

MISSION and VISION

Shepherd of the Lakes Lutheran School nurtures children with Jesus' love to Grow Spiritually, Thrive Academically, and Develop Socially.

Shepherd of the Lakes Lutheran School offers a Christ-centered learning experience that serves as a partner with families to develop students with a Christian worldview, while offering a challenging curriculum, extra-curricular activities and opportunities one would expect from a school seeking recognition as the best in the community.

CORE VALUES

Christianity is the core and the center of our curriculum. The formal Biblical instruction, however, is not the only Christian training the child receives. All subjects are taught from a Christian point of view. Even recesses, lunch hours, parties, and all activities in which the children participate, are conducted in a Christian manner. In this way, we hope to keep the children in a Christian environment at all times.

1. Shepherd of the Lakes Lutheran School confesses the teaching of Scriptures as articulated correctly in the Lutheran Confessions.
2. Shepherd of the Lakes Lutheran School recognizes and treats each student as a unique child of God.
3. Shepherd of the Lakes Lutheran School operates with the highest level of Christian integrity.
4. Shepherd of the Lakes Lutheran School instills an attitude of learning that fosters the pursuit of academic excellence.
5. Shepherd of the Lakes Lutheran School desires that each student experience a continual growth in faith in Jesus Christ that expresses itself in a solid Christian worldview.
6. Shepherd of the Lakes Lutheran School trains children to become increasing contributors to the fulfillment of our congregational mission statement to "*Seek, Serve, and Share*" Jesus Christ.
7. Shepherd of the Lakes Lutheran Church leadership demonstrates full commitment to the ministry of a Christian Lutheran School.
8. Shepherd of the Lakes Lutheran Church and School places great value in the ministry of each member of the school staff.
9. Shepherd of the Lakes Lutheran School believes active parent involvement in the school and life of their student is paramount for success.

ATTENDANCE POLICY

In accordance with state laws, all students are expected to maintain regular and punctual attendance. Punctual and regular attendance is part of training children "in the way they should go."

Parents should notify the school office between 8:00 a.m. and 9:00 a.m. each day their child will be absent from school. Please provide the name of the child, reason for

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absence, and the nature of the illness (if any). This information is needed as part of our weekly attendance report for the Livingston County Health Department. A written doctor's excuse is required in cases of extended health-related absenteeism.

It is important that students attend school each day. Excessive absences will be handled at the discretion of the school principal.

We discourage families from taking their children out of school for vacations and appointments since we believe this practice creates a poor work ethic by establishing wrong priorities for the child. If you choose to remove your child for an extended vacation during the school year, you must make arrangements with your child's teacher **AT LEAST ONE WEEK PRIOR** to leaving. All missed assignments are due upon your child's return to school. There is no deduction in tuition for vacations or extended periods of leave.

CHAPEL SERVICES

Chapel services will be conducted every Wednesday at 10:30 a.m. for grades Kindergarten through Fifth in the church Sanctuary. Parents are always welcome to attend our worship services. Please note that these chapel services are not intended to replace regular Sunday Worship and Bible study. Chapel offering will be collected each week and donated to various missions.

CHURCH AND SUNDAY SCHOOL ATTENDANCE

Christian instruction in school during the week is no substitute for regular Sunday worship. It is expected that children will attend services regularly with their parents, either at Shepherd of the Lakes or their home congregation. A record of church attendance is kept by the teacher with a summary appearing on the child's report card.

CONTROL AND SUPERVISION

Shepherd of the Lakes Lutheran School is a private elementary school maintained and supported by Shepherd of the Lakes Lutheran Church – Missouri Synod. In addition, the affairs of the school receive direction and guidance from the Michigan District Board of Parish Education and the State of Michigan, Department of Education.

CURRICULUM

In keeping with the primary mission of Shepherd of the Lakes Lutheran School, the Christian religion forms the center upon which all instruction is based. Each class opens the day with a brief devotion, followed by instruction in Christian doctrine and Biblical study. The Christian instruction consists chiefly of learning Bible stories, together with their applications to everyday life, and the memorization of brief Bible passages.

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In addition to the Christian instruction, the pupils receive instruction in all the “secular” branches of learning as required by the State of Michigan. These include reading, spelling, handwriting, English, literature, mathematics, social studies, science, fine arts, physical education, technology, and health.

DISCIPLINE POLICY

To discipline means to make a disciple or follower. That implies that someone follows an example willingly rather than because they are forced to do so. Our goal is that students follow the loving example of Jesus Christ. Discipline should not be considered as punishment, but rather a form of understanding and nurturing. As education is an extension of the home, we expect that parents will become involved with this area of education and a mutual support of ideas and goals that can be worked on together. Our first objective is to have the student understand their actions and also the possible consequences that result from their negative actions. Corporal punishment is never used as a means of discipline.

Depending on the seriousness of the incident or infraction and its implications, decisions regarding the nature of the disciplinary response may be made by the child’s classroom teacher, the teacher or staff member most directly involved in the incident, or the school Principal.

Bullying and harassing other students is not permitted or tolerated. These situations will be taken seriously and handled on an individual basis by the child’s teacher and principal.

Minor Misconduct: Penalties for minor misconduct vary depending on the nature of the incident, the student’s attitude and grade level, and the likelihood of future occurrences. The consequence of this type of misbehavior may consist of, but is not limited to, a verbal reprimand or warning from the teacher, a brief “time out” or short period of isolation from the class, in school suspension, or a parent conference.

Detention: For more serious misbehavior, students may be kept after school for detention. A detention involves staying after school for one hour. Detention days will be selected by the teacher. Parental notification and acknowledgment will take place through writing. The teacher will call a conference if deemed necessary.

Suspension: Suspension is the exclusion of a student from school. Suspensions may be given for violations such as cheating, stealing, defacing school property, fighting, showing disrespect, use of vulgar or profane language, extreme misbehavior, or habitual problems with school related policies.

GRIEVANCES

As human beings, from time to time concerns and disagreements will surface. In God’s Word, chapter 18 of the book of Matthew lays down guiding principles that we choose to

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follow. “If your brother sins against you, go and tell him his fault, between you and him alone.”

We recognize there will be issues that come up in which conflict may exist or when special assistance may be necessary. In situations where you believe that a student is in danger, please contact Dr. Pagels or Pastor Milatz immediately. For all other issues, please follow this chain of command:

1. Speak with the classroom teacher.
2. If the issue is not resolved to your satisfaction, request a meeting with Dr. Pagels, along with the classroom teacher. The administrator will not be able to meet with parents until the classroom teacher has been spoken with. The classroom teacher should be invited into the meeting with the administrator.
3. If after following the first two steps, a problem still exists, Pastor Milatz can be consulted along with the administrator. Pastor Milatz will not be available for assistance before an administrator has been brought into the process.
4. A final step in the process will be a joint meeting with the School Leadership Team and a representative from the congregational Board of Directors to determine whether a breach in policy has occurred.

DRESS CODE/PERSONAL APPEARANCE

In the interest of providing an academic atmosphere reflective of our traditional Christian values, Shepherd of the Lakes Lutheran School requires students to comply with the following dress code.

BOYS

- Pants – any navy, black, brown or khaki dress pants (cargo pants are allowed) – no denim.
- Shorts – any navy, black, brown or khaki short – when weather is appropriate.
- Shirts – any solid color polo or turtleneck, or button down with collar. Acceptable variations are a small emblem, a SOTL Spirit Wear emblem, and a single, but not multiple small stripe.
- Sweaters – any solid color turtleneck, pullover or cardigan sweater. Pullover or cardigan sweaters must be worn with a collar shirt.
- Shoes – tennis shoes will be allowed, dress shoes must permit outdoor activity, no shoes with wheels or lights.
- Socks – any solid color socks.
- Shirts must be tucked in with a belt when loops are present (Grades 2-5). No oversized clothing.

GIRLS

- Skorts and Jumpers – any navy, black, brown or khaki of modest length – no denim.

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- Dresses – must be a solid color polo style dress with a collar.
- Pants – any navy, black, brown or khaki. No denim or low-rise.
- Shorts – any navy, black, brown or khaki – when weather is appropriate.
- Shirts – any solid color polo, turtleneck, or blouse with collar. Acceptable variations are a small emblem, a SOTL Spirit Wear emblem, and a single, but not multiple small stripe.
- Sweaters – any solid color turtleneck, pullover, or cardigan. Pullover or cardigan sweaters must be worn with a collar shirt.
- Shoes – tennis shoes will be allowed, dress shoes must permit for outdoor activity, no shoes with wheels or lights.
- Socks – any solid color socks.
- Tights – any white, off-white, navy, or black (minute detailing is acceptable).
- Shirts must be tucked in with a belt when loops are present (Grades 2-5). No oversized clothing.

Friday is gym day. Students may wear jeans with a dress code shirt or a Spirit Wear sweatshirt with a collared shirt.

In maintaining compliance, the parent(s) is key to cooperation with the student. In focusing on a Gospel rather than law orientation, our policy is as follows:

- First Specific Infraction (no belt, etc.) – Typically, a parent contact by the Principal or teacher asking you to review the dress code/specific infraction with your child to clarify the matter with the focus on a second infraction not occurring.
- Second Specific Infraction – Request by the teacher for an appropriate substitute clothes item to be sent to school on the following day for emergency usage and remain at school until the end of the following month. If no additional specific infraction occurs during that time period, the redemption of the item may occur, at the student's discretion, and the item can then be taken home.

DRUG FREE SCHOOLS

Alcohol and any illicit drugs are not permitted on school premises or at school functions. SOTL Lutheran School has a **Zero Tolerance Policy** concerning drug and alcohol use or its possession on school grounds or at school events. Any violation of this rule will be dealt with according to State law.

EMERGENCY SCHOOL CANCELLATION

Emergency school cancellation may occur due to inclement weather, utility failure, absenteeism of more than 1/3 of the total student enrollment, or other emergencies. Shepherd of the Lakes Lutheran School maintains its own individual listing for school

cancellation. For information on school cancellation tune to WHMI(93.5 FM/1350 AM), WJR (760 AM), or WWJ (950 AM) radio or our local news stations.

EMERGENCY SCHOOL DISMISSAL

The principal may declare an emergency school dismissal due to inclement weather, utility failure, bomb threats, or life threatening circumstances. The telephone fan-out will be used to inform all families in the event of an emergency school closing that occurs during the school day.

ENDOWMENT FUND

This special fund has been established to develop a substantial endowment for the benefit and enrichment of the school's education and financial aid programs. Any size or type of gift will ensure an on-going perpetual fund for the school, thus providing for continuing Christian education for our children. These gifts are tax deductible.

ENROLLMENT POLICIES

1. The parents must be motivated primarily by the Christian education of the school.
2. Parents who are not members of a Lutheran Church – Missouri Synod congregation are encouraged to attend our informational class, a course detailing the Christian faith and beliefs, in order to become familiar with the teachings as confessed by the Lutheran Church.
3. Parents accept the responsibility for having their children attend congregational worship services and Sunday School on a regular basis at Shepherd of the Lakes or at their home congregation.
4. Parents of non-member students understand and accept that their children will be required to occasionally attend congregational worship at Shepherd of the Lakes in order to participate in scheduled school activities.
5. Pupils entering Kindergarten must be five years of age before December 1st of the school year. (This is in accordance with the policy of the State of Michigan Department of Public Instruction). A physical examination and all immunizations should be completed before the child is enrolled and a copy of the child's birth certificate needs to be on file.
6. Parents of first-time students must provide current immunization records at the time the child is enrolled, as required by the State of Michigan. Students transferring from schools outside the state of Michigan or outside the local school districts must provide updated immunization records.
7. All school records from a child's previous school are to be released to Shepherd of the Lakes. These include grade reports and achievement test results. Acceptance of a child's enrollment is conditional upon receipt and approval of all school records.
8. All applications for admission involving a student with previously demonstrated disciplinary problems shall automatically be presented to the School Leadership

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- Team for consideration. If admission is granted, all such enrollments shall be probationary and reviewed at the end of each grading period.
9. Shepherd of the Lakes Lutheran School complies with IRS revenue procedure 75-50. We admit students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of our educational policies, admissions policies, or any other school-administered programs.
 10. After initial enrollment, parents should not take re-enrollment in future years for granted. Each enrollment period, parents will need to re-enroll their children. In extreme cases of disciplinary problems the Principal is empowered with the authority to deny re-enrollment.

ENROLLMENT PRIORITY

Enrollment is not limited to children of members of Shepherd of the Lakes Lutheran Church, but is open to any parents who want their children to have Christ-centered instruction. The general order of acceptance for children as classroom space is available is as follows:

1. Pupils re-enrolling from the previous school year.
2. Siblings of currently enrolled students who are re-enrolling.
3. Children where one or both parents or guardians are a member of Shepherd of the Lakes Lutheran Church.
4. Children who are not included in any of the above categories.

Enrollment will be on a first-come, first serve basis. A waiting list will be generated if enrollment exceeds the number of available spaces. The waiting list is retained for the current school year only.

ENROLLMENT PROCEDURE

1. Parents who wish to enroll their children in Shepherd of the Lakes Lutheran School should secure an application from the school office during the designated enrollment period. Along with the application and registration fee, all previous school reports including achievement and/or ability test scores, report cards, birth certificate, and immunization records must be submitted to the school office.
2. If previous records are not provided, conditional enrollment will be granted for two weeks by which time the enrolling parent or guardian must provide all requested records.
3. Shepherd of the Lakes Lutheran School is also limited with resources in helping children with learning disabilities. Before enrollment, a child with learning disabilities will be evaluated. Services with the Livingston Educational Service Agency (LESA) may be rendered. The previous learning institution will also be consulted before determining if Shepherd of the Lakes can meet the educational

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needs and provide a quality education to this particular student. Sometimes, it is in the best interest of the child to refer to an alternative educational facility.

FIELD TRIPS

Students may make visits to places of interest when educational objectives are better achieved through these means.

Notes are sent home prior to the field trip detailing all the information necessary so you know what to expect. Written permission from the parent/guardian is required of all students making such field trips.

It will be necessary for parents to help provide transportation.

FINANCIAL SUPPORT

It is not the intention that any child be denied a Christian education by reason of his/her parents inability to pay. Grants will be awarded to the extent of availability of funds the school has for this purpose. Need based tuition assistance is available for: qualifying SOTL members; or outreach to those without a church home. We lovingly welcome children from other church homes, however, our mission is to support SOTL member families and those who don't know Christ. It may be possible for other churches to offer school grants to children from their congregation.

Qualifications:

- Qualification for hot lunch program is the main requirement
- Other factors are considered

A Shepherd of the Lakes Student Grant Committee will approve or reject the application based on criteria set by the committee. Tuition assistance level shall be matched to need level. No student shall be granted more than 50% tuition assistance, unless a member or group of SOTL specifically sponsors a full grant.

Parental Requirements:

- It is expected that one parent will volunteer at least:
 - 50 hours per school year for 50% assistance
 - 40 hours per school year for 40% assistance
 - 30 hours per school year for 30% assistance
- All parents without a church home agree to attend a yearly SOTL information class.

You must re-apply for financial support each year.

FIRE/TORNADO/SHELTER IN PLACE DRILLS

Fire, Tornado, and Shelter In-Place drills are held regularly during the school year as required by the State of Michigan. Students are instructed during these drills as to the proper procedure for evacuation from the building or movement to a place of safety and the proper directions to follow.

ILLNESS OR INJURY

All teaching staff at Shepherd of the Lakes Lutheran School is first aid and CPR certified by the American Red Cross.

Injury: Students involved in minor accidents which incur small cuts, scratches, bruises, etc., will receive appropriate first aid from the teacher or school office personnel. This is usually limited to the cleaning and bandaging of the injury, or the application of ice to control swelling. The school will complete a written incident report describing the incident and any action taken and, as appropriate, a summary of this report will be forwarded to the parents. Parents should notify the office if a child has a special medical condition that may have a bearing on the routine application of this type of first aid.

Illness: If, in the best judgment of the teacher or office staff member, it becomes necessary to remove a child from classes due to the sudden onset of illness, every effort will be made to contact the parent of the child. If the parent cannot be reached, the school will attempt to contact the second party designated in the student's file to be notified in the event of an emergency.

To help safeguard the health of our students, it is suggested that parents keep a child home from school if they have the following conditions:

1. Fever – 100 or higher
2. Yellow or green nasal discharge
3. Unexplained rash, skin eruption, or skin infection
4. Diarrhea or Vomiting
5. Reddened, sore eyes
6. Severe cough/cold

Communicable Diseases: Please keep your child home if they have any of these infectious conditions:

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| 1. Animal Bites | 15. Meningitis (Meningococcal) |
| 2. Chicken Pox | 16. Mononucleosis |
| 3. Conjunctivitis – Pink Eye | 17. Mumps |
| 4. Diarrheal Disease | 18. Pertussis (Whooping Cough) |

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| 5. Fifth's (Hungarian Measles) | 19. Pinworms |
| 6. Hand, Foot and Mouth | 20. Rash, undiagnosed, febrile or not |
| 7. Hepatitis A | 21. Ringworm |
| 8. Hepatitis B | 22. RSV |
| 9. Hepatitis C | 23. Rubella (German Measles) |
| 10. Herpes Types I & II | 24. Rubeola (Hard Measles) |
| 11. Impetigo | 25. Scabies |
| 12. Lice (Pediculosis) | 26. Shingles |
| 13. Meningitis (Aseptic) | 27. Strep Throat and Scarlet Fever |
| 14. Meningitis (HIB) | |

These are considered communicable diseases and must be reported to the Michigan Department of Health under Michigan statute. Therefore, we ask your cooperation in keeping your child home when they show symptoms of illness and report the information to the school so that necessary steps may be taken to safeguard other children.

LUNCH PROGRAM

We encourage parents to provide nutritious snacks and lunches. These would include sandwiches, fruits, cheese, fruit juices, carrot sticks, or other vegetables. We discourage parents from bringing in hot lunches from fast food restaurants since this may create problems with other students. Students will be able to purchase milk at the school each day. Meals needing to be heated in the microwave should not exceed 3 minutes. Pop, gum, and candy are prohibited during the school day.

Although we do not participate in a daily hot lunch program, we may designate a day as hot lunch day and use an outside vendor.

MEDICAL EMERGENCY

In the **event of a medical emergency, emergency services will be contacted**; the student will be transported to the nearest emergency room by ambulance and will be accompanied by an adult. The parent/guardian will be notified as soon as possible after the call to emergency services is made. Permission to seek emergency medical treatment for your child is **REQUIRED**, granted, and maintained on the Child's Information Card. The parent is responsible for keeping all emergency information current at the school office.

MEDICATION

Prescription Medication:

1. A "request to administer medication" form must be in writing, signed by the student's parent or guardian.
2. The medication must be in the original container, complete with the pharmaceutical label and doctor's name.
3. A school staff member in the presence of another adult must administer the medication.

4. A written statement should also be provided asking the teacher to remind the child to take the medication at the appropriate times.

Nonprescription Medication:

Nonprescription medication will not be administered at the school.

OUTDOOR RECESS

Daily outdoor recesses are a valuable factor in promoting healthy classroom conditions, as children need time to get fresh air and exercise. All students are expected to participate in recess activities. They should wear appropriate clothing. Hats and gloves are necessary during winter months, and boots will be essential when playground areas are muddy or snowy. Students need to have indoor footwear on days they wear boots outside for recess. Outdoor recess boots may not be worn in the classrooms.

Our policy is that all students will go outside for recess. We do not have the resources for indoor supervision of students during outdoor recess time. On days when the weather is extremely cold or rainy, recess breaks are held indoors.

A doctor's note is necessary if a child needs to stay in for recess for a specified period of time after an illness.

PARENT/TEACHER CONFERENCES

It is important that parents and teachers remain aware of the progress being made by the student in the various areas of child development and give the child help wherever needed. The parent-teacher conference serves as a means of attaining this. Formal conferences are scheduled each year in November and April. In addition, parents are encouraged to contact the teacher at any time during the year when the need arises.

PARENT/TEACHER ORGANIZATION (PTO)

We encourage parents to become involved with our school and our Parent/Teacher Organization provides opportunities for parental involvement. Our PTO oversees fund-raising opportunities, plans activities for Lutheran Schools Week, and organizes a year-end celebration. Parents will be notified of PTO meetings and sponsored events throughout the school year. We look forward to your participation and support in these functions.

PARENT VOLUNTEERS

The school encourages parents to volunteer to help in the classroom. Parents who wish to volunteer should contact their child's teacher to schedule volunteer activities. Any

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volunteer working directly with students must complete a criminal history background check form.

PHOTOGRAPHS

Individual student photographs will be taken at the school early in the school year.

REPORT CARDS

Report cards are issued four times during the school year, at the end of each quarter. The report card is an attempt to report student progress especially in the academic life of the student. Each child's report should be compared only with the child's God-given abilities, aptitudes, and interests.

SCHOOL ASSIGNMENTS/HOMEWORK

For the most part, children will be able to complete most of their assignments during school hours. However, it is not the policy of the school to oppose any form of homework. This is also an aid in the development of responsibility on the part of the child. Homework offers the student the opportunity to develop independent study habits and self-discipline, which are essential for future academic success. Beginning at the first grade level, all students will normally have reading and math homework and memory verses to learn throughout the week. Assignments books will be provided for each student in grades 3 through 5. We ask parents to check these books each day for their child's daily assignments.

SCHOOL CLOSING

In the event of inclement weather, Shepherd of the Lakes Lutheran School maintains its own individual listing with the local news media. Please listen to WHMI (93.5 FM/1350 AM), WJR (AM 760), WWJ (950am) or watch your local news station for information relating to school closings.

SCHOOL DIRECTORY

Our school directory is published at the beginning of each school year in order that parents, teachers, and children will have access to the names and telephone numbers of all the families in attendance at Shepherd of the Lakes Lutheran School. Changes in the directory should be submitted to the school office.

SCHOOL HOURS

The general school day schedule is as follows:

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Full Day Kindergarten/

Elementary Grades

8:45 a.m.	-	School Begins
3:50 p.m.	-	School Dismissal

Pre-Kindergarten/

Morning Kindergarten

8:45 a.m.	-	School Begins
11:50 a.m.	-	School Dismissal

Children are not to arrive at school before the designated arrival time of 8:40 a.m. unless specific arrangements have been made. There is no play period before school or after school. Upon arrival, children are to go immediately to their classrooms. Children are not to leave the school grounds during the day. All requests to leave the school grounds during school hours must come in writing from the parents, and the parents are required to pick up the child in the school office.

ARRIVAL PROCEDURE

Children may be dropped off at the school entrance each morning at 8:40 a.m. If your child arrives tardy for the school day (after 8:50 a.m.), he/she must report to the school office prior to going to the classroom. The parent/guardian must notify the school office and indicate the reason for late arrival.

PICK-UP PROCEDURE

- Teachers will bring the students out the main school entrance at dismissal time.
- Children are released **ONLY** to a parent/guardian or other person authorized in writing on the Child Information Record. If someone other than you or your regular car pool is providing transportation, you must provide written authorization. Please notify the school in advance, when possible, whenever someone designated on your card will be picking up your child.
- Children are not permitted to leave the school grounds except by permission.
- Children who must leave the school grounds before their regularly scheduled dismissal time, must have a note, signed by the parent. Parents must report to the school office to sign out their child prior to picking up their child.
- If a child has not been picked up by 12:00 p.m. for morning kindergarten, the child will remain in the school lunchroom until the parent arrives.

LATCHKEY

Shepherd of the Lakes Lutheran School will operate a morning and afternoon school child care program. Hours of operation are 7:30 am-8:35 am and 4:00 pm-6:00 pm. Cost is \$5.00 per hour/session per child. Children should be dropped off and picked up from the 300 Wing Hallway. Students must be signed in and out by a parent or guardian.

SCHOOL PARKING LOT

For the safety of our students, enter the parking lot from Hyne Road and stop at the Elementary Wing School Entrance sidewalk to drop your child off. We do not want students crossing car traffic in our parking lot. You may park and walk your child into the school building. For the safety of all of our students we ask that parents refrain from parking in the handicap spaces for dropping off or picking up students. We ask that those spots only be used by the people they are designated for.

SCHOOL VISITS

All visitors to the school must report to the office to register. Classroom visits by parents are permitted during the school day provided that prior arrangements have been made with the teacher. It is important that these visits not interfere with the regular classroom activities, lessons, or disrupt the class in any way. We ask that younger siblings do not come into the classroom during the school day.

Parents wishing to meet briefly with the teacher before or after school should be sensitive to the timing of such a visit. The teacher should be contacted in advance for an appointment at a mutually convenient time. These visits should not detract from the teacher's preparation of material for the day or the meeting and greeting of students, or cause the teacher to be late for a scheduled after-school activity. Under no circumstances should the start of class be delayed or the teacher's normal school activities be disrupted as a result.

Materials or projects to be picked up by the parents should be handled at the end of the school day so that the teacher is not disturbed while class is in session. Parents are asked not to interrupt classes to deliver messages, books, lunches, etc. All such matters should be handled by the school secretary.

SPECIAL NEEDS

Children requiring services for learning disabilities or other special needs, as determined by the teaching staff, will be referred to the Livingston Educational Service Agency (LESA).

SUSPICION OF ABUSE OR NEGLECT

As mandated by State Law (Public Act No. 252, 1978), all teachers and staff members of Shepherd of the Lakes Lutheran School are required to report any reasonable suspicions of child abuse or neglect to the appropriate authorities (local law enforcement agencies, Child Protective Services, etc.)

TARDY POLICY

Our school day formally begins at 8:45 a.m. Children are expected to be in the classroom at starting time. Please realize that when a child arrives late and enters the classroom late, it disrupts the entire class. Children also thrive on structure and routine, and it can be upsetting for the child who arrives late to enter the room once the day's routine has begun. As we want to enhance each child's sense of responsibility and organizational skills, we are requesting that you strive to have your child arrive at school by 8:40 a.m. so that your child will have plenty of time to take care of his/her personal needs and enter the classroom at the designated start time.

Steps for handling excessive tardies are as follows:

1. 3 or more tardies – a letter will be sent home to the parents addressing the concern by their child's teacher.
2. 6 or more tardies– the principal will make a personal phone contact with the parents to address the concern.
3. 10 or more tardies – the students will serve a 20 minute detention and the principal will arrange a meeting with the parents to discuss solutions that can be arranged to correct the problem.
4. If after steps 1, 2, 3 are completed, and the problem is still not resolved, the Livingston County Attendance Officer (office of the Livingston Education Service Agency) will be contacted.

TESTING

Achievement tests, reading tests, and skills tests may be administered during the course of the school year. The results of the various tests are used as a resource by teachers for assessing the progress of the student and for measuring the achievement of curriculum objectives for each subject. Such information is then used for the guidance of students, to identify the gifted and those in need of special assistance, to improve instruction and learning, and to evaluate the entire educational program and curriculum objectives. All test results will be communicated to the parent. This gives our parents a better understanding of our testing program, its nature, scope, and purpose.

TUITION AND ENROLLMENT FEE

The following tuition rates have been adopted:

Half Day Kindergarten:	\$2,400 per year
Full Day Kindergarten-Grade 5:	\$3,750 per year
Kindergarten Enrollment Fee:	\$250
Elementary Enrollment Fee:	\$250

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Annual Payment Discount - If the full year tuition is paid, prior to the start of the school year, a 3% discount will be granted.

Sibling Discount - Families with more than one child attending will receive a 10% discount off the 1st sibling's tuition, 20% discount off the 2nd sibling's tuition. There is no charge for the third sibling.

Shepherd of the Lakes Lutheran School Member Discount - Families that are members of the Shepherd of the Lakes Lutheran Church will receive a \$500 annual discount per student from tuition for students enrolled in K-5. This discount has been extended to fellow LCMS church members.

TRIP (Tuition Reduction Incentive Plan) – Details are available at the school and participation is optional. It is beneficial to participate in the program. Scrip deductions are subtracted from your annual tuition.

Monthly Payment - If tuition is paid by the month, the annual tuition amount is divided into ten (10) equal installments. The first payment is due on/or before September 1st and the final two payments are due on/or before May 1st. A late fee of \$25 per student will be assessed on the fifteenth of the month. If a family is over sixty days late in paying tuition, collection activity will begin and the student(s) may be excluded from classes until appropriate action has been taken to bring the account up-to-date.

NSF Checks – Checks returned to us by a bank due to insufficient funds will be charged \$25.00 per check.

NOTE: All fees and tuition must be paid before the final report card is given and a grade promotion is granted. A student may not be re-enrolled until such time as their account balance is paid. Additionally, student records will not be transferred to other schools until outstanding student accounts are resolved. To ensure a spot for the student for the following year, it is required that the person responsible for the child's account notifies the School Office of any extenuating circumstances and work out a payment schedule. Occasionally, families experience financial hardship. When families are unable to meet these obligations to the school, they are encouraged to contact the school office.

WEAPONS POLICY

Students may not possess weapons on school property at any time. A student who brings a weapon to school will be suspended from school as determined by the principal. A student may be expelled from school when deemed appropriate by the administration and School Leadership Team.

Definition – A weapon is any object that has the ability to harm other students. Weapons include, but are not limited to guns, knives, bows and/or arrows, martial arts paraphernalia, swords, cap guns, explosives, etc. Students are not to carry pocket knives as these are considered weapons under this policy.

