of 60 days, which allows staff to determine student needs and the ability of the program to meet those needs. If it is determined that individual student needs go beyond the resources, training, or staffing of the program, or jeopardizes the rights and needs of other students in the program, St. Michael Lutheran School and Christ for Kids Childcare Center reserve the right to un-enroll those students from the program. If needed, St. Michael Lutheran School and Christ for Kids Childcare Center will assist parents in identifying other educational options where those needs can be met. St. Michael Lutheran School and Christ for Kids Childcare Center reserves the right to un-enroll any student for other extenuating circumstances.

St. Michael Lutheran Church and its affiliated agencies are open and accept all people consistent with the clear teachings of Scripture. Scripture teaches that we are all sinful by nature and are in need of the salvation that comes only through faith in Jesus Christ. Correspondingly, St. Michael does not discriminate on the basis of one's sinful condition, even though it does not and cannot condone sinful behavior.

Review of Enrollment

Any Parent/guardian, who after full disclosure of concerns, is deemed by Board of Early Childhood or Administration to be a hindrance to normal school function, the learning process or otherwise aids in illegal, unsafe, or inappropriate behavior on behalf of their child or any other child, may be subject to having their child unenrolled. Enrollment is contingent on support and respect of school philosophes, beliefs, policies, procedures, administration, faculty and staff.

Daily Schedule & Calendar

The school day begins at 8:00 AM and runs until 3:15 PM. Grades K-8 meet Monday through Friday. SMLS generally follows the Portage Public School calendar with some exceptions. There will be a Thanksgiving, Christmas, and Spring break. Beginning and ending school dates can be found on the school calendar. Occasionally the staff will be involved in a teacher conference or workshop and there will be no school on those days.

Before & After School Care

Christ for Kids offers both before and after school programs (an additional fee). Students can be dropped off as early as 6:30 AM, Monday through Friday, and can remain until 6:00 PM. School students who are not enrolled in the after-school program, and who are not picked up by 3:30 PM on any given day, will be placed in the after-school program and charged the after-school fee for that day.

Entrance/Enrollment Requirements

To enroll, you will need:

1. A completed enrollment form.
2. The non-refundable registration fee and the PTL enhancement fee.
3. An up-to-date immunization record (**this MUST be on file on your child's first day of attendance**). Immunizations received during the year must be reported to the Center in written form. All immunizations will follow the county Health Department requirements. (Kindergarten students must have a vision test and dental forms on file)
4. A completed physical health form **SIGNED** by your physician (**Must be on file your child's first day of attendance**).
5. A completed child information/emergency contact card.
6. Students in grades K-8 must have a birth certificate on file.
7. Concussion Awareness form.
8. Automatic Payment form for paying tuition.
9. Financial Agreement.

Drop Off and Pick Up/Busing

K-8 students may begin arriving at 7:45 AM when the school doors are unlocked and teachers will be in their classroom.

For parents dropping off their children, please use the school entrance (the far north door by the flag pole). There is no parking allowed immediately in front of the school from 7:30 AM until 4:00 PM to allow for bus drop-off/pick-up. If parents plan to come into the school, they should park in the regular parking lot. The same is true for picking up students at 3:15 PM. Cars should not be left running and children should never be left unattended in the parking lot. Make sure you enter and exit the parking lot using the correct drives. Enter in the south entry and exit to the north. For security reasons, doors into the school will be locked during school hours.

Busing is available for students who live within the Portage Public School District. Students riding the buses will be dismissed at 3:15 PM as buses arrive. Once again, teachers will take this into account as they plan their end-of-day activities.

Tuition & Fees

Tuition: We use Brightwheel, which is mandatory for tuition payment for *all* parents. Tuition payments are automatically transferred from your account to the school. There is no cost to parents.

It is essential that parents pay their tuition in a timely manner so that we may meet our financial obligations for payroll, supplies, food, and general operating costs. ***A late fee of $30 may be assessed to all tuition accounts exceeding 30 days. An additional fee of $10 will be assessed for insufficient funds.*** If special circumstances occur that require a delay in payment, arrangements must be made with the Principal. No outstanding balance can be carried from one school year to another without special arrangements. St. Michael reserves the right to hold student records until any outstanding tuition balance is satisfied.

- ❖ All families are expected to sign a financial agreement at the beginning of each year school year agreeing to pay 100% of their tuition cost.
- ❖ All accounts must be paid in full at the end of the payment period in order to receive student grades or reports.
- ❖ Families whose accounts become 90 days delinquent will not be allowed to re-enroll until the account is paid in full.
- ❖ Families are required to pay all cost incurred by SMLS/CFK to collect on past due accounts (including attorneys and legal fees).
- ❖ If families are unable to satisfy required tuition payments, they are expected to contact the Principal or Board of Early Childhood. In the event the tuition is not paid, legal means maybe used for collection.

Damaged or Lost Books and School Property: Parents are responsible for the replacement costs of property and materials damaged or lost through negligence. Fines will be imposed for lost library books or books damaged beyond what is expected in the normal use for any given school year.

Field Trips & Fees

Students will be participating in a number of field trips. Most field trip fees are covered by PTL. However, some trips may require a small fee and parents will be asked to cover those costs.

The safety of our students is a primary concern at St. Michael. With that in mind, we use Portage Public School buses for field trips for larger groups of students. This greatly increases safety but also adds additional costs to some field trips. Parents who volunteer to drive on field trips for smaller groups are asked to fill out a *Volunteer Driver Checklist* for each field trip prior to the day of the trip to ensure your vehicle is in safe and proper working condition.

Tuition Assistance

Thanks to many fundraising efforts and the generosity of individuals, tuition assistance funds are available for eligible families. St. Michael uses the services of an independent company, TADS, to evaluate such applications to ensure consistency and privacy.
Assistance is based upon two main criteria (1). What TADS determines the family should be able to pay, and (2). What the family themselves indicate they are able to pay. Any family who fails to complete a tuition assistance form is expected to pay full tuition. While we request the completion of the tuition assistance application prior to the school year, families experiencing a change in circumstance may apply as needed. Tuition assistance applies to grades K-8 only.

Dress Code/ Required School Shirt

Daily: We ask you dress your child so they can play outdoors each day. Please clearly label all removable clothing (jackets, hats etc.). Staff may mark unlabeled clothing. Clothing should be durable and able to withstand spills. A complete change of clothing (including underwear and socks) should be left in the building (a gallon size freezer bag works well for storing clothes). Clothing should be updated with the change of seasons. Children may use the gym on a regular basis (especially in bad weather), so please make sure your child wears "non-marking" soled shoes.

SMLS is an institution of Christian learning. We believe that students should maintain a level of dress that complements our general school and academic standards. The basic consideration for student appearance is that it should be decent, in good taste, neat and clean, and not distracting to the learning environment. Parents/guardians have the responsibility of sending their children to school properly attired. Final decisions regarding "appropriate appearance" will be made by the staff. As the student population matures it is important to begin to define what types of dress are not appropriate for students to wear to school. We ask that all students of St. Michael Lutheran School adhere to the following guidelines:

- All students must wear a closed-toe shoe (No flip-flops)
- No visible undergarments
- Skirts should be mid-thigh length
- Shorts must have a minimum 4-inch inseam and fit appropriately, not worn below the beltline.
- No Leggings or skin tight pants (unless paired with a shirt or skirt that is mid-thigh length) or Yoga pants
- No bare mid-riffs
- No halter tops
- No spaghetti strap tops (Grade 3 and up) Tops need to have at least two straps that are at least three fingers in width and cover bra straps
- No shirts, hats, pants or other clothing with inappropriate messages: alcohol, tobacco, profanity, sexual references or drugs

- It is required that each student registered in one of our programs dress in conformance with their individual biological birth sex.
- No ripped or hole jeans

Required School Shirt (for field trips and concerts): Although no formal school uniform is required, all K-5 students are asked to obtain a Navy Blue SMLS polo shirt, and wear this shirt for field trips and for select school concerts. Students should also wear the SMLS polo shirt every Friday for Chapel. Spirit wear is not a replacement for the navy blue polo.

Items with the St. Michael logo can be purchased directly through *Land's End.* When ordering through *Land's End*, the school's logo # is 0556616K or through a local vendor. Preschool students may purchase a Navy Blue t-shirt from CFK if they wish.

***Required Gym Clothes & Non-Marking Soled Shoes*:** Students will be using the school gym on a regular basis, including a formal gym class. Students should wear non-marking shoes on a daily basis. In addition, students must wear a pair of gym shoes during their formal gym times each week. Such gym shoes can be left at school in the student's locker or brought the day of gym class. Students will *not* be allowed to participate in gym class without appropriate shoes. Students in Grade 5 and above should bring appropriate gym clothes (shorts/sweats, T-shirt, & socks) and deodorant. Clothes must be taken home each week to be washed and returned the following week.

***Additional Change of Clothes*:** All students are encouraged to have a complete change of clothing. These can be kept in your student's locker and should be changed with the seasons.

Restrooms/Locker Rooms

Restrooms are available in kindergarten and 1st grade or off the main school hallway for all students. Locker rooms are also available for use in connection with gym classes and after school sports activities. All students will use the proper restroom and locker room based upon their biological birth sex.

Teaching Staff

Classroom teachers are State-certified. Staff members have Christian backgrounds and teaching philosophies. Other subject-matter specialists are provided by Portage Public Schools through a program known as Shared Time. They are involved in teaching art, band, Spanish, and gym.

Curriculum

Upon registering a child in the school program it is expected that all students will follow the prescribed course of study which includes all core contents areas, specials classes (gym, Art, band, Spanish, vocal music), and the middle school technology program, unless an Individual Education Plan (IEP) places restrictions on a child's ability to do so.

The school prides itself in offering a strong academic program, including:

- *Bible Instruction.* We utilize the *One in Christ Bible* curriculum which involves both daily instruction and memory work. In addition, weekly Chapel is offered.

- *Comprehensive Reading and Language Arts*. Our goal is to have all students initially reading by the end of kindergarten. To build on this reading foundation, we are using a

program called UFLI in grades K-2. This program includes strong Phonics based instruction. Grades 3-5 include chapter books, grammar and vocabulary. Beginning with the 6th grade, we use a curriculum from BJU Press and utilizes trade and chapter books. Additionally, these grades include literature and grammar components.

- *Mathematics. Purposeful Design* mathematics is use in grades 1-6 and meets all the state Grade Level Content Expectations (GLCE) and does so from a Christian worldview. BJU Press is used in the middle school for pre-Algebra, Algebra, and Geometry.

- *Science.* Beginning in 1st grade, a science series called *Purposeful Design* presents science with a Christian worldview. In grades, 7-8 a series published by BJU Press is supplemented with material from *Answers in Genesis*.

- *History & Geography*. One concern with education today is that many elementary social studies programs provide only a superficial look at the subjects of history and geography. Our students in grades K-2 use a variety of resources for social studies. Grade 3 includes Michigan History, in grade 4, BJU Press social studies series is used, grades 5&6 study Eastern and Western Hemispheres, with a series by McGraw Hill and the 7&8 grade American History uses *Pearson's My World.*

- *Art, Music, Physical Education, and Band:* These subjects are taught by certified teachers, and are strongly linked to the other academic subjects being covered. Students in grades 1-8 may use the Internet. Parents must sign an "Internet Acceptable Use Policy" and return to the classroom teacher prior to internet use.

Library

The Library at St. Michael Lutheran School is available for use during the school day by students as well as for those who wish to use it after school for quiet study time until 4:00 pm. After 4:00 pm the room will be closed and made available to church members and for church related meetings.

Library times will depend upon individual classroom teachers. Because SMLS is a Christ-centered school, we are concerned with the type and content of the books in our library. We make it a priority to offer wholesome and interesting books for all school ages. However, it is very important that parents take an active role in helping their child make book selections. If you feel a book your child has chosen is inappropriate, please help redirect your child or ask a teacher for other suggestions.

Chapel

Knowing that God is an integral part of our lives, all students will participate in a weekly Chapel. This provides students with increased understanding of why we worship, and provides opportunities to practice good church behavior. Parents are welcome to attend. Navy blue SMLS polo shirts are required to be worn by all K-8 students on chapel days.

Homework

Homework in grades K-8 is an expected activity and should receive top priority. Homework provides an opportunity for students to practice skills and concepts taught in the

classroom and to develop independent work habits. In addition, it allows parents to see the types of learning activities that students are engaged in within the classroom.

Homework may include memory work, reading or writing activities, math, special projects, and studying for tests. The amount of homework will depend on the grade level, and the student's efficient use of work periods. In addition to the general information provided for each grade level below, each teacher can provide additional information on his/her expectations to parents.

Your child is to do his or her own homework with your assistance as needed. If you have any questions about the homework, or your child is unable to finish it, please send a note in with your child or talk to the teacher when you drop them off.

Homework that is late or not completed will have an effect not only on student understanding of the material, but could negatively impact their grade as well.

Classroom Grading

There is a developmental approach used as teachers review and "grade" student work.

Kindergarten: When grading papers, the teacher will give smiley faces and stars for good work and check marks for satisfactory work. On some papers, teachers will write "please finish" or "re-write" when work is left unfinished or handwriting is messy. Work that is done together in class may or may not be marked or graded.

1st Grade: Grading for daily work will consist of a smiley face, star or sticker and/or written comments. There will also be papers that are completed as group work in class, and often these will not have any "grading" marks at all. Sound spelling or phonetic spelling will not always be corrected, especially if students are working on a creative writing project. Too much correction often is discouraging for early writers. Early in the year, students can tell the teacher what they have written. Getting the ideas down is more important at this stage, than the spelling. However, words that have been spelling list words are expected to be spelled correctly and will be corrected if there are errors.

2nd Grade: Homework and independent work are graded with a symbol (smiley face, star, stamp) and/or written comments on the work. This is the teacher's way of communicating to you and your child. Some papers are done in class together, and because of this, they are not marked. Tests will have a score of the number correct out of the total available. Letter grades will show up on the report card.

3rd– 8th Grade: There will either be a check mark or a letter grade on work. Work completed as a whole group is usually not graded.

Report Card Grades & Standardized Testing

All K-8 students will receive a formal "report card" four times each year (with the last one being sent home shortly after the completion of the school year). For grades K- 3, report card "grading" for each subject and/or set of skills covered that quarter will be reported as follows:

1 = Secure: Child can apply the skill or concept correctly and independently.
2 = Developing: Child shows some understanding, but errors or misunderstandings still occur. Reminders, hints, or suggestions are necessary to develop understanding.
3 = Beginning: Child is just beginning to understand the skill or concept.

NA = Improvement Needed: Child is experiencing difficulty with this concept. Further support of assistance is needed, both at home and in school.

Beginning in grade 3, additional letter grades are assigned to reflect cumulative growth. In addition, students (grades 1-8) will take the Iowa Test of Basic Skills (ITBS) twice per year in

both fall and spring. These national tests provide parents with information on how their children are progressing in comparison to other students across the nation. The composite test scores are also used to help our teachers make refinements to our programs as needed. We also administer the Developmental Reading Assessment (DRA) to all students in grades K-2 several times throughout the school year. This reading assessment helps track student progress in both reading, fluency, and comprehension.

Regular Grading Scale

A+	97%-100%	C+	77%-79%
A	93%-96%	C	73%-76%
A-	90%-92%	C-	70%-72%
B+	87%-89%	D+	67%-69%
B	83%-86%	D	63%-66%
B-	80%-82%	D-	60%-62%
		F	0%-59%

Honor Roll

This would include students in grades 6-8 with all A's and B's in all core subject areas.

High Honor Roll

This would include students in grades 6-8 with A's in all core subject areas. Students who achieve the High Honor Roll for all 4 quarters are eligible for the **President's Award for Educational Excellence.**

Recess

Research shows that physical activity improves children's attentiveness and decreases restlessness. Unstructured outdoor play provides students the opportunity to expand their imaginations beyond the constraints of the classroom.

Children who are well enough to attend are well enough to play outside. To ensure your child's comfort, please send weather appropriate clothing to school. Discretion will be used when daily weather changes occur. Children will remain indoors due to dangerous wind chills at the school's discretion. Children will not be allowed to play in the snow unless they have snow pants, hats, gloves and boots. Extra socks should be kept in your child's locker.

Hot Lunch & Snacks

Lunches: The lunch period runs from 11:30 PM to 12:00 PM. Students are required to stay seated until lunch period is over. Because of liability and time issues, SMLS will not microwave lunches for students. It is the parent's responsibility to provide either a hot lunch or cold lunch for each of their children. If a child does not have a lunch, the school office will contact the parents in an effort to see that one is provided.

Hot lunch menus are available through Sycamore Student Services each month for the following month's lunches. Late orders will not be accepted. No credit is given for snow days or student absences.

Snacks: Kindergarten students will have time for snack each morning. Parents of these students are requested to provide healthy snacks guidelines. 1st through 8th grade students will NOT take a formal snack break, but are permitted to bring in a small nutritious snack to eat during

seatwork time. Such snacks are to be provided by parents for their children, and kept in the students' lockers.

School Attendance/Absences

Students of St. Michael Lutheran School in kindergarten through eighth grade are expected to attend school regularly and on time. Regular attendance provides continuity in the learning environment and enhances the probability of success in school. When an absence cannot be avoided, parents are requested to contact the school office by 8:15 am to inform us of the reason for the absence. If your child will be absent or will arrive late, please call **327-0512**. When a student is absent due to illness or a family crisis, make-up assignments will be given when the student returns.

Students arriving late or leaving early should be signed in/out in the school office. Students who arrive late to class will be considered tardy and must obtain a tardy slip from the office in order to enter the classroom. Parents should notify the office and classroom teacher prior to any planned absence. It is often not feasible to give homework in advance as assignments are usually determined by daily class progress. Missed assignments will be given when students return to class. Parents should be prepared to insure that students make up missed assignments and understand missed concepts.

Tardies: Timeliness is a valuable life-lesson for students to learn for their future years in education as well as when they enter the workforce. Students who arrive at school after the school day begins are required to check in at the school office before entering the classroom. Additionally, if a student reaches 5 tardies in a school year they will receive a ½ hour detention at the end of an assigned school day. If that number reaches 10 tardies there will be another ½ hour detention and a conference with parents. If that number reaches 15+ a Tardy Fee will be assessed and reflected upon the tuition statement for each subsequent tardy.

Absences: Absences for reasons other than illness or emergency situations are to be avoided. The student is responsible for missed assignments. If chronic attendance problems persist (defined by 20 or more absences a school year), the building administrator may contact the county truancy officer and/or juvenile authorities for further assistance.

Snow Day Closings

If the educational programs must be closed due to bad weather or other adverse circumstances, notice will be given over WWMT.com, social media and by email.

SMLS: SMLS will close whenever the Portage Public School District closes. When these programs close due to adverse conditions, the normal tuition fee continues to be the same.

Emergencies

An emergency is a serious, unexpected, and often dangerous situation requiring immediate action. In an emergency (illness or accident), we will contact the parent at the location given on the Child Information Card. If we cannot reach the parent, we will contact the next person in the order given on the Child Information Card. If we cannot reach the parents or the contact person, the child will be removed from other children (illness) or taken to a medical facility (in a situation needing emergency medical treatment). ***Please keep your emergency contact information up-to-date.*** While we will not call the parent each time the child has a fall or a scratch, the parent will be notified at the end of the day with an accident note explaining what had happened and what was done to treat the injury.

Illness Policy

A. Admission and Exclusion:

1. All families are encouraged to openly share information with any staff member about the child's behavior, symptoms, or exposure to illness. Exposure to illness may require the child to stay at home even if he/she is not exhibiting any symptoms at the time. We ask this to decrease the risk of spreading illness to others.
2. Decisions about inclusion/exclusion will be made by the school principal, child care director, or teacher in charge if principal or child care director is absent. The decision is based on the following criteria:
    - Ability to Participate: The child's condition prevents the child from participating comfortable in daily activities.
    - Need for More Care: The condition requires more care than teachers/caregivers can provide without compromising the needs of other children in the group.
    - Risk to Others: Keeping the child in care poses an increased health risk to the child or other children or adults with whom the child comes in contact with.

Any child with a temperature of 99 degrees or above, signs of a bad cold or excessive coughing, diarrhea, vomiting, skin rash, head lice, pink eye, etc. (anything that is contagious) should not come to school and may be sent home at the school's discretion. If your child has contracted a contagious disease, please notify the school so that parents and teachers can be alerted of the symptoms. Children who have been sick should be free from abnormal temperatures, vomiting and diarrhea for at least 24 hours before returning to school. Please note: to be considered "free from abnormal temperatures," a child must be fever free <u>without</u> the use of fever reducing medicines. A note may be needed from your child's doctor indicating when the contagious disease is resolved, and a doctor's note is required to clear them for head lice.

When a child becomes ill at school, a parent will be notified immediately to come and pick up their child. If the parent does not answer, we will leave a message and give them 10 minutes to call back. If we do not hear something within 10 minutes, we will begin to call emergency contacts on the list until someone is able to come and pick up the child. If the parent cannot come, arrangements must be in place for an alternate responsible adult to come and pick up the child. Children will be removed from the classroom and placed away from others until taken home. Children will not be released to another adult without verbal or written consent from the custodial parent.

When illness keeps your child home, you must notify the school by phone or with a written note. The County Health Department requires a weekly health report. Your cooperation in this matter is appreciated.

All of this applies for staff and volunteers as well. If they are sick or have anything that is contagious, they will be separated from others and sent home.

B. Reporting Requirements:

1. Reportable Diseases: Some communicable diseases must be reported to public health authorities so that required control measures can be used. The school's office secretary

will maintain an updated list of reportable diseases from the local public health department.

2. Notification of the Local Public Health Department: The school's office secretary is responsible for notifying the local public health department authority about any suspected or confirmed reportable diseases among the children, staff members, or family members of the children and staff members. The office secretary will follow the advice of the health department about additional notifications that may be necessary.

Outbreaks of Disease:

1. Reporting Outbreaks of Infectious Disease: In addition to meeting the previously stated reporting requirements, the school principal or childcare director will call the local public health department for advice about how to control the spread of disease and whether the situation constitutes an outbreak. When arranged, a letter will be sent to all parents/guardians that their child may have been exposed to an infectious disease. During an identified outbreak, the facility will follow all required procedures identified by the health department. If the facility should be closed for a certain amount of time, parents/legal guardians will be notified by phone and e-mail. There will be no charge for the days the facility is closed due to the outbreak of an infectious disease.

Medication Administration Policy

A. Acceptable Medications:

Medication administration at SMLS is limited to prescription and nonprescription (over-the-counter) medications ordered by a prescribing health care professional for a specific child and accompanied by written consent of the parent/legal guardian. The written order of the health professional must specify the medical reason for the medication, name of the medication, dose, route, when, for how long the medication is required, and any reactions or side effects that might occur. Medications must be in their original pharmacy- or manufacturer-supplied container with a label that includes the child's name, date the medication was issued and when it expires, prescriber's name, dose/instructions, pharmacy name and phone number, and relevant warnings.

B. Parental/Legal Guardian Responsibility:

Parent/legal guardian must complete the *Medication Permission and Instructions Form* per LARA before we are able to administer the child's medication. The first dose of medication needs to be given at home to see if the child has any type of reaction. Parent/legal guardian may administer medication to their own child during the child care day. Parent/legal guardian will be responsible for supplying measuring device.

C. Long-Term Medications:

Medications for any reoccurring problem, emergency situation, or chronic condition will follow the same requirements as prescription and nonprescription medications. These medications must be reviewed and renewed annually by the prescribing health care professional.

Birthdays

Birthdays are a special time in a child's life, and therefore, we celebrate them within the classroom. If desired, appropriate treats can be sent with your child on his/her birthday. Celebration of birthdays not falling on school days may be scheduled in advance with your child's teacher. When planning a private birthday celebration, we ask that you please send

invitations via mail rather than through classroom distribution. This will avoid hurt feelings if everyone is not invited.

Parent Teacher League (PTL)

Mission Statement: *The St. Michael Lutheran School Parent Teacher League (PTL) is a Christ-centered organization, aligned with the church and school leadership that is dedicated to the spiritual and academic growth of God's Children. We serve the children by:*

**Supporting the education needs of the students, parents, and teachers*
**Fostering fellowship among school and church families*
**Contributing to the physical resources of the school*

The PTL receives funds for materials and projects that support SMLS and provide support for teachers and school leadership. All parents are considered members of the PTL and encouraged to attend meetings and provide input. Meetings will be announced in school newsletters. Parents attending PTL events are responsible for the supervision and safety of their own children.

Parent Information Boards & Conferences

Emails contain important information and should be read promptly. The school website, Sycamore Informational System and Facebook site is increasingly becoming another source of parent information as well. Please visit the school link at *stmikeschool.org.*

A school-focused parent information board is located on the wall across from the school office. This will carry current letters that have gone home to all parents as well as other important information. An additional parent information board is located in the entrance of CFK.

Parents are welcome to schedule a time to come and observe in the classrooms. You may also come to the school and eat lunch with your child. From time to time parents will also be given the opportunity to sign up for special projects, i.e., an art project, holiday celebration or program, field trip, etc.

To insure accurate communication between the parents and staff, all vital communication should be in written form and dated (i.e., schedule changes, updated contact information such as address and phone numbers, parent concerns, etc). Requests, ideas, concerns, and payments can be placed in either office.

Formal Conferences: Formal parent-teacher conferences will be held twice a year for K-8 students (Fall and Spring) and in November, February, and May for Preschool students. In addition, parents are welcome to ask the teachers on a regular basis about their child's progress.

Parent Volunteer Hours

Parents are encouraged to volunteer their time to assist teachers with various classroom activities, field-trips, and other school-related tasks. All volunteers must submit to a no-cost background check prior to helping out in the school.

The Board of Early Childhood Ministries has adopted a policy whereby each family attempts to provide at least 10 hours of volunteer time for the school. In the back of this publication you will find ten (10) vouchers that each have a value of $5.00. If you are a Community family, you may use these vouchers for each hour you volunteer at school (up to ten hours) and turn them in towards your school tuition up to $100 per student or $200 per family. If you have used up your vouchers, we encourage you to continue to help volunteer at the school as volunteers are the strength of many of our programs.

There are many opportunities for parents to offer their time, including being a playground supervisor, working in the school library, school office, helping out with building projects, and of course, offering your time to assist teachers with classroom activities. We understand that some parents will not be able to provide any assistance during the school day, but there are many things that can be done in the evenings or at home. We appreciate the support of our parents and welcome any time you can spare to assist with various projects.

Safety

St. Michael Lutheran School has worked in conjunction with the County Emergency Management Agency and local police and fire departments to develop Emergency Operations Plans (EOP) for the safety of our students and staff. These plans are available to review in the school or CFK office upon request. K-8 staff have A.L.I.C.E. lockdown safety training and school safety remains a high priority.

Weapons Policy (School-wide)

SMLS prohibits students, staff and visitors from possessing, keeping, manufacturing, threatening to use, or using a weapon in any setting, on or off campus, which is under the control and supervision of the school for the purpose of school activities approved and authorized by SMLS and Board.

DEFINITION OF WEAPON: The term "weapon" means any object which could be used to inflict serious bodily harm or property damage, as well as used to endanger the health and safety of people.

RESPONSIBILITY OF PRINCIPAL, STUDENTS, STAFF, AND VISTORS:
The Principal has been given the authority to design and implement instructional programs on weapons which require students, staff and visitors to immediately report knowledge of weapons and threats of violence by anyone to the principal. Failure to report such knowledge may subject the student of disciplinary action, up to and including suspension or expulsion from school for students, and for non-staff personnel and for non-staff personnel and staff up to termination. According to State Law, the Principal will refer any student who violates this policy to the student's parents or guardians and to the law enforcement agency. The student may also be subject to disciplinary action, up to and including expulsion. The Principal shall refer a visitor who violates this policy to law enforcement officials and may take any necessary steps to exclude the visitor from school property and sponsored events.

Expulsions/Suspensions (School-wide)

A student whose actions are in any way threatening to the welfare of the school, its students or staff, may be suspended for a period of up to three days or expelled depending upon the seriousness of the situation.

1. **Assault** - striking or threatening to use force, either physical, or verbal, with school personnel, students and/or others on school property or at school sponsored events.
2. **Insubordination -** Defiance of authority: the refusal of a student to comply with reasonable requests of any school employees.
3. **Bullying or intimidating -** Conduct towards school personnel, students, or others that poses a direct threat to safety or general order.

4. **Harassment** - Conduct that shows hostility or aversion toward an individual for purpose/effect of creating an intimidating, hostile, or offensive environment during and after school hours and/or off campus.

Three behavioral referrals in a quarter may result in suspension. Three suspensions may result in expulsion. The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his discretion.

Playground Discipline

If disciplinary action becomes necessary, our playground staff will administer a warning for a first offense. A second offense will result in the child receiving a disciplinary slip, a copy of which will go to the parent and teacher. After receiving two slips in a marking period, the child may temporarily lose playground privileges for up to 5 days.

Visitors

Between the hours of 7:45 am and 3:30 pm Monday through Friday, all individuals who are not employees or students of SMLS or CFK and who are not directly involved in drop-off/ pick-up of a student must sign in at the school office and wear a visitor's badge during their time at school. For CFK this provision shall be in effect between 6:30 am and 6:00 pm. Visitors are to record in the school office the purpose of their visit, including the location and/or teacher they are meeting with. Such visits must be of legitimate benefit to the school or CFK. This procedure is critical to maintain the safety of our students and staff.

All visitors who are volunteering on a regular basis must first provide proper information and give permission to have appropriate background checks completed. All such school volunteers who are working one-on-one with children shall be supervised by a school employee. Within CFK areas, no volunteer may have unsupervised contact with a student.

Field Trips

A "Volunteer Driver Checklist" must be completed and turned in prior to anyone driving students on a field trip. (Please see page 9) Permission forms for each child must be completed in advance for each field trip. Parents who are planning to chaperone a field trip should not bring other children as they may distract from the chaperone duties. Due to allergies, parents are also asked not to provide snacks on a field trip unless asked by a teacher.

Student Photographs

Photographs/videos taken of children while at SMLS/CFK or within any SMLS/CFK sponsored activity may be used on the Internet or other promotional material by SMLS/CFK unless: Parents request their child to be excluded.

SMLS/CFK is not responsible for any photographs/videos taken by parents either at school or school sponsored events that are placed on the internet.

Animals and Pets

Due to safety and liability issues, we ask that pets and/or comfort animals not be brought in the building or on school grounds. Students wanting to share a pet during class must first receive permission from the Principal or Director. Once permission is received, pets must be contained in a pet carrier or on a leash, shown for the specific purpose, and then returned home. They may not stay all day.

Discipline Policy

All school educational programs and other activities will be conducted in an environment of Christian love and support. Children will be guided to relate to each other with respect, understanding, and to appreciate the consequences of their actions and how they affect others. Self-control and cooperation will be facilitated, using positive methods of discipline.

SMLS/CFK strives to promote a Christian attitude when dealing with discipline. Rules and discipline will be administered with concern for the growth and safety of each child.

Discipline is seen as an opportunity to correct unwanted behaviors and to promote the personal growth of an individual. Positive discipline is achieved through proper modeling and self-control. Self-controlled Christians control their behavior because they know that doing what is right is better than doing what is wrong. Discipline, in order to work, must be done with patience. The goal of our staff is to move students to practice the self-discipline they will need as they mature into adulthood. We believe that in knowing and respecting limits of behavior, our students will learn what is acceptable in society, as well as the classroom.

From the first day of school we, as a school family, begin to establish trust in each other, and the students learn the teachers' expectations. Classroom rules are displayed in the class, discussed on a daily basis, and whenever possible, disciplinary action is handled in private between the student, teacher and parents (as needed).

Five basic rules will be enforced by all school teachers and staff:

1) Voices off and eyes forward when teachers are speaking.
2) No teasing or put downs. Treat others with respect.
3) Keep hands, feet, and objects to yourself.
4) Follow directions the first time they are asked.
5) Always do your personal best.

In the event that disciplinary action becomes necessary, our teaching staff will follow a 4-step procedure, with subsequent steps being taken until the issue is resolved. First, a student will receive a warning about their inappropriate behavior. Second, they will lose a classroom privilege. Third, they will receive a slip and a visit with the Principal, where they may need to call their parents, and tell them about their behavior. Fourth, they will receive a detention (following another phone call to his/her parents). If a child receives more than two detentions, parents will be called for a formal meeting. In response to more serious offenses, this process may be accelerated. For example, a situation involving striking or threatening to use force, either physical or verbal, with school personnel, students, and/or others on school property or at school sponsored events may result in 1–3 days suspension and /or expulsion up to and including 180 school days. Offenses involving the health and safety of students and staff will always be addressed directly and decisively. As much as staff are constantly monitoring the classroom environment, they may not always be aware of a situation and therefore it is most important that they be alerted to any situation that may require their intervention.

Sexual Harassment

Sexual harassment of or by any student at St. Michael Lutheran School shall not be tolerated and may result in disciplinary and/or legal action, including possible suspension, or expulsion.

Sexual harassment has the purpose or effect of having a negative impact on an individual's performance or of creating an intimidating, hostile, or offensive environment and includes, but is not limited to:

1. Verbal conduct, such as derogatory comments, unwanted sexual advances, sexual jokes, etc.
2. Visual conduct, such as derogatory cartoons, drawings, pictures, gestures, etc.
3. Physical conduct, such as leering, assault, blocking normal movement, touching an individual's body or clothes in a sexual way, etc.
4. Threats and demands to submit to sexual requests.
5. Retaliation for reporting a violation or participating in an investigation.

Teachers may discuss this policy with their students at the beginning of the school year in age-appropriate ways, and assure them they need not endure any form of sexual harassment. Anyone at St. Michael Lutheran School who is subject to or witnesses sexual harassment should immediately report such conduct to a teacher, the office staff, or the pastor of St. Michael Lutheran Church. Complaints of sexual harassment shall be promptly investigated in a way that ensures the privacy of all parties concerned. In no case shall a student be required to resolve the complaint directly with the offending person. If the person reported to does not promptly remedy a situation involving accusations of sexual harassment, a complaint of harassment can be filed with the Board of Early Childhood Ministries.

Pesticide Treatment

The St. Michael Lutheran Church and School and Christ for Kids complex is periodically professionally treated for pests. If they ever are administered, you will be notified in these ways:

1. It will be posted on the doors of the school, church, and Christ for Kids door or
2. A letter will be sent home in your child's backpack.

An advanced notice will include this information; information about the pesticide, the targeted pest or purpose, approximate location, the date of the application, contact information at the center, and a toll free number for a national pesticide information enter recognized by the Michigan Department of Agriculture.

Lockers

Lockers are the property of St. Michael Lutheran School and students may use them without charge. Students who use a school locker are presumed to have no expectation that the locker or the locker's contents are exempt from reasonable search and possible seizure of property.

The principal or his or her designee may, with reasonable cause, search a student's locker and the locker's contents. In the course of a search conducted pursuant to this policy, the privacy rights of the student shall be respected regarding any items that are not illegal or against school policy. Any illegal items obtained as a result of a search of a student's locker or locker's contents may be admissible in any court or administrative proceedings.

At the request of the school principal or his or her designee, law enforcement agencies having jurisdiction over the school may assist school personnel in conducting a search of a student's locker and the locker's contents.

St. Michael Lutheran School
Receipt & Acknowledgment of Handbook Content
2026-2027

We have received the SMLS Student Handbook; and agree to abide by the established policies contained within.

_____

Student Name ***Grade***

_____

Student Name ***Grade***

_____

Student Name ***Grade***

_____

Student Name ***Grade***

_____

Parent Signature ***Date***

Your signature on the St. Michael Lutheran School Receipt & Acknowledgment of Handbook Content indicates that you will not hold St. Michael Lutheran School, Christ for Kids Childcare or St. Michael Lutheran Church liable for any event relating to any preexisting medical conditions, disclosed or undisclosed.

St. Michael Lutheran School & Christ for Kids
Community Family Volunteer Voucher 2026-27
1 Hour = $5.00

Volunteer Activity

Please print name and turn in to the school office.
Deadline to turn in June 15, 2027

St. Michael Lutheran School & Christ for Kids
Community Family Volunteer Voucher 2026-27
1 Hour = $5.00

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Limit of $100 per student or $200 per family of 2 or more students

Limit of $100 per student or $200 per family of 2 or more students