



**2017-2018**  
***Student Handbook***

**St. Matthew Lutheran  
Church & School**  
*5885 Venoy Rd., Westland, MI 48185*

**734-425-0261**

**[www.stmatthew.info](http://www.stmatthew.info)**

To the families of St. Matthew:

Welcome to our 2017-18 year as we begin our walk with Martin Luther on this the 500<sup>th</sup> anniversary year of the Reformation. As Lutherans, we believe in faith alone, grace alone, and scripture alone. At St. Matthew, we exist to reach out, educate, and nurture all children through the saving Gospel of Jesus Christ.

We as a family of believers look to Christ as the solid rock of our salvation. Christ is our cornerstone. When we rejoice or struggle, we have the assurance that God is our fortress, shield, and weapon. He helps and leads us every hour, every day in every way.

May God continue to bless our lives and the lives of those we touch through His grace and mercy.

In His Service,  
Andrea Unger  
*Principal*  
*St. Matthew Lutheran School*

# Staff Directory

## Administrative Staff

### **Associate Pastor**

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### **Principal**

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### **School Secretary**

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### **First Grade**

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### **Second Grade**

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### **Third & Fourth Grade**

#### **Music Director**

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Canton, MI 48188  
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### **Fifth/Sixth Grade**

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### **Seventh/Eighth Grade**

#### **Athletic Director**

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## **Statement of Educational Philosophy**

Each child is a gift from God. It is our privilege and responsibility to prepare each student to be Christ's ambassador to fulfill his/her part of the Great Commission. St. Matthew will nurture its children in their spiritual growth along with their academic, physical, emotional and social development. In order to offer an effective Christian education, we partner a quality educational staff with actively supportive parents to achieve common goals.

We believe that the canonical books of the Old Testament and New Testament are the inspired Word of God and the only infallible rule of faith and practice. We accept the teachings of Martin Luther's large and small catechisms and the documents contained in the Book of Concord as a true exposition of the Word of God and a correct exhibition of the doctrine of the Evangelical Lutheran Church. That is why we insist the Gospel message permeate all aspects of the educational ministry of St. Matthew Lutheran Church and School.

## **Congregational Mission Statement**

To reach out and bring people into a living relationship with Jesus Christ and His Church through dynamic worship of God, fervent prayer in His name, passionate study of His Word, genuine care for His children and dedicated support of His Kingdom.

## **School Mission Statement**

St. Matthew Lutheran School exists to reach out, educate and nurture all children through the saving gospel of Jesus Christ.

We will accomplish this through:

- Excellence in all academic areas
- Distinctively Lutheran
- Using the Bible as the sole rule and norm
- Certified Lutheran staff
- Teaching to the needs of individual students
- A high quality of extra-curricular programs
- Tried and true methods of instruction
- Experiences inside and outside of the classroom

## **Academics**

### **Administration**

The administration of St. Matthew Lutheran School rests primarily with the congregation. The congregation executes its will through an elected Board of Christian Education.

The principal is responsible for the supervision of the school and also the Director of all of the teaching activity as well as school functions. The Principal is also responsible for carrying out all of the policies of the Board of Christian Education and the congregation.

### **Grade Reporting to Parents**

Report Cards are issued approximately every ten weeks to students in Kindergarten through eighth grade.

Parents are urged to consult with the teacher whenever the progress of their child(ren) seems unsatisfactory or they have concerns. Fast Direct will give parents the ability to access grades online.

### **Grading Scale**

St. Matthew Lutheran School's grading scale is as follows:

A = 90 – 100

B = 89 – 80

C = 79 – 70

D = 69 – 60

F = Below 60

Pluses and minuses can be given by an individual teacher to help indicate the strength or weakness of the assigned grade. Pluses and minuses do not have a bearing on overall GPA in regard to permanent records or selection of eighth grade valedictorian or salutatorian.

### **Homework**

St. Matthew Lutheran School's expectations for the students are high. Homework may sometimes be necessary for accomplishing these expectations and to develop helpful habits for future education, which is becoming more and more demanding. The amount of homework depends on the grade level and the ability and study habits of the child. Parents can help by providing encouragement and a quiet place to study.

1. Any absent student has one day to make up their homework for each day absent. In cases of prolonged illness or unusual circumstances, make up work will be coordinated in consultation with the child's teacher.
2. Homework must be completed by the required time. If not, the student will still be required to complete the homework assignment by the next school day and will receive a reduction of their grade for that assignment. Homework must be completed to receive a report card grade.
3. Continuously incomplete homework will result in a meeting with the teacher and/or principal, and possibly detention.
4. Each teacher may formulate his or her own policy regarding homework.

### **Pass/Fail Policy**

To be promoted to the next grade level, the student must meet the following criteria:

*Elementary* – Grades 1 – 4

1. Student must pass reading, language arts, and math; and...
2. Student must have a passing average of all other subjects combined.

*Upper Elementary & Jr. High* – Grades 5-8

1. Student must pass reading, language arts, math, science, and social studies; and
2. Student must have a passing average of all other subjects combined.

## **Parent-Teacher Conferences**

Formal parent-teacher conferences are held in October after the end of the first quarter. Parent-teacher conferences, however, are not limited to this time. It may be necessary to schedule a meeting to discuss a particular issue, concern or problem. Conferences and other contacts between home and school are encouraged and can be initiated by the teacher or parent.

## **Parent's Day**

A Parent's Day is held prior to the beginning of school. This conference allows parents to share their child's strengths and special needs with the teacher, and to establish the best method of communication.

## **School Science Fair**

School science and academic/special activities fairs are held on alternating years. Information concerning these special events will be furnished throughout the year as appropriate. Students in the grades five through eight are required to participate.

## **Standardized Testing**

Each child in grades 2-8 at St. Matthew will be given a standardized test to help determine his or her progress as well as determine scholastic strengths and weaknesses. In some instances, when a child is experiencing special difficulties, he or she may be referred to his or her local school district, Lutheran Special Education Ministries, or to special services for additional evaluation. This testing will generally be given in the spring.

## **Valedictorian/Salutatorian**

The eighth grade Valedictorian/Salutatorian must have been a student at St. Matthew for at least 6<sup>th</sup>-8<sup>th</sup> grade and will be selected based on their GPA from those 3 years.

## **Athletics**

St. Matthew Lutheran School offers a program of inter-school athletics. Students in fifth through eighth grades are eligible to participate. Junior varsity sports are offered for students in grades five and six, while varsity sports are offered to seventh and eighth grade students. Younger students may also be allowed to participate in some sports at the discretion of the athletic director.

## **Athletic Eligibility Policy**

To be considered eligible to participate in athletics at St. Matthew, students must maintain the following minimum academic levels:

1. Students must maintain a "C" average in all classes in which they receive grades. However, any student whose grade level falls below a "C" may be deemed eligible by the teacher assigning the grade should there be extenuating circumstances which played a factor in the grade (learning disability, extended illness, family crisis, etc.)
2. Students must have all work turned in for all classes. Students with two unexcused homework assignments in one week may be considered ineligible.
3. All students declared ineligible will be unable to participate in games, scrimmages, meets or competitions. Practicing may be allowed.



4. Two weeks of ineligibility in any athletic season may deem the student ineligible for the remainder of that athletic season. If a new marking period begins, the student may remain ineligible in that same sport in the new marking period.
5. Decisions of the athletic director in such circumstances are final.

## **Practices**

Game and practice schedules will be provided to all team members and parents before the season begins. These schedules will be posted in a prominent spot in school, printed in the Keeping In Touch and kept on file in the school/church office.

- 1) Starting Dates
  - a) The athletic director should determine the starting date of the first practice with input from the coaches.
  - b) The first practice of the season will include a meeting for the players conducted by the coach. This meeting is designed to establish team policies and expectations. It is expected that all athletes will attend this meeting and follow all rules established at that time.
- 2) Practice attire
  - a) All students and coaches will come dressed in proper attire. For all sports that includes a t-shirt and pair of athletic shorts or sweats. No tank tops or other style of clothing will be allowed. Students who do not have the proper clothing may not be allowed to practice. The missed practice will be considered an un-excused absence.
  - b) Shirts are to be worn at all times. Pinnies will be used to determine teams instead of "shirts & skins."
  - c) Jewelry should not be worn at any practice. A medical alert bracelet will be allowed, but it must be worn in a way that is not dangerous to any players.
  - d) Plastic cleats are recommended for soccer, but not mandatory. Cleats are not to be worn into the building for any reason. Shin guards must be worn.
  - e) Wrestling shoes are recommended for wrestling, but not mandatory.
  - f) Track spikes are permitted at some track meets.
  - g) For all other sports, tennis shoes are required. Please make sure that the shoes have non-marking soles and are worn only indoors for gym and sports.
- 3) Absences
  - a) Missed practices: Any athlete who misses practices during the week without a legitimate excuse should expect to receive considerably less or no playing time during the games that week. An athlete may be removed from the team for excessive unexcused absences.
  - b) Attendance in school: An athlete who is not in attendance at school for at least the half of the school day due to sickness is not allowed to participate in any practices or games played that day. 12:00 noon is considered to be the halfway point for the school day. Exceptions due to doctor appointments or family

obligations can be made but only if this is brought to the attention of the coach and athletic director.

- c) Communication to coach: Any reason for missing a practice should be communicated to the coach or athletic director prior to that practice. Written documentation is the preferred method of communication. Late notification or no notification may result in a reduction or loss of playing time.
  - d) Parents: If you need to talk to the coach, please wait until the practice has ended.
- 4) Limitations
- a) If a doctor restricts an athlete's participation, a doctor must submit permission when participation can resume. In either case, any documentation to restrict or resume participation must be presented to the coach and athletic director.
  - b) Ineligible athletes may attend practices until they have regained eligibility.
  - c) All practice sessions shall be scheduled on school days if at all possible. Holiday practices should be limited to two total over any given vacation period (Christmas, Easter, etc.). These types of practices will be scheduled far in advance and students who cannot attend will not lose game time as a result.
  - d) No practices will be allowed on days that school events are scheduled for the evening.

### **Camps/Clinics**

The athletic director will post and make available registration forms for any camps/clinics from which he/she receives information. By posting information, St. Matthew Lutheran Church Ministries, St. Matthew Lutheran School, its staff, boards, and coaches are neither endorsing the camp nor guaranteeing the quality of the program offered. All parents interested in sending a child to a sports camp are encouraged to do so only after researching the camp and finding it to meet their own needs.

### **Game Policies**

- 1) Transportation
  - a) The responsibility of transportation to and from practices and games belongs to the parents of all athletes. All athletes should be on time for all practices/games and should be picked up and/or taken home within a reasonable amount of time after the practice/game.
  - b) For many away games, parents will be asked to car pool students to the game. **Parents are responsible to pick up their own child from all games, home or away.** Absolutely no student will be allowed to ride home with another parent unless authorization has been given to the athletic director.
  - c) Before any student is allowed to car pool, a signed permission and waiver form must be received from the child's parent or guardian allowing the child to ride in another parent's vehicle.
  - d) When car-pooling to and from games, students and parents are responsible to make sure that the student will be picked up at the time established by the coach when the team shall return. Students should not plan to use school phones after returning from a game or meet when a pick-up time has been established.

- e) Parents are to go directly to and from the game. Parents driving groups of children must be licensed and insured and provide proof of both. Children must wear seat belts. Drivers are not to smoke while driving. Parents are reminded that school policies are to be followed.

## 2) Game Day Conduct

- a) Athletes should treat one another and their coaches with respect and support, and thank their fellow teammate for a good play, for an assist, for good effort, or a well-played game.
- b) Athletes are the schools ambassadors and should conduct themselves in a polite and courteous manner at home and away games both on and off the field of competition. This includes the athlete's dealings with all coaches, officials, opponents, parents and other spectators.
- c) Inappropriate displays of emotion are not acceptable. When winning, athletes are not to celebrate by taunting or belittling an opponent. Likewise, when something goes wrong the athletes are not to display anger in their spoken words or bodily actions.
- d) Intentional fouls, technical fouls, yellow and red cards and other serious game infractions will not be tolerated. Any student earning such fouls due to their actions in a game will be removed for the remainder of that game or match. If the infraction occurs late in a game or match, that student may also lose playing time in the next game. All students earning such a foul will also receive team discipline and have a meeting with the coach and athletic director before returning to game action. A second serious foul in the course of a season may result in a player being removed from the team.
- e) Athletes are part of a team and should conduct themselves as a team member and not as an individual player.
- f) Coaches, parents and spectators are also expected to conduct themselves in a manner that is God-pleasing and a positive reflection of our school. At no time, should a spectator from St. Matthew turn their energy toward negativity, but should always positively encourage players from both teams. Mistreating officials and/or coaches will also not be tolerated. Any spectators behaving in a manner which compromises the reputation and good standing of St. Matthew Lutheran School and its athletic program will be asked to leave the event and may be asked to meet with the pastor. Consequences could include being banned from events for the rest of the season.
- g) Win or lose, the athletes and coaches should give thanks to the Lord for letting them participate on the field of competition and the enjoyment of the Christian fellowship.
- h) All families with students on a varsity team will be expected to help with driving, scorekeeping, concessions, set-up and clean-up. If you must switch nights, please make those arrangements with another parent in advance.

## 3) Postponements

- a) The home school will notify the visiting school as early as possible in case of a postponement. Every effort will be made to

determine weather-related cancellations by noon. Students will be allowed to contact parents regarding cancellations as soon as the decision has been made. Parents are asked to be flexible, especially when dealing with outdoor sports.

- b) Postponements are at the discretion of the home school in consultation with the visiting school until game time. Once the game begins, the decision to postpone a game rests with the referees.
- c) Factors considered when making a decision on postponement should include:
  - i) playing conditions of the field
  - ii) safe travel for both teams, officials, students, and fans
  - iii) damage to equipment
  - iv) safety to spectators in or on school grounds, gym or field

After considering all of these factors, it will then be up to the athletic director whether to play the game or postpone and reschedule it. Should a game be rescheduled, the athletic director will notify the coaches, players and parents as soon as possible.

### **Try-Outs/Team Formation**

1. All parents will be required to sign-up with the athletic director for reminder texts and/or emails before their child participates in sports.
2. St. Matthew Lutheran athletic department is generally opposed to the practice of conducting try-outs and cuts for sports offered at our school. However, in extreme cases where this is determined to be the necessary course of action, it is the sole responsibility of the athletic director to determine how many teams will need to be formed and whether or not try-outs will be necessary for any given sport.

### **Playing Time**

1. Junior Varsity and under: our goal is for every player to build skills, confidence and a love of athletics. Playing time will be split as evenly as possible, regardless of skill level, within the constraints of the game (substitution rules, time-outs, etc.). The only exceptions will be in cases of ineligibility or unexcused absences from practices.
2. Varsity: Playing time, which involves both games and valuable practices, is left to the discretion of the coaches and is determined by a variety of factors including attitude, work ethic, skill level, and contest situation. It is our goal to involve all team members while remaining competitive. Except in circumstances of ineligibility or unexcused absences from practices, all players will play at least a portion of every game/match in the regular season.

### **Dress Code & Uniforms**

1. As a way of building school spirit, team unity, and personal pride, an athletic program may choose to require athletes to dress up on days of games, assemblies, or tournaments. As

representatives of our school, it is important that they reflect this separate and special role in their outward appearance. Students not complying with a dress code agreed upon by the team may be subject to team discipline.

2. Our school does provide uniforms for most of its athletic teams. They are to be kept neat and clean throughout the season.
3. When uniforms are washed at home, parents are asked to note and follow the proper care (washing) and maintenance of their uniforms. A uniform damaged due to improper care will be replaced with the full cost going to the student responsible for the damage.
4. Athletes are not to wear uniforms for any occasions other than games and special school events when the athletic director has given special permission.
5. Jewelry is not to be worn while participating in any athletic event. The rules governing our athletic competitions clearly state that earrings must be removed. Girls should tape earrings, even if they are newly pierced. To avoid these problems, girls wanting to get their ears pierced are cautioned to do so at a time when they are not playing in a sport.

### **Injuries**

1. Injuries to athletes will occur in athletic competition regardless of what precautions are taken. The coaches and athletic director, if present, will have the responsibility of administering to all injured athletes and making the proper recommendations. A complete and sanitary first aid kit will be at the coach's disposal at every practice and contest. At no time are students ever to go into the first aid kits unless instructed to do so by a coach. Parents will always be made aware of any injury sustained by a student in a practice or game and may be contacted by telephone if warranted.
2. If a doctor restricts an athlete's participation then a doctor must submit permission when participation can resume.

### **Physical Examinations**

1. Any student that wishes to participate in any sport must have a physical examination from their family doctor. The school cannot be held responsible for accidents which may happen because the athlete cannot withstand the routine training that is necessary for such activities. Therefore, all students must have a physical examination form on file prior to participating in a sport or tryout and that physical is required prior to the start of each school year.
2. The physical examination must be signed and dated by a physician in order to be valid. After one year, a physical will be considered invalid and a new physical will need to be administered.

### **Consent and Insurance Forms**

1. All students must have signed copies of the Parent or Guardian Permission form, copies of insurance information, the transportation form and the Student-Parent Agreement on file

with the athletic director before they may participate in any interscholastic sport at St. Matthew. This form must be signed by the parent and student and is valid for the entire school year.

2. Parent & athlete concussion information sheet must be signed by the parent and student and is valid for the entire time the student is at St. Matthew.

### **Athletic Fees**

1. Students participating in interscholastic athletics at St. Matthew will pay a fee of **\$40.00** for each sport with a cap of **\$75.00** per family, per season. This fee is to help offset the cost of hiring officials, purchasing uniforms, and updating equipment. The money is due to the athletic director prior to the first practice of each sports season. Students who have not paid the fee may not be allowed to participate in games.
2. No refunds will be allowed in cases of ineligibility or dismissal due to conduct (either player or parent).

### **Non-Interscholastic Teams**

1. St. Matthew occasionally participates in athletics outside the interscholastic program (i.e.: Youth Soccer League). These teams/players are subject to the same rules and restrictions as all athletes at St. Matthew.
2. In cases where league rules are different than St. Matthew's, the league rules shall apply.

## St. Matthew Athletic Department Offerings

<b>Sport</b>	<b>Grades Eligible</b>	<b>Brief Description of Sport</b>
Cross Country (Interscholastic)	Boys & Girls 4-8	Athletes compete in running various distances. On average, the team will compete in four meets per year in September and October including some Saturday meets.
Soccer (Interscholastic)	Boys & Girls 5-8 Varsity	Athletes compete in a schedule against WLAL schools including a single elimination tournament. Invitational tournaments may also be scheduled if possible. Season runs from August through early November.
Girls Basketball (Interscholastic)	5-6 (JV) 7-8 (Varsity)	Athletes compete in a schedule against WLAL schools including a single elimination tournament. Invitational tournaments may also be scheduled if possible. Season runs from late January through March.
Boys Basketball (Interscholastic)	5-6 (JV) 7-8 (Varsity)	Athletes compete in a schedule against WLAL schools, including a single elimination tournament. Invitational tournaments may also be scheduled if possible. Season runs from mid-November through early February.
Girls Cheerleading (Interscholastic)	5-6 (JV) 7-8 (Varsity)	Athletes cheer at all boys basketball games, including a choreographed dance routine performed at the WLAL Boys Basketball tournament and at the annual cheer festival.
Girls Volleyball (Interscholastic)	5-6 (JV) 7-8 (Varsity)	Athletes compete in a schedule against WLAL schools including a pool play tournaments. Invitational tournaments may also be scheduled if possible. Season runs from August through early October.
Boys Wrestling (Interscholastic)	Grades 1-8	Athletes compete in four or five meets, mainly on Saturdays. Individual awards can be won. Season runs from February through late March.

Boys Volleyball	5-8	Athletes compete in a schedule against WLAL schools. The season runs February through April.
Boys/Girls Slow Pitch Softball (Interscholastic)	5-8 (Varsity)	Athletes compete in a schedule against WLAL schools Season runs from early April through the end of May.
Track & Field (Interscholastic)	Boys/Girls 4-8 (Varsity)	Athletes participate in roughly 4 different meets with many meets scheduled on Saturdays. Season runs from early April through end of May or early June for those athletes who qualify for the State Meet.
Field Day	Boys/Girls K-8	All K-8 students participate in a school-wide circuit of events held in late May at Lutheran High Westland.

## **Attendance**

In order to maintain continuity in an educational program, students are expected to attend classes on a regular basis. Frequent absences place an extra burden on the student who has been absent and the student's teacher.

Students who miss 15 days in one semester or a total of 30 days during a school year will automatically receive a failing grade in every subject. This will become part of their permanent record. The student will then be required to repeat that grade.

Exceptions can be made should special circumstances exist and those circumstances are made known to the teacher and principal in a timely fashion. Special circumstances would include, but are not limited to, an illness requiring lengthy hospitalization or a personal injury prohibiting the student from attending. During such absences, students would still be asked to complete homework via private tutoring should that be possible.

When 10 absences are reached in one semester or 25 days cumulative, a conference between teacher and parent will be scheduled to discuss the frequency of absences, the status of class work, and the possibility of retention if the absences continue.

The principal will make the final decision in which special circumstances are involved after a meeting with the parent and a consultation with the teacher and/or Board of Education. The principal's decision may be later appealed to the Board of Education by the parents of the student.

Absences are excused for personal illness, illness or death in the family, quarantine, weather or road conditions making travel hazardous, and any unusual cause accepted by the principal. Vacations, out-of-town trips, and other reasons not excused by the principal are considered unexcused absences.



## **Before and After School Supervision – Extended Care**

Extended care services will be made available at an additional cost. Extended care is held in the ELC room from 7-8am and from 3:30pm to 6pm Please see the Extended Care agreement for further policies and procedures.

Cost for morning and after school care will be:

- \$.75 per 15 minutes from 7:00-8:00am and 3:30-6pm
- \$1.00/minute late fee for parents arriving after 6pm
- All students who arrive before 8am and stay after 3:30pm will be required to check into the extended care room.

## **Notification of Absence**

If it is known that the child will be absent on a given day, either whole or part, please contact the office between the hours of 8-9am on that day. Homework will be available after 3:30pm—not during the school day.

## **School Day Hours**

**Please notice a change in starting time effective 2017-2018 school year**

School days are defined by the following:

Full Days: 8:10am – 3:15pm  
Half Days 8:10am – 12:00pm

## **Vacations/Pre-Planned Absence**

Although vacations and other out-of-town trips scheduled while school is in session are discouraged, we realize that there are times when they are unavoidable. If this should happen and you wish to take your child out of school and avoid an unexcused absence, please follow the steps listed below.

1. Request a “Probable Absence Request Form” from the office.
2. Complete form and return it to the office for the principal's approval.
3. Take this form to your child's teacher(s) and have him or her complete the form with the homework assignments that will be given during the absence.

Please remember to submit this form to your teacher at least three days in advance of your absence. Teachers will have the homework for them after 3:30pm on the child's last day.

## **Tardiness**

Parents must accompany all children late for school or those returning after an absence to sign them in at the office. Students leaving early should have a parent sign them out in the office. A parent must accompany students arriving after 8:10am to the office to obtain a tardy slip. Students will not be admitted to the classroom after 8:10am without a tardy slip. After 9:30am, the student will be counted as absent for half a day.

**Please notice a change in tardy policy.**

**A detention will be issued with a fourth tardy in a quarter.**

## **Code of Conduct**

### **Bullying/Harassment Policy**

God's word gives us clear examples of how to treat one another. However, we live in a sinful world with sinful people. Our sinful world bombards children with poor examples of how to act towards each other. Students will be encouraged at St. Matthew Lutheran School during the school day to use what Christ commands: build one another up and

glorify Him through words and actions. John 13:34-35 reminds us that we are to “love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another.”

Staff members, students and parents are expected to conduct themselves in a manner that demonstrates love for each other. We are instructed in Matthew 7:12 – “So, in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets.”

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyber-bullying; whether in the classroom, on school premises, or at a school-sponsored event, whether or not held on school premises.

#### Responsibilities of Staff:

- To understand it as our duty to, “train a child in the way he/she should go.” We will work closely with students and families to correct inappropriate behaviors and teach more positive means of expressing feelings, emotions, anxieties, etc.
- To model appropriate behaviors at all times.
- To communicate expectations with students at an age-appropriate level. Informal classroom discussions and activities designed to provide awareness and to show students how to respond as victims and witnesses will be done periodically.
- To encourage students not to be part of the problem; not to pass on the rumor or derogatory message; to walk away from these acts when they see them; to constructively attempt to stop them; to report them to the designated authority; and to reach out in friendship to the target.
- To ensure that there is adequate supervision in classrooms, hallways, playground, etc.
- To document incidents of bullying behaviors and to deal with all reported and observed incidences of bullying as set out in this policy.
- To listen to parents’ concerns about bullying.
- To report incidences of bullying to the principal.
- To determine if the incident is isolated or part of a larger pattern of behavior.

#### Responsibilities of Children:

- To not bully others and not pass on the rumor or derogatory message.
- To walk away from these acts when they see them and report if they are being bullied or if they see someone else being bullied.
- To encourage others to act positively. 1 Thessalonians 5:11 tells us to encourage one another and build each other up.
- To reach out in friendship to the target of any bullying.
- Be willing to resolve bullying situations by a willingness to share what Christians do and do not do, grant forgiveness if it is asked for, and make every effort to not repeat a negative behavior. As we are instructed in Colossians 3:13 – “Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you.”

#### Responsibilities of Parents:

- To understand it as our duty to, “train a child in the way he/she should go” and teach positive means of expressing feelings, emotions, anxieties, etc.
- To watch for signs that their child may be being bullied. These signs may include – unexplained bruises, torn clothing, nonspecific pain (headaches, abdominal pain, etc.), loss of possession or money, academic decline, outbursts of temper, loss of appetite, suicidal thoughts, poor school attendance, social withdrawal, and depression.
- To speak to someone on staff at St. Matthew Lutheran School if their child is being bullied or they suspect that this is happening. Parents are to work closely with their child and their teacher to correct inappropriate behaviors. Under no circumstances should a parent approach a child or another parent in an attempt to remedy the alleged bullying.
- To encourage their children to report if they are bullied.
- To respect and support the school policy
- To ensure that communication is ongoing (if bullying persists)
- To support and encourage their children to act positively
- To accept that there are always two sides to every story.
- Sometimes the two sides of the story will be very different because your child may not be sharing all of the details of the incident with you.

#### Reporting:

Anyone may initiate a formal complaint of harassment, intimidation or bullying. These complaints must be made to a St. Matthew Lutheran staff member.

- All complaints will be put into writing and will describe the persons, specific acts and conditions alleged to have occurred that may constitute bullying. Students and staff are prohibited from falsely accusing another of bullying. Disciplinary action, up to, and including expulsion/suspension for students and termination for staff, shall be taken if they knowingly make false reports.
- Any member of the school staff receiving a suspected bullying report shall address the matter as soon as possible, prior to the end of the school day. The staff member shall assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom. (Not all conflict constitutes bullying.)

Bullying occurs when the following criteria are met:

- There is intent to harm another, physically or emotionally.
- The intimidating behaviors are repeated over time.
- There is an imbalance of power that exists between the victim and the bully.

Bullying behaviors may include:

- Physical aggression – hitting, punching, shoving, biting, hair pulling, spitting, rude gestures, kicking, etc.
- Teasing or verbal abuse – put downs, insults, name calling, racial or sexual remarks
- Unjustified exclusion from activities
- Gossiping or slandering
- Damaging a person's property/possessions or taking them without permission
- Threatening gestures, actions or words
- Written or electronic (email, camera, video, chat rooms, social media, cellphones, etc.) that contain threats, insults teasing or

If the behavior meets the criteria for bullying, the staff member must report this to the school principal or his/her designee immediately in order to protect the alleged victim. The staff member is to immediately forward a Bullying Incident Report to the principal for investigation. The staff member shall remind the victim/witness that "No one deserves to be bullied and we are going to do everything we can to stop it." The staff member is to commend the victim/witness for bringing the matter to the attention of school staff, and they are to begin intervention strategies for the victim.

The principal or his/her designee will promptly and thoroughly address suspected reports of bullying. Copies of the Bullying Incident Report shall be given to the victim's and offender's teachers, be placed in the victim's and offender's files in the school office, and be sent home to their parents. The report will serve as a reference for the school staff in determining whether or not a pattern of bullying behavior or abuse exists in regards to the offender or the victim.

Each incident will be handled in a case by case basis to determine consequences that will correct the problem behavior, prevent another occurrence of the behavior, and protect the victim of the act based on the following factors:

- Age, development, and maturity levels of the parties involved
- Degree of harm (physical and/or emotional distress)
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

First Reported Incident

- Interview the student who believes he/she been bullied
- Interview students that may have witnessed the bullying incident.
- Speak with the accused student(s). The message for the child who bullies will be, "Your behavior is unacceptable and must be stopped." Develop a strategy to change behavior(s). The strategies should include (1) support students in taking responsibility for their actions, (2) develop empathy, and (3) teach alternative ways to achieve the goals and the solve

problems that motivated the behavior. What would Jesus want us to do?

- When possible, the principal, affected student and the accused student would meet to resolve the conflict. The victim will be presented with a written apology and will offer forgiveness to the accused.
- The principal shall ensure that prior to the end of the school day, notification of the incident has been given to the parents/guardians of both the victim and the offender.

Second reported incident:

- Interview all students that may be involved.
- Suspensions for one or more days depending on severity of the incidents.
- The principal will arrange a meeting with the parents/caregivers. Remind them of the policy and ask for their cooperation in stopping the child from bullying other children.

Third reported incident

- Interviews to verify the incident.
- The principal will arrange a meeting with the parents/caregivers.
- Board of Education action is required and may include drawing up a behavior contract, referring students to counseling, expulsion of student or another alternative based on the individual circumstances.
- If the behavior is not changed in a timely manner and/or the parents do not agree to or implement the needed changes – and a person is seen as a risk to the safe school environment; then it will be concluded that St. Matthew Lutheran School is unable to meet the behavior needs of the child.

There may be times when behavior is severe enough to result in immediate suspension including physical violence and threats. If necessary and appropriate, the police will be contacted.

We all live in a sin-filled world, yet are called to be Christ's ambassadors. Staff, students and parents are commanded by God to make every effort to follow Him in thought, word and deed. Parents and staff must model and communicate this to our children. We ask everyone to assist us with their prayers and support to make St. Matthew Lutheran School a place where Christ's name is proclaimed and glorified.

### **Classroom Parties**

Anyone wishing to serve as a room parent can do so by talking to the office or the classroom teacher. All children in the school may have parties throughout the year, at the discretion of the teacher, with the help from the room parent. Parties are usually held at the end of the school day.

### **Discipline Policy**

St Matthew Lutheran School follows an Assertive Discipline Program that rewards good behavior with positive reinforcement and punishes unacceptable behavior with negative consequences. Although

procedures may vary somewhat from classroom to classroom, the following three rules are fundamental throughout our school:

1. Do what's right
2. Do your best
3. Treat others the way you want to be treated

Students who behave appropriately are rewarded with positive reinforcement which may include verbal praise; positive notes sent home, free time, extra recess, parties, etc.

At the beginning of each year, your child's teacher will provide you with a letter explaining the rules, guidelines, and procedures of the classroom. You should review these with your child so that you are familiar with your child's classroom discipline plan.

Please feel free to share any questions, comments or concerns with the classroom teacher, as it is in your child's best interest when home and school work closely with regard to his/her education.

For severe disruption and repeated offenses: Student may be sent to the principal's office. Students in grades 5-8 may receive detentions for disrespect, repeated dress code violations, repeated tardies, repeated offenses, or unruly behavior. (Students in the lower grades may receive detentions if warranted). Detentions will be served Mondays or Wednesdays (or Fridays if necessary) from 3:30-4:15pm. Students receiving three detentions per quarter will be suspended for one day.

Suspensions and expulsions may result from repeated discipline problems that go uncorrected by the student or parent. The reasons for such actions include but are not limited to: possession of tobacco, weapons, matches, lighters, or drugs; willful destruction of property, fighting, severe disrespect, causing a false fire alarm, refusal to comply with a teacher or with other forms of discipline, and when other means of disciplinary action are not producing positive results.

Suspensions are issued exclusively by the principal. Recommendations of expulsion are made to the Board of Christian Education by the principal. Parents have the right to appeal any such decision made by the principal to the Board of Christian Education.

**\*\*St. Matthew Lutheran School does not allow any kind of corporal punishment\*\***

Computer and Internet Acceptable Use

The use of computers during the St. Matthew school day is an integral part of a student's Christian education. The students and staff at St. Matthew Lutheran School also have access to the Internet. These technologies offer vast, diverse, and unique resources to both the students and staff. The goal in providing this service to the students and staff is to provide another avenue to assist in the Christian education process by facilitating resource sharing, innovation and communication.

St. Matthew staff will make every effort to guide and supervise students in the appropriate selection and use of electronic resources. Students and adults will not be allowed access to the computer lab when unsupervised by a teacher.

Technology should be used in a God-pleasing way. The use of computers and the Internet is a privilege, not a right. Inappropriate use will result in a loss of those privileges and, potentially, other disciplinary action. Students will be held responsible for their actions and activity while using technology at St. Matthew Lutheran School, and respecting copyright privacy laws.

**\*\*School computers are to be used for teacher directed activities only.**

### **Dress Code Policy**

Studies have shown that persons who are clean, neat, and modest in dress have more self-respect, self-discipline, and do better work than persons who are sloppy in appearance. We encourage the idea that good grooming is an asset. Therefore, extremes in dress, hairstyles, and or make-up are to be avoided. Students will also dress themselves in a fashion that exemplifies Christian modesty.

Each student of St. Matthew Lutheran School is expected:

1. to maintain a high standard of personal cleanliness and grooming.
2. to wear neat, clean, and properly fitting clothing appropriate for a school environment.
3. to accept and comply with instructions regarding inappropriate dress and grooming.

### **Standard of Dress: Grades K-8**

The following general regulations apply to the students of St. Matthew Lutheran School during the school day as well as at school-sponsored events.

Shirts, blouses, sweaters, dresses and tops must have sleeves. Only small manufacturer labels will be allowed, smaller than a business card. No pictures or words on T-shirts with the exception of school spirit-wear apparel (must say "St. Matthew" somewhere on the shirt). Plain white t-shirts should not be worn as outerwear. Hooded sweaters and sweatshirts, with or without zippers, are allowed but must meet other dress code requirements (no pictures/words, etc.). Jackets and overcoats are not to be worn in the classroom.

Slacks must be fitted at the waist with a proper hem at the ankles and must not touch the floor.

The following types of pants are prohibited:

- Sweat/athletic pants
- Any tight-fitting pants, including leggings, jeggings, yoga pants, skinny jeans, etc.
- Overalls
- Pajama style pants

Skirts, Skorts, Dresses and Shorts – must be within 4 inches of the knee. Tight shorts and athletic shorts are not allowed.

Shoes are to be dress or athletic shoes in good condition with non-marking soles and must be fully enclosed. A separate pair of athletic shoes is required for use in gym classes.

Hair should be neat and clean. No extreme styles. These would include but are not limited to dyed, shaved, or sculpted hair designs. Hair should not cover the eyes. Boys' hair should not hang over the top of the collar or into their eyes. No head coverings of any kind are allowed.

Girls – Acceptable jewelry will include watches, finger rings, earrings, and necklaces.

Boys – Facial hair and earrings are not permitted at school or at any school event.

St. Matthew Spirit-wear T-shirts are allowed on any day. NOTE: These do not include athletic uniforms and are only shirts that say St. Matthew.

Theme Days will occur periodically at the discretion of the school staff and administration. These days will be announced in advance through the Keeping in Touch or with special notes or emails.

Gym Clothes are required for fourth through eighth grades. T-shirts and athletic shorts for indoors and during warmer weather when classes meet outside. Track/sweat/athletic pants will be allowed for gym class only.

All Students – During wet, muddy, cold or snowy weather, boots, hats, mittens and snow pants are recommended for use during recess. The teacher will determine appropriate dress for outdoor activities.

Finally – All garments must be in good condition and worn as intended (e.g. NO holes, not dramatically oversized, worn at the waist, and properly hemmed). Body art and body piercings are not allowed.

The administration reserves the right to make judgments regarding the appropriateness of a student's appearance. Items not listed above can be considered to be unacceptable according to the dress code.

#### Dress Code Violations

If the clothing is deemed to be improper, a second incident may result in a detention. The student will be given a reminder note to be signed by a parent and returned the next day.

## **Lunch**

All students must eat lunch. Parents are encouraged to pack well-balanced lunches. Hot lunches may be available to our students and may be purchased for a fee. Orders are taken on a monthly basis. Forms will be available to order on-line through Fast Direct with payment to St. Matthew. Because food is purchased ahead of time, students should not expect to order lunch unless a form has been returned on time. Lunches



will not be warmed up at school. Fast food lunches should not be brought in. Use of vending machines will not be available during the school day.

### **Non-Discriminatory Policy**

St. Matthew Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school administered programs.

### **Parent-Teacher Communications**

As we continue to evolve in the ways in which we communicate with one another, it becomes necessary to set reasonable expectations for both our teachers and our parents. Though it seems that we are “always on” because of our access to electronic messages and mobile phones, we must appreciate and respect personal time on both sides.

With that in mind, following are the procedures for communication between teachers and families:

1. Teachers will be in their classrooms each morning by 8:00 am for quick questions. This is not the time for lengthy conversations or to discuss grading or discipline matters. Questions regarding due dates, field trips and the like can be addressed during these few minutes before school starts.
2. Teachers will be in their rooms after school beginning at 3:30 pm unless they are involved in after-school activities, have scheduled meetings or are coaching a sport.
3. Teachers are available by appointment. Please contact Mrs. Barikmo during the school day or the teacher before or after school to make an appointment. Please do not call or text teachers directly during the school day and expect a response during the day.
4. Teachers are not required to publish their personal home and/or mobile numbers for calls or texting. Though our teachers often go far above and beyond the call of duty, they are certainly not required to be on call during the evenings or on the weekends. All teachers will make a reasonable effort to reply as soon as possible, but it is not to be expected. Should your child's teacher choose to give out their personal information, please be aware of the following:
  - a. The teacher is not required to answer during personal hours.
  - b. The teacher is required to respond within one business day.
  - c. Teachers are not expected to go back to the school to open classrooms or email/fax materials left in the classroom.
5. Each teacher is given a St. Matthew email address. The email address is simply grade[#]@stmatthew.info. So, for first grade, the email address is grade1@stmatthew.info; seventh grade is grade7@stmatthew.info, etc. The principal and pastor may be reached at principal@stmatthew.info and pastor@stmatthew.info, respectively.

- a. Teachers are usually unable to access email during the day as they are active in the classroom with the students. All emails will be returned within one business day.
- b. If your matter is urgent and you cannot wait for a reply, please call Mrs. Barikmo in the office.

One additional note regarding electronic communications: some issues are best discussed in person and your teacher's answer might simply be, "please make an appointment to discuss this in person."

Finally, we ask that you do not approach the staff at church or at church and school functions regarding school issues. They are at St. Matthew to worship or enjoy events with their families and this is not a good time to discuss school-related items.

### **Personal Items**

Some personal items that are appropriate for use during a school day may be kept in the student's desk. Magazines, trading cards, toys, earphones, school supplies which have been broken or are being used inappropriately, radios, gum, breath mints, and other similar distractions that are brought to school will be confiscated and will not be returned.

Cell phones are not allowed during the school day, at athletic practices or games, at after-school activities or while otherwise under the care of St. Matthew. If a phone is taken out during one of the prohibited times, it will be taken from the student. A parent or guardian must come in to retrieve the phone.

Any other electronic device (hand-held game, tablet, etc.) should be left home, or will be taken from the student.

**St. Matthew is not responsible for the loss, theft, or destruction of any personal item/device brought to school and will not participate in the search for missing items or administer discipline action of any kind in relation to these items.**

### **Pets**

Please leave your pets at home. Any exceptions should have prior authorization from the classroom teacher and principal.

### **School Property**

Students are expected to keep their desks, books, lockers, and school equipment in good order. Students are expected to do their part in keeping the school building and grounds neat and refuse-free.

The school administration retains control over lockers and desk space loaned to students. Lockers/desks/coat racks are assigned to students for their convenience and for the purpose of storing supplies, coats, and other items essential for the formal education process. School officials, therefore, have the right and duty to inspect and search student lockers/desks if there is reason to believe there is a violation of law or school regulation. Searches can be made for such items as drugs, weapons, missing library/text books, or goods stolen from the school or individuals.

Students are responsible for the contents and condition of their locker/desk. Stickers are not to be put in or on lockers/desks. The school will not be responsible for belongings missing from lockers/desks.

### **Telephone Use**

Children may be called to the telephone only in an emergency. The office will forward all necessary messages to the child. Children are permitted use of the telephone only with a teacher's permission. Please make transportation, lunch, and athletic arrangements prior to school to avoid interruptions to the learning process.

### **Textbook Damage**

Textbooks are provided to students on loan from the school. Students are expected to keep their hardcover books covered with paper or cloth at all times. If using cloth book covers please make sure you are using a size that is large enough for the book. Books will be issued to the student with all damage noted. If the book is returned damaged or showing excessive amounts of wear, fines can and will be assessed by the teacher. If the book is new for that current year, or if a student needs to purchase a new workbook, you will be charged the full replacement price.

### **Conditions of Enrollment**

The principles governing the enrollment of pupils are...

1. The parents must be motivated primarily by the religious features of the school.
2. The parents and children must agree to submit to the religious program of the school.
3. The parents must give assurance that the home will cooperate with the school in all matters.
4. The child is not to be a special case, or a problem with which the school is unable to cope, or whose presence is detrimental to the other children. (St. Matthew Lutheran Church and School reserves the right to check on the home background and previous school experience of the child).
5. All parents are required to provide a copy of the latest report card and/or latest achievement test scores.
6. Pupils entering kindergarten must be five years of age before September 1 of the school year (this is in accordance with the policy of the State Department of Public Instruction). A physical examination and immunizations are required before starting school.
7. All students transferring from outside the State of Michigan must have their immunizations updated and receive a visual examination (Michigan Law, Public Act of 1970).
8. The child's acceptance is probationary upon meeting the qualifications outlined above, the amount of classroom space available, the financial ability of the congregation to assume additional responsibility, and the receipt of history records from the child's previous school, and the child's first quarter performance enrolled at St. Matthew.

9. All school parents must sign the St. Matthew Lutheran School Commitment Form, in order to complete the enrollment process. Failure to sign and meet this commitment may result in removal from school.
10. Though Lutheran schools are not required by law to accept or to provide adapted programs for handicapped children, they will, nevertheless, make their decision in the spirit of the Gospel and their service to people. (IEP contract)
11. If a child who has AIDS, or is HIV-Positive seeks admission to the school, a pre-enrollment conference, including the child's parents, physician, teacher, and the principal will take place to discuss any mutually shared concerns.

### **Financial Assistance**

Financial assistance may be available to families who are in need. Please contact the principal for further information and application form.

### **Registration Fees**

Registration fees are due with re-enrollment materials. No student is allowed to re-enroll unless all tuition and fees are paid. Where outstanding tuition and fees exist, a family is required to make mutually acceptable terms with the principal to complete such payments prior to re-enrollment for the next school year.

### **Tuition Policy**

The application for enrollment asks the family to commit to regular and timely payments of all tuition and fees. The school cannot operate without this financial support.

Tuition is due by the first of each month on the following schedule:

- 9 Payments (ELC Preschool only): The first of each month, September 1, 2017 through May 1, 2018
  - 10 Payments: The first of each month, August 1, 2017 through May 1, 2018
1. 12 Payments: The first of each month, June 1, 2017 through May 1, 2018 (you must use an automatic payment program to take advantage of the 12-month plan) ***The following policies for past-due tuition will be strictly enforced:***
  2. If the account is not paid by the 10th of the month, you will receive a reminder email on Fast Direct.
  3. If the account is not paid by the 20<sup>th</sup> of the month, you will receive a phone call.
  4. If the account is still past due at the end of any month, your student(s) may not be allowed to attend class on the first day of the following month. If he/she arrives at school, he/she will be asked to remain in the office until someone can come to the office to either pay the tuition or to take the child home until the tuition can be paid. Students may not be allowed to return to class until the tuition account is brought current.
    - A. If an account is unpaid at the end of the school year, the following actions will be taken until the account is paid in full:
    - B. 8th grade students will be ineligible to participate in 8th grade graduation
    - C. Enrollment for the following year will not be guaranteed

Exceptions to any of the above will be **extremely limited**. If you are experiencing a financial hardship due to a loss of job, change in family

status (i.e. divorce), or other extenuating circumstance, it is your responsibility to contact the principal to privately discuss your situation. Exception requests will be taken to the Board of Education for consideration (the family will not be named).

Questions regarding the tuition policy should be presented to the Board of Christian Education.

## **General School Policies and Programs**

### **Adult Information Class**

In order that parents may become more informed and better able to work with their children in the whole area of Christian education, an adult information course is provided. All school parents are welcome to enroll in this course that will be taught by the pastor. Completing the class makes you eligible for membership at St. Matthew Lutheran Church; however, there is no obligation to join. Please contact the church office to find out when and where these classes will be held.

### **Asbestos**

St. Matthew Lutheran has inspected and tested the school facility for the presence of Asbestos Containing Material (ACM) in the building. Materials used in construction, remodeling or renovation that contain asbestos are known as Asbestos Containing Building Materials (ACBM). Federal law requires the school to inspect, test and identify known or suspected ACBM. Additionally, the law requires that the school prepare management plans for the facility. These management plans contain information regarding:

1. the location, quantity and type of ACM or suspected ACM
2. the school's plan for assuring that these materials do not pose a health threat to those persons utilizing the school's building
3. a record of any subsequent abatement work, complete with names of those who did the work, who inspected the work, and the air monitoring test results.
4. records of subsequent inspections and periodic surveillance inspections can be found in the management plan.

The school building is surveyed every six months to inspect the conditions of the ACBM to insure that it has not been disturbed. Every three years the school is thoroughly inspected by EPA accredited inspectors who not only inspect the condition of the ACBM but also reassess the operation and maintenance procedures and amends the action plan to reflect and change in the condition of ABCM.

The management plan for the school facility is available for inspection by any interested party during normal school hours, Monday through Friday. You have the right, under Federal law, to review the management plan. Those wanting to review the management plan should make the request at the school office.

### **Chapel**

A school wide chapel service is held in the church each week usually on Wednesday morning beginning at 8:15 am. Occasionally you will be notified for a special chapel service on a different day or time. Parents are always welcome to attend. The offerings collected at each service are designated for a charitable use.

## **Church Extension Fund (CEF) Stamp Program**

St. Matthew Lutheran School is enrolled in the Michigan District Church Extension Fund Savings Stamp Plan. Students may purchase these savings stamps in \$1.00 denominations on Wednesday and Sunday each week. Parents of new students are encouraged to request additional information about this interest-drawing savings plan for children. The money invested in this savings plan is used to build mission churches throughout the state of Michigan.

## **Field Day**

Field day is held in late May every year and is considered a school day. All students in grades K-8 are required to participate as they compete against one another in various sporting events at LHWL.

## **Field Trips**

Students must have written permission from the parent to attend any classroom field trips. Permission forms are produced in the office and distributed by each classroom teacher. Please fill out the form and return it promptly to the classroom teacher unless otherwise stated.

Field trips are intended as part of the curriculum for each grade. Students in any other grade may not attend.

Due to potential safety and liability concerns and in the best interest of the students regarding school curriculum and education, siblings will not be allowed to attend field trips for grades K– 8.

Parents driving groups of children for field trips must be licensed and insured and provide proof of both. Parents are to go directly to and from the location. Children must wear seat belts. Booster seats are required for children less than 4ft 9inches and under 8 years of age. Drivers are not to smoke while driving. Parents are reminded of school policies during field trips (i.e., electronics, gum, dress, behavior).

## **Lost and Found**

Each year there is an accumulation of lost and found items left in the building. All items left in the gym, locker rooms, bathrooms or hallways will be placed into our Lost & Found bin, which is located in the main entrance hallway outside of the gym. Periodically, lost and found items will be spread out onto a table to help them find their way back home. Items not claimed will be donated to charity. Smaller, more valuable items, such as watches, jewelry and keys, will be taken to and kept in the school office.

## **Lutheran High School Association**

St. Matthew Lutheran Church and School is a member of The Lutheran High School Association of Greater Detroit. St. Matthew students are given priority during registration at Lutheran High Westland. Lutheran High Westland is located at 33300 Cowan Road. For additional information, call 422-2090. The Lutheran High School Association is located at 11000 Bagley Rochester Hills. The phone number is 248-856-0240.

## **School Closing**

The principal is responsible for any school closing due to inclement weather (snow, ice storms, and severe cold), building problems or other emergency or special situations. While the principal may choose to follow the direction of the Wayne/Westland School District, parents should look

specifically for St. Matthew Lutheran, Westland on TV or the radio, the principal will contact local television and radio stations to alert parents. The school will also inform parents of school closings by telephone. Should you not receive a call on one of these days, please contact the school office to confirm your contact number.

### **St. Matthew Lutheran Boosters**

The booster organization meets periodically (about once per quarter). Announcements will go out in the Keeping in Touch in advance of any meetings. Parents are welcome to join this organization.

The booster organization offers many volunteer opportunities as they oversee the major school fundraisers, restaurant outings, movie nights, and many family-friendly activities throughout the year.

### **Student Teachers**

On occasion, St. Matthew Lutheran School has the opportunity to serve as an off-campus training site for students from Concordia University, Ann Arbor. Students from Concordia participate in a ten-week training program under the direction of the classroom teacher as well as representatives of Concordia University. Any questions about a student teacher should be directed to the principal.

### **Visitation of Classrooms**

You are invited to visit your child's classroom. Parents are asked to schedule any visits with the classroom teacher at least one day in advance. All parents should enter through the office during the school day.

### **Volunteers**

There are many volunteer opportunities available at St. Matthew Lutheran. Some opportunities include Room Mothers, Lunch Helpers, Recess Monitors, Teachers' Aides, gardening, cleaning, painting, field trips, book orders, coaches, boosters, computers, tutorial, etc. Contact your student's teacher or the school office to sign-up.

### **Weekly Newsletter: Keeping in Touch**

"Keeping in Touch" is the title of the school newsletter. This weekly means of communication is designed to keep our families informed of the schedule of activities for each week. It is prepared in the office by the secretary and distributed to students to take home each week by request. It is also available electronically on Fast Direct. St. Matthew Facebook pages are also available.

Parents should expect to see the newsletter every Friday and are asked to read it carefully. Any announcements, articles, requests and other information that you would like to have published in the Keeping in Touch should be submitted to the office by 9:00 am on Wednesday morning. All submitted materials must receive approval from the principal before being published.

## **Yearbook**

Each student may order a yearbook at a cost of approximately \$20.00. Yearbooks may be ordered and will come in at the end of the school year.

Parents are encouraged to take and share photos of school events with the yearbook team. A parent from each class is invited to take classroom pictures throughout the year to submit for publication.

## **Grievances**

St. Matthew Lutheran School and its staff work hard to do our best to meet the needs of our families. We do, however, understand that there will be grievances that will arise periodically. When such situations occur, all students, parents, teachers and staff members are instructed to use the following procedure based on Matthew 18 to resolve the problem. Please follow these steps in order:

1. Talk to the teacher involved. Go to the teacher and discuss the situation with him or her first. Many problems that arise can be settled quickly and without further problems when the appropriate teacher is consulted in a prompt and courteous manner.
2. If not resolved, talk to the principal. An important part of the role of a principal is to build relationships. It is important that a solid relationship exist between the school and its parents. Therefore, parents are strongly encouraged to come to the principal with their thoughts and concerns. The principal will then do everything in his or her power to bring resolution to the situation.
3. If not resolved, talk to a pastor. The pastors are the spiritual and administrative heads of our congregation. Pastoral guidance and leadership is sought out in many occasions, including school matters. Should a problem not be resolved by discussion with the principal, the Pastor is the next appropriate person with whom a parent should discuss the problem.
4. A concern form may be filled out. Concern forms are available from the office or online.
5. Bring the matter to the attention of the chairman of the Board of Christian Education. Should it become necessary after all other venues have been exhausted, a parent has the right to come to the Board of Christian Education. A parent in this position should contact the chairman of the board to state their desire to meet with the board. A copy of the concern form should by this time be completed and presented to the board chair for advance review by the board. Parents will be given information regarding the date and time of the meeting, and may present their problem to the board. The action of the Board of Christian Education is final.

The staff of St. Matthew has an open door policy to all of its parents. We encourage you to come and talk with us about any problems or concerns you may have. Communication leads to resolution, gossip leads to trouble.

We are the face of St. Matthew. When you lift up your teachers, children, leaders, and school in prayer, speech and social media, you create the perception others have of St. Matthew.



## **Health/Safety/Medical Information**

If your child has a communicable illness they should not be sent to school. Children should be fever-free for at least 24 hours before returning to school.

St. Matthew Lutheran School does not have on-site clinical services available. Therefore, parents of sick children will be contacted by phone to pick up their child immediately.

The school office will keep an emergency form on file for each child. The form will be completed by the parent, and lists family doctors or dentists who may be called in the event of a sudden illness or accident where the parent cannot be reached. If the doctors cannot be reached in time, the school may call any licensed physician who is available. It is understood that the parent will pay the physician's fee.

St. Matthew Lutheran Church and School will not be held responsible for any student(s) that have any allergic reactions due to unforeseen causes.

### **AED – Automated External Defibrillator**

St. Matthew Lutheran has two AED units that are located near both sets of restrooms during school hours and after-school athletic events. These fully automated units are able to detect and provide defibrillator treatment in cases of sudden cardiac arrest. The staff and other members of the church and school have received training in operating this equipment.

### **Accidents**

St. Matthew Lutheran Church and School will not be held responsible for accidents that occur during school hours or during any after school extra-curricular activity. In the event of a serious injury, an injury form will be filled out and shared with the parent.

### **Emergency Contact Information**

An emergency procedure form is kept on file for each student enrolled at St. Matthew Lutheran School. This form lists the student's name, address, home phone number and contact numbers and other information vital for use should the office need to contact a parent in an emergency. Please make sure that each alternate contact person listed can be reached at different phone numbers.

**It is very important that you notify the office immediately if any of your contact information changes. This includes cell/work numbers.**

### **Examinations**

The state now requires that students receive the following examinations:  
Vision and Hearing

1. All first time entrants to school (beginning with Pre-Kindergarten-4);
2. All transfers from out-of-state; and
3. All Kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> graders

It is also advisable for your child to have a thorough dental examination each year.

We follow all state mandated requirements for health and safety.

## **Drills/Weather Alerts**

### **Fire Drills**

In case of a fire alert during school hours, designated escape routes are posted in each classroom. Practice fire drills are held throughout the school year.

### **Lockdown**

In the event of a public safety emergency, St. Matthew Lutheran has a lockdown procedure in coordination with local authorities. Practice lockdown drills are held throughout the school year.

### **Tornado Alerts**

In the event of a Tornado alert during school hours, do not leave the building. Each classroom has a designated spot to go to during a tornado alert and will remain there until an "all clear" signal has been given. Practice tornado drills are held during the school year. Should a tornado alert go into effect after school, the principal or other available staff members will get students to the nearest available shelter.

## **Health**

### **Communicable Illnesses**

The child shall be excluded from school and contact with other children according to the following regulations:

1. Measles – excluded until 5 days after rash appears.
2. Chicken Pox – excluded until 7 days after first eruption. Scabs are not infectious.
3. Mumps – excluded for 9 days from onset or until swelling is gone, whichever is longer.
4. Rubella – (German measles) excluded until 5 days after appearance of rash.
5. Pinkeye – excluded until there is no discharge from the eye.
6. Trench Mouth – excluded until appropriate antibiotic therapy has begun under a physician's care.
7. Scabies – excluded until adequately treated with scabieticide.
8. Impetigo – excluded until after medical treatment by a physician.

Requirements for entering school after having a communicable disease such as mumps, measles, or chickenpox are:

1. Written permission from the doctor or
2. Written permission from the parents if the doctor's oral permission has been given. (Please include the doctor's name and telephone number.)

Children will be excluded from school and other places if they have the following diseases: whooping cough, diphtheria, tuberculosis, meningitis, typhoid fever, or any unusual disease.

A written release must be obtained from the State Health Department or from a private physician before returning to school. A child may be excluded for an additional period of time if the principal or another designated school official feels it is necessary for the child's protection or the protection of others.

## **Emotional Health**

Because a child's mental health affects his learning ability and classroom behavior, teachers appreciate knowing of any emotional crisis (e.g., serious illness of grandparents, separation/divorce situations, death of a pet, etc.) so that they are better equipped to help the child through these trials.

## **Head Lice**

Head Lice – student is excluded until treatment with a pediculicide has begun and child is FREE OF LICE AND NITS (nits are the eggs laid by the lice on the hair follicles).

Outbreaks of head lice are common among school children. Head Lice (Pediculous Humunus Capitis) is spread by direct contact with an infested person and indirectly by contact with their personal belongings, especially headgear, clothing, brushes and combs. The louse can also survive for a few days at room temperature in the crevices of overstuffed furniture and carpets.

## **Health and Immunization Regulations**

All students entering St. Matthew Lutheran School must present a record of immunization. All students enrolled at St. Matthew Lutheran School must meet the State of Michigan requirements for immunization. For current requirements, visit [www.michigan.gov](http://www.michigan.gov) and type "immunizations" in the search field.

Consult your family physician for your child's record of inoculations and recommendations. According to state law, a doctor must sign these. Individual health records are kept for each child in our school files. Your prompt attention to the medical record form will be greatly appreciated.

## **Insurance**

An insurance policy is available from the State of Michigan for students who have no other health insurance and meet certain requirements. All students must be covered by health insurance. You must provide proof of health insurance before school begins. See the school office for details.

## **Medication**

Office personnel may dispense medicine only when all of the following conditions are met:

- 1) All medication must be in a labeled container as prepared by a pharmacy, physician or pharmaceutical company with the student's name, name of the medication, dosage and the frequency of administration
  - a) No changes to the medication dosage or time of administration will be made except by instruction of the student's physician.
- 2) Medication is brought to the school by the student's parent or guardian.
- 3) There is a form on file from the parent giving permission for dispensation of the medicine. Forms are available in the office.
- 4) All medicines will be taken in the presence of a staff member. A log is kept listing all students who take medications during the day.
- 5) Expiration dates on prescription medication, epi-pens, and inhalers must be current and should be checked at least twice each year.

- 6) Medications left over at the end of the school year, or when the student leaves the school must be picked up by the parent/guardian. If this is not done, the medication will be disposed and noted in the log. This procedure will be witnessed and initialed by another adult.
- 7) If the student requires the medication during a school-sponsored field trip or event, the medication will be carried in its original container and the medication log will be updated upon return from the activity.
- 8) Medication will be stored in a school location that is kept locked. Emergency medications may be stored in an area readily accessible to the individual designated to administer them. All controlled-substance medications (as regulated by the Federal Controlled Substances Act) will be counted upon receipt from the parent/guardian. The medication will be recounted on a regular basis and this count will be reconciled with the medication administration log.
- 9) Only under the following guideline will the school office staff administer non-prescription medications such as acetaminophen, ibuprofen, and the like.
- 10) The parent provides the medication for his or her own child. **St. Matthew will under no circumstances provide any medicines to students.** No other student may use the medication provided under any circumstances. This medication should be sent to school in its original container with the appropriate labels intact. Medicine will be kept in the office in a locked medicine cabinet.
- 11) There is a form on file from the parent, spelling out specific instructions for whom and when the medications can be given. Phone calls will be made by the student to the parent to inform the parent that the child is taking medicine.
- 12) Due to the potential dangers of administering aspirin to children, aspirin will only be administered to students with specific instructions from a physician. Parents are asked to send acetaminophen, ibuprofen, or something comparable.
- 13) Students needing cough drops will be allowed to bring them to school and keep them at their teacher's desk. The teacher should be informed in advance that the student has cough drops. Under no circumstances should any student share cough drops with other students.
- 14) Inhalers
  - a) Students may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms, at school, on school-sponsored transportation, or at any activity, event, or program sponsored by the school or in which the student's school is participating.
  - b) The following conditions must be met:
    - i) The student has written approval to possess and use the inhaler from the student's physician or other authorized health care provider and the student's parent/guardian.
    - ii) The principal has received a copy of each written approval required.

- c) The school or employee is not liable for damages in a civil action for injury, death, or loss to person or property allegedly arising from a student being *prohibited* by an employee of the school from using an inhaler because of the employee's reasonable belief that the conditions prescribed above have not been met.
- d) The school or employee is not liable for damages in a civil action for injury, death, or loss to person or property allegedly arising from a student being *permitted* by an employee of the school from using an inhaler because the conditions prescribed above have been met.
- e) The school may request a student's parent/guardian to provide an extra inhaler to designated personnel for use in case of emergency. The parent/guardian is not required to provide an extra inhaler to school personnel.
- f) The principal who is aware that a pupil is in possession of an inhaler pursuant to this section shall notify each of the student's teachers of that fact and of the provisions of this section.

### **Meningococcal Meningitis Disease and Vaccine**

Meningococcal disease (meningitis) is a serious illness caused by bacteria which infects the blood or tissues around the brain and spinal cord.

- This germ can be spread from person to person by close contact
- Common symptoms include a fever, rash, headache or stiff neck.
- It can lead to brain damage, disability and death.
- Meningococcal vaccine (MCV4) can protect children and adolescents from this disease.
- This vaccine is usually given to 11-12 year olds (6<sup>th</sup> graders)
- Teens that have not had MC4 should be given a dose.
- Ask your child's health care provider if he/she needs meningococcal vaccine.
- To obtain MCV4 and other immunizations for your child, see your child's health care provider or call your local health department. Information is also available at the Centers for Disease Control and Prevention (CDC) website: [www.wed.gov/nip](http://www.wed.gov/nip)

### **Leaving School Grounds/Drop off/Pick up**

Students may not leave the school grounds during any time of the day without prior written permission from the parent. Whenever such permission has been granted, full responsibility rests with the student and parents.

Parents needing to take their child out of school early or drop them off late due to a doctor's appointment or some other situation must sign their child(ren) into or out of the building. Parents must report to the school office. The secretary will give you the correct form to complete and will also send for your child unless he or she is already in the office due to illness.

### **Student Drop-Off and Pick Up Procedure** **Drop Off for Grades Kindergarten – Eight**

If you are coming into the building with your child, you are asked to park in the west parking lot (beyond the fellowship hall). Enter the building through the glass doors near the youth room. If you are just dropping off a student, please line up your vehicle at the southwest door (near the

fellowship hall). Once you have entered the crosswalk area, the student gets out of the car and enters the building from the southwest door.

\*Please do not stop to drop off your child at the west wing entrance.

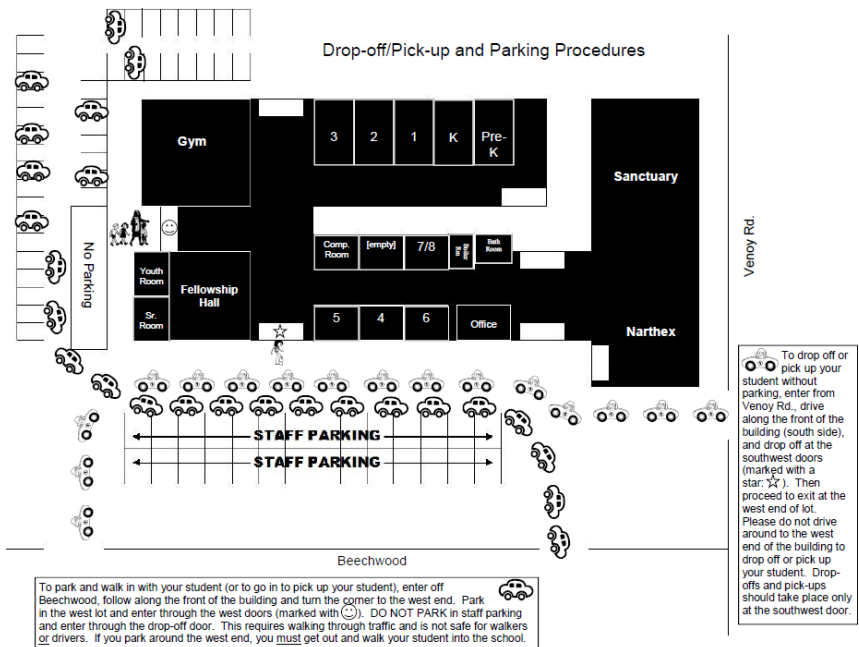
### Pick up for Grades K-8

Once the dismissal bell has rung, all students must make their way down to the west doors to be picked up. Students should not “hang out” in classrooms, the bathrooms, the gym or locker rooms. All students not staying with an organized group must be picked up promptly or go directly to extended care at 3:30pm.

If you plan to enter the building to pick up your child, you are asked to park in the west parking lot (beyond the fellowship hall). Enter the building through the glass doors near the youth room and proceed to the hall near the fellowship hall where you will meet your child. Parents are asked NOT to come into the main hallways. If you are simply picking up your child, please line up your vehicle at the southwest door (near the fellowship hall). Once you have entered the crosswalk area, your child will be escorted to your car.

Students wishing to stay to watch an athletic event **MUST** be accompanied by a parent or have brought a note from his or her parent to give to the athletic director. This note must also include the name of the adult who will be responsible for the child.

### Vehicle Traffic Flow Map



## **Music**

### **Band – Beginning and Concert Band Participation Requirements**

St. Matthew offers a band program for all students in grades 5-8. Students signing up for band in the fall will participate in band for the duration of that school year. Students opting not to participate in band will play in the bell choir. The band and bell Choir may have scheduled performances that all participants are required to attend. A note from the parent is required to excuse a student from a band performance. Unexcused absences will affect the student's grade.

The Beginning Band will practice each week to learn how to play selected band instruments, and prepare for becoming a member of the Concert Band.

The Concert Band will practice each week to prepare for concerts and special church services. Our purpose is to learn to use our talents to glorify our great God through our music and attitudes.

Band and bell grades will be given by their respective instructor.

### **Choir Participation Requirements**

All students in Pre-8<sup>th</sup> grade

All of St. Matthew Lutheran School Choirs will practice every week to prepare for singing in church, usually once a month, plus special services. Our goal and purpose is to use our voices, minds, and hearts to glorify God with our music, songs, and attitudes. All students in preschool through the 8<sup>th</sup> grade are required to participate. As directors, we need the parents' help to fulfill our goals for the choirs. We would like you to read over these expectations for the choirs. Thank you!

1. Choir members are expected to cooperate and behave in a God-pleasing manner at all rehearsals, during each church service, and at all performances. Choir members are expected to sing their very best, and to follow the directions given by the director.
2. Choir members are expected to sing every time we are scheduled. Please plan your families' agenda accordingly. Multiple unexcused absences may affect the student's choir grade.
3. Students should wear their Sunday best. All attire must be in agreement with the dress code. Dress code violations may affect the student's choir grade.
4. Just as any athletic team needs to warm up before a game, choirs also need to warm-up. Unless otherwise notified, choir members are expected to meet in their assigned classroom no less than 15 minutes before each service or performance.

Choir grades are based on how well these expectations are met.