

Holt Lutheran School
Parent-Student Handbook



**Holt Lutheran School is a ministry of St. Matthew
Lutheran Church - Missouri Synod**

Mission Statement:

Holt Lutheran School provides a quality, Christ-centered
academic environment where students are equipped for a
Christian life of witness, leadership, and service.

Luke 2:52

Holt Lutheran School * 2418 Aurelius Rd. – Holt, MI 48842
Phone (517) 694-3182 * Fax (517) 694-6371 * www.hlsmi.org

APPENDIX - B

DROP OFF TIME: Breakfast 7:15-7:45 Classrooms open for drop off at 7:45am

PICK UP TIME: 3:15pm*

PARK/ESCORT PROCEDURES:

Use elementary/main #2 doors:

Enter *and* exit lot via Aurelius Rd. DO NOT PARK ALONG THE BUILDING

Watch for pedestrians crossing to/from porch.

Park in marked spaces in center of lot-- pull through spaces if possible, to avoid having to back up upon

departure. Walk/cross over at elementary doors. (NOTE: Kindergarten students *must* be escorted into the building, others *may* also do so.)

DROP OFF/PICK UP PROCEDURES:

Use high school #5 doors:

Enter *and* exit via Willoughby Rd. DO NOT PARK ANYWHERE ALONG THE DRIVE.

Pull up as far as possible alongside the sidewalk connecting the high school and gym/sanctuary doors; drop off/pick up all children. (NOTE: All students not being escorted must enter and exit at the high school doors.)

Late Pick Up: Please contact the school office if you will arrive later than 3:25pm. Elementary students remaining after this time will be placed in after school care—fees will apply.

*Procedures are the same for early dismissal days

FOR THE SAKE OF SAFETY & EFFICIENCY, PLEASE NOTE:

**Never leave a vehicle (running or off) unattended in the through lane/ along the building--it is also a Fire Lane.*

If entering the building for *any* purpose other than escorting child(ren), park vehicle in a marked space in the center lot and enter through main/elementary doors. Please report directly to the school office.

Principal: Chelsea Speers
Secretary: Ilona Harns
Kindergarten: Mary Arrick
First and Second: Becky Sikora
Third and Fourth : Lindsay Horton
English Language Arts: Jade Viges
Religion: Connor Forbes
Math: Noelle Navarra
Science and Social Studies: Kathy Whitford

Music – We offer music/choir classes for grades Kindergarten through eighth grade. Students in grades K-8 are expected to participate in one special School Sunday Worship Services each year and in our annual Christmas musical and Spring Sing-a-Long. These programs provide opportunities for developing performance skills and for praising God through music and drama.

Band –Band is offered to all 5th-8th grade students.

Art – Emmanuel offers an arts program in each grade to foster creativity and cultivate appreciation. We believe that each child is endowed by God with creative talent, and though this talent may vary, it is our goal to nurture it and encourage its growth.

APPENDIX –A

The adopted curriculum at Emmanuel Lutheran School is based on the Michigan Academic Standards.

Religious Instruction – Students at HLS have the special opportunity to study God’s Word on a daily basis in the classroom. Students participate in daily devotions and use instructional materials prepared for us in Lutheran Schools by our church denomination. Special emphasis is given to applying God’s Word to our everyday life. Students have the opportunity to worship together in a weekly chapel service.

Language Arts – A great amount of time in elementary school is spent in the area of language arts. This includes listening, reading, speaking, and writing skills. From reading their first book to the study of literature, and from writing their first sentences to composing a formal composition, the students are learning effective communication skills necessary in our complex world. We include a strong basic reading program in the early grades called SuperKids.

Mathematics – Students at HLS learn not only basic math facts, calculation, computation, geometry, and pre-algebra, but also how to problem-solve and apply the logic of math to math-related problems they are likely to encounter. The learning environment is often one in which the teacher facilitates the discovery process, providing the props, tools, or materials learners can use on their own to instigate and stimulate learning.

History/Geography – We are concerned with people and their relationships to God, each other, and the world in which they live. From home and community to our state, country, and world, students study the history and culture of people. Students at HLS stay abreast with current events and geography to better understand the world in which they live.

Science – Our teachers direct students to the evidence of God’s love, wisdom, and power. Through the study of the universe and the biological and physical sciences, students have the opportunity to experience God’s creation. Our curriculum offers many opportunities for hands-on experiences.

Health and Physical Education – In our study of health we encourage development of positive life skills. The focus in our P.E. program is on fostering personal life-long fitness activities, encouraging children’s sense of self-confidence in order to achieve them.

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LIST OF APPENDICES**A - School Curriculum****B - Parking Lot Safety - Drop Off / Pick Up Procedures**

Holt Lutheran School Board prohibits all students from bringing or possessing a dangerous weapon in a weapon-free zone without the prior consent or permission of a school administrator or police officer. A weapon-free school zone exists at every public and private PS-12 school in Michigan and includes school grounds and vehicles that transport students in school sponsored events.

A student found in possession of a dangerous weapon in a weapon-free zone will be permanently expelled from Holt Lutheran School and all other schools in Michigan. In addition, within 3 days after a student is expelled for having a dangerous weapon or committing arson or rape, Holt Lutheran School must and will refer that student to the appropriate Department of Social Services or Community Mental Health agency. Notification of that referral shall also be given to the parents or legal guardians.

State and federal laws define dangerous weapons as a gun, dagger, dirk, stiletto, a knife with a blade of 3" in length, a pocket knife opened by a mechanical device, an iron bar, or brass knuckles. Any student who has one of these weapons in his/her possession at Holt Lutheran School, on school grounds, or in a school bus, shall be permanently expelled from Holt Lutheran School and all other public schools in Michigan. We will also notify the police as required by state law.

Students and parents are expected to know what objects are considered dangerous weapons and are required to avoid bringing them to school or on school grounds. Any student or parent who has a question about whether an object is a dangerous weapon should contact the principal. The entire staff of Holt Lutheran School is committed to providing a safe and orderly environment in which students can learn. As a part of that commitment, we intend to enforce the mandatory expulsion penalties in order to keep our school free from unlawful, dangerous weapons. We call upon parents and students at our schools for their cooperation in working to accomplish that goal.

Interscholastic Sports

With a few exceptions, interscholastic sports activities (games and practices) take place outside the school day. Special expectations and schedules for athletics are provided for all that are involved in sports. Sports are offered when parents volunteer as coaches.

LIST OF APPENDICES

A - School Curriculum

B - Parking Lot Safety - Drop Off / Pick Up Procedures

C - Dress Code / Preschool - 8th Grade

PLEASE NOTE:

If situations arise which are not clearly covered in the Handbook, the administration will make appropriate decisions to bring about a resolution. The Handbook will be updated and revised as needed.

Purpose of the Handbook

Welcome to Holt Lutheran School Aftercare Program. The purpose of this handbook is to acquaint parents and students with the procedures and policies of the Aftercare Program. This handbook will enable you to be more informed as we partner together in the education and spiritual growth of your child.

Doctrinal Statement

Holt Lutheran Schools is a Christian body, functioning as a ministry of St. Matthew Lutheran Church (**SML**), which is a member of the Lutheran Church – Missouri Synod. At the heart of Lutheran teaching are the following core beliefs:

- **The Trinity**: God the Father (Creator of all), Jesus Christ (Son of God and Savior of all mankind), and the Holy Spirit (Creating faith in our hearts through Word and Sacraments).
- **Grace Alone**: All mankind has sinned and has need for a Savior. It is only through the life, death and resurrection of Jesus Christ that we have assurance of eternal life. He paid for our sins wholly and completely. There is nothing we can do to add to this gift of salvation, given to us.
- **Faith Alone**: Only through faith in Jesus Christ can we be saved from our sins. We have no decision, no role in our salvation. Through the cross of Christ, we are cleansed of all our sins and made whole before God. We receive this gift of faith through the work of the Holy Spirit, in Word and in Sacraments.
- **Scripture Alone**: We believe and teach that the Bible is the inspired and inerrant Word of God. It reveals to us the **Law**, which shows us our sin and our need for a savior, and the **Gospel**, the gift of salvation given to us freely in Jesus Christ.

For more information on the Lutheran Church-Missouri Synod, go to www.lcms.org.

Physical Abuse includes using or threatening to use physical force to inflict bodily harm on another person.

Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conducts is made either explicitly or implicitly a condition of employment or educational advancement; or when
2. Submission to or rejection of such conduct by an individual is used as the basis for educational or employment decisions; or when
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or creating an intimidating, hostile or offensive education or employment environment.

Racial and National Origin Harassment consists of racial or ethnic slurs and other verbal or physical conduct relating to an individual's race or national origin when this conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive educational or working environment; or
2. Has the purpose or effect of unreasonably interfering with an individual's education or work performance; or

Otherwise adversely affects an individual's education or employment opportunities.

Complaint Procedure (as related to Physical Abuse, Sexual Harassment and Discrimination)

Any individual who is subjected to an act of physical abuse, sexual harassment or racial and national origin harassment should contact the Principal, who will ensure that a full investigation is conducted and appropriate remedial action taken. Complaints will be handled with maximum regard for the confidentiality and protection of all people involved.

Mandatory Expulsion Laws

Effective January 1, 1995, new State and Federal laws require school boards and school administrators to impose expulsion as the penalty when students possess dangerous weapons in a weapon-free school zone or commit arson or rape in a school building or on school grounds. Therefore, administrators no longer have discretion to impose lesser disciplinary penalties for such student misconduct.

Permission, consent or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. Students engaging in any hazing or hazing-type behavior connected in any way, to any activity sponsored or supported by the school or church, will be subject to one or more of the following disciplinary actions:

- Removal from participation in extra-curricular activities
- Conference with parent(s)/guardian(s)
- Suspension for up to 10 days
- Long term suspension
- Referral to an appropriate law enforcement agency
- Permanent expulsion

Coaches, activity advisors, and other staff supervising activities shall be vigilant for hazing behavior and shall report all alleged incidents of hazing to school administrators. Incidents are to be reported and investigated regardless of a student's "consent" to the hazing.

Use of water balloons, shaving cream, squirt cannons, prank behavior – these are acts that violate Michigan School Board Policy 6320-Hazing and A5034 Code of Conduct. Violations could result in restitution and/or community service.

Nuisance Items of all kinds find their way to school: squirt guns, toys, laser pointers, electronic games, cell phones, etc. The teacher will confiscate these articles. The parent must pick up the article(s).

Cell Phones are to be turned off and placed out of sight during the entire instructional day. Cell phones used during the instructional day will be confiscated by school personnel and taken to the school office until a parent comes to claim them. IPOD's, CD players, other forms of musical listening devices, and handheld gaming consoles are not allowed in the school building during the instructional day they will be confiscated by school personnel and taken to the school office until a parent comes to claim them.

This policy shall be included in all employee and student handbooks of the school, and shall be disseminated to staff and all students.

Definitions of Discrimination

The policy of Holt Lutheran School is to maintain both a learning environment and a working environment. These should be free from physical abuse, sexual harassment, and harassment on the basis of race or national origin. Any form of illegal discrimination, harassment or physical abuse by a student, faculty member, staff member or volunteer, is contrary to this policy and subject to appropriate disciplinary action. This action may include suspension or expulsion from Holt Lutheran School, or termination of employment.

Administration of the School

- God's Word as found in the Holy Bible is our source of supreme authority.
- Holt Lutheran School Voters' Assembly is the governing body of the congregation.
- The Voters' Assembly elects a School Board to set policy for the school.
- The congregation president is the chief administrative officer.
- The principal is the chief administrator of the school, operating under policies set by the School Board.
- The school staff and faculty assist the principal in formulating recommendations to the school board and in carrying out the operation of the school.

All parents serve in an advisory capacity.

Line of Authority

The line of authority for the operation of Holt Lutheran School is:

- The classroom teacher
- The principal
- The school board
- The SML church council
- The voting members of SML

If parents have concerns about activities in the classroom, or at any school event, they should resolve them in accordance with Matthew 18 by following these steps:

- First meet with the classroom teacher to resolve the issue.
- Should further contact be necessary, the principal will be consulted. The pastor may be asked to assist in counseling when spiritual concerns are involved.
- Appeals to the school board are made through the principal and/or to the school board chairman and are to be used only after the previous avenues have been exhausted.

Non-Discrimination Policy

Holt Lutheran School do not discriminate on the basis of gender, race, and color, national or ethnic origin, in any of our programs for students or among those who are employed to administer our educational policies, programs, activities and employment practices.

Student Admissions

The primary purpose and focus of Holt Lutheran School is to provide a Christian education, based on Lutheran doctrine. We do not intend to take the place of the parent but rather to assist and work with the parents in the Christian training of the children.

All students enrolled at Holt Lutheran School are expected to take the required courses offered in the curriculum including the religious program, and follow the school rules and regulations.

Age Requirements

Age by August 1st:

Age 5 - Enrollment in Kindergarten

The staff at Holt Lutheran School recognizes that most children are more successful if they are five years old when entering kindergarten. Children who are 5 years of age on or before August 1 will be eligible for our kindergarten. Children who turn 5 years of age between August 2 and December 31 will be eligible for our kindergarten on a space available basis. These children may need to repeat Kindergarten if they are not ready for first grade. A copy of the birth certificate must accompany the Application for Enrollment Forms and becomes part of the student's records at school. Students who enter Holt Lutheran School with advanced standing must present a transcript and grade report from the school previously attended. All students will be tested for grade and/or subject placement.

Immunization Requirements

The state of Michigan requires that all children entering school in Michigan for the first time have a physical examination and be properly immunized. All exemptions must be made known to the Ingham County Health Department. Ingham County Health Department will then require the parents seeking an exemption to participate in an informational class. All children entering Holt Lutheran School must be immunized according to the Ingham County Health Department standards. Record of these immunizations must be filed in the school office before the first day of school.

Probation will last for six to nine weeks following the administrator's conference with the parents and student. Student activities will be limited.

Expulsion will be recommended if it becomes apparent that the student will not be able to meet the requirements of the school, or that the student's behavior is preventing classroom instruction. Expulsion may also be recommended for violation of Category 3 rules, unresolved academic or disciplinary probation, or failure to correct the deficiencies specified in probationary admissions. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed. The expulsion date may be immediate. A student may be expelled from school for a serious breach of conduct, and/or repeated problems with behavior or academic performance. **Definitions of Specific Items of Unacceptable Behavior**

Bullying is the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as teasing; physically aggressive behavior; assaults; verbal taunts; making threats; name-calling and/or put-downs including ethnically-based or gender-based put-downs; extortion of money or possessions; or spreading of cruel and untrue rumors within the school.

Hazing, is prohibited at HLS. It is illegal, immoral and contrary to the student code of conduct. "Hazing" means performing any act or coercing another, to perform or undertake any act of initiation, affiliation, holding office or membership related to any class, group, or organization sponsored or supported by the school or church that causes or creates a risk of causing:

- mental, emotional, physical harm,
- trauma,
- deprivation of rights,
- ridicule of any student, faculty member, or individual for amusement or the pastime of others.

Soliciting, encouraging, aiding, or engaging in "hazing" on or in any school property at any time, or in connection with any activity, sport, or club supported or sponsored by the school or church, whether on or off school property, is strictly prohibited.

- Behavioral Notices will be sent home via RenWeb and will notify you of demerits. At the end of each quarter the demerits begin again. Before School Detentions will NOT be served on Fridays. Failure to fulfill detention will result in a charge of \$30 on your account

Probation (5th-8th grades only) The probationary policy at HLS is a conditional testing period assigned to a student who fails to meet the standards of the school in his or her attitudes or behavior. A student who is placed on probation will have a designated period of time to demonstrate the ability to perform satisfactorily at HLS. During the period of probation, a student is expected to improve his or her conduct to the extent necessary to satisfy the faculty and administration that he/she will benefit from continued enrollment at HLS. During probation, the student will meet with the administration on a regular basis to discuss progress. Definite, individualized goals will be established for each student in the following areas: Spiritual Growth , Academic Progress, Attitude, Citizenship . Probation should be viewed as a time when the school and the family can work closely together to encourage growth and improvement in the life of the student. It should be a positive experience for everyone involved. However, if the student fails to respond positively to these efforts, and adequate progress is not shown, the student may be asked to withdraw from the school. Reasons for probation are:

1. Academic: a. Insufficient academic progress
2. Attitude: a. A rebellious spirit which is unchanged after much effort by the teachers and staff. b. A continued negative attitude and bad influence upon the other students
3. Disciplinary: a. Continued deliberate disobedience. b. Failure of the parents to comply with the disciplinary procedures of the school.
4. New student per principal's discretion

The probation will take place after the staff has reviewed the student's behavior, attitude and/or academic performance. A conference is held with the parents, the student and the administrator to give notification and explanation of the probation. A written letter explaining probation, making suggestions for parental action, and requesting the parents to apply disciplinary measures during the probation in cooperation with the action of the school, will be sent to the parents.

Enrollment Process

Applications for enrollment are obtained in the school office. Completing the admission process by parents involves the following:

1. Meet with the principal to become familiar with the Christian education process at Holt Lutheran School.
2. Agree to have children taught according to the Lutheran doctrine and practices of Holt Lutheran School.
3. Complete the application on the TADS website. Directions on how to do this are located on our website.
4. Sign the payment agreement.

If applicable, complete and submit tuition assistance forms to the principal.

It is advised that parents who are not members of the Lutheran Church should attend classes on the teaching of the Lutheran Church so they may understand the principles of Christianity being taught to their children. These classes are held at various times throughout the year.

Emergency Information

Emergency information is to be provided and to be updated each school year by the parents. In event of sudden illness or accident it is important to have the most current information quickly available. Parents are asked to contact the school any time a change takes place.

Home-School Relationships

We plan to work with parents and students who desire a close walk with the Lord in oneness of spirit and purpose. Successful schools have a good working relationship between the school, the home, and the Lord. We believe that when these three work together great things happen. We will work hard so that the children receive the benefit of having parents and teachers in agreement. While God has established the home as the chief agency for the Christian training of children, Holt Lutheran School will play an important role in assisting the parent(s) in carrying out that task.

Worship

Devotion and worship time is a central part of our schools' life. God's Word teaches us that we are members of the Body of Christ. His Holy Spirit calls us to faith and moves us to draw near to our Savior.

Daily devotions are conducted in each classroom. This is time for students to draw near to the Lord by reading His Word, praying, and praising through song.

A chapel service is held each week for all students. In worship, we:

- Praise God in song.
- Confess our sins, and hear the Word of forgiveness in Jesus' name.
- Listen to God's Word, meditate on it and pray to grow in faith through God's Holy Spirit.
- Unite in presenting our prayers, thanksgivings, and petition to a God who answers in a way that is best for us.

The chapel offering is an opportunity to give to the Lord as He has given to us. Students are encouraged to participate in the mission offerings that are adopted by the school. Within the Christian life we learn that worship is more than meeting in the church. Our life of work, play, and worship is to be in Christ. Parents, family, and friends are always welcome to join us for chapel.

Financing Holt Lutheran School

The income needed to operate Holt Lutheran School comes from three sources:

- The giving of all St. Matthew Lutheran Church congregation members through church contributions.
- Tuition and fees paid by families with children enrolled. Annually the Principal and School Board review changes in the tuition schedule and the fees for the coming school year.
- Contributions to the school.

Donations and Gifts

Holt Lutheran School is a ministry on the principle of faith. The basic cost of education is covered by church contributions, tuition, and fees. However, gifts to the school are greatly appreciated and are used to purchase non-budget items used for the overall improvement of our educational program. Gifts are also used to provide funds for the Tuition Assistance Fund or as "Angel Gifts" in special cases. All cash gifts and 'gifts-in-kind' (gifts of real property) are tax deductible but cannot be applied to a specific student's account.

o Show respect for others by not pushing, shoving, kicking, or inappropriately touching others.

- **Respect yourself as a child of God:** "I praise you because I am fearfully and wonderfully made: your works are wonderful, I know that full well." Psalm 139:14
 - o Since God created you, honor His workmanship by not talking negatively about yourself.
 - o Present yourself in a way that honors God with regard to dress and personal hygiene.

Failure to Meet Behavior Expectations

	Category 1	Category 2	Category 3
Description	DISOBEDIENCE	DEFIANCE/DESTRUCTIVE	SERIOUS
Examples	<ul style="list-style-type: none"> • Disregard of classroom rules • Infractions of school rules • Homework incompleteness • Profane, obscene and derogatory speech • Preventing classmates from learning 	<ul style="list-style-type: none"> • Fighting • Purposeful destruction/vandalism of school property • Purposeful destruction/vandalism of other's property • Bullying • Threatening 	<ul style="list-style-type: none"> • Violation of state/local laws • Bringing illegal materials to school <ul style="list-style-type: none"> o drugs o weapons o explosives/fireworks
Progress and Actions	<p>Demerit #1</p> <p>Demerit#2</p> <p>Demerit#3</p> <ul style="list-style-type: none"> • Student Calls Parent • Complete a supervised school service project during recess <p>Demerit#4</p> <ul style="list-style-type: none"> • Principal Calls Parent • Complete a supervised school service project during recess <p>Demerit#5</p> <ul style="list-style-type: none"> • Before School Detention 7:15-7:45 • One demerit <p>Demerit#5</p> <ul style="list-style-type: none"> • Principal Calls Parent • Complete a supervised school service project during recess <p>Demerit#6</p> <ul style="list-style-type: none"> • 2 Before School Detentions 7:15-7:45 • One demerit <p>Demerit#6</p> <ul style="list-style-type: none"> • 3 Before School Detentions 7:15-7:45 • Student-Parent- Admin-Teacher Conference • One demerit <p>Demerit#7</p> <ul style="list-style-type: none"> • At Home Suspension (1 Day) • * homework can be done @ max "C" grade • One demerit <p>Demerit#8</p> <ul style="list-style-type: none"> • At Home Suspension (2 Day) • * homework can be done @ max "C" grade • One demerit <p>Demerit#9</p> <ul style="list-style-type: none"> • Grounds for Expulsion 	<p>Demerit#1</p> <ul style="list-style-type: none"> • 3 Before School Detentions 7:15-7:45 • Student-Parent- Admin-Teacher Conference • One Demerit <p>Demerit#2</p> <ul style="list-style-type: none"> • At Home Suspension (1 Day) • * homework can be done @ max "C" grade • One demerit <p>Demerit#3</p> <ul style="list-style-type: none"> • At Home Suspension (2 Day) • * homework can be done @ max "C" grade • One demerit <p>Demerit#4</p> <ul style="list-style-type: none"> • Grounds for Expulsion 	<p>Demerit#1</p> <ul style="list-style-type: none"> • Grounds for Expulsion

Code of Conduct

The Word of God guides discipline at Holt Lutheran School. Each teacher will clearly spell out and post their expectations and consequences. All staff members have the right and obligation to enforce school rules. A specific behavior code will be posted in each classroom. We believe that all students are capable of self-control and appropriate behavior. Behavior that interferes with classroom instruction; keeps staff and/or volunteers from doing their jobs; or prevents classmates from learning, will not be tolerated. Since teachers have the right to teach and every student has the right to learn, all parents will bring their children to school with a spirit of readiness and anticipation. They will be physically, spiritually, emotionally and intellectually prepared for school each day.

It is our mission to maintain and nurture a committed, caring community of Christians. Therefore, we expect you as a student at Holt Lutheran School to ...

- **Respect God:** “ You shall love the Lord your God with all your heart, and with all your soul, and with all your mind.” Matthew 22:37
 - o Show your love for God by imitating God’s love to Him and others.
 - o Only use God’s name to praise or honor Him.
- **Respect the principal, teachers, and other staff members:** “Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God.” Romans 13:1
 - o Treat those in authority considerately and courteously.
 - o Do what they tell you without complaining.
 - o Pray for those that care for you at school.
- **Respect school property:** “Now it is required that those who have been given a trust must prove faithful.” 1 Corinthians 4:2
 - o Show your love and care for what God has given us by not writing on desks, walls, lockers, etc.
 - o Be good stewards of school equipment and supplies by not wasting them and by putting things back in their proper place. Failure to Meet Behavior Expectations
- **Respect the rights and property of others:** “Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.” Ephesians 4:32
 - o Do not take anything that is not yours.
 - o Refrain from spreading rumors, gossiping, or telling secrets.

Registration Fee

A registration fee is required of every new student at the time of enrollment.

Annual Fees

Annual fees are payable not later than the first day of classes for the school year to which the fees apply, or at the time of enrollment, whichever is later. These include:

- **Book Fee** - An annual fee is established based on the cost of providing new textbooks, workbooks, other consumable materials and teaching supplies, and the maintenance of used books. Students are held responsible for the proper care and handling of these materials. If items are destroyed deliberately or through negligence, the student is expected to replace them at his/her expense. Although the school provides many of the classroom, playground, gym, art, and music supplies, some supplies are the responsibility of the parent/student to purchase. Students are expected to have these items at all times. A detailed supply list of required materials for each grade is provided by the classroom teachers prior to the beginning of the school year. The book fee does not cover these expenses and varies by grade level.
- **Administrative Fee** – This fee applies to each student, kindergarten through eighth grade
- **Band Fee** – This fee applies only to students in fifth through eighth grade.
- **Sports Fee** – This fee applies only to students participating in interscholastic sports.

Tuition

At the time of enrollment a Tuition Agreement is also completed and filed through TADS, which clearly states the method chosen to meet the financial obligations. If for any reason, the family is unable to keep its financial commitment, it is the responsibility of the family to contact the principal to work out a plan. No enrollment is considered complete until this form is completed.

Payment Plans

Any of the following payment schedules is acceptable for all families enrolled. In extenuating circumstances special consideration may be made by contacting the principal. When conditions exist which make it necessary to compute tuition on less than a school year, a daily rate will be figured and charges will be made for that portion of the school year the children are enrolled.

Payment Plans

Any of the following payment schedules is acceptable for all families enrolled. In extenuating circumstances special consideration may be made by contacting the principal.

- Annual Payment Plan – 100% in one payment. No fees.
- Bi-annual Payment Plan – 50% in two payments. No fees.
- School Year Payment Plan – 10% each month of the school year. Beginning in September. \$45 processing fee.
- Monthly Payment Plan – 1/12th of the total paid each month. Beginning in July. \$45 processing fee.

Late Payment

Any fee not paid during the designated term is considered late and may be subject to penalty as established by the school board. Each case will be considered on an individual basis.

Financial Assistance

It is our desire that no child be denied a Christian education due to financial hardship. If there is a request for tuition assistance of any kind, financial information will be requested and should be submitted to the principal through TADS for review. No financial aid application will be considered until an agreement is signed. A committee of members of the school board will evaluate the information. The school board will make the final decision based upon the recommendation of the principal and the committee.

Re-Enrollment

Any family with a balance due cannot re-enroll their child(ren) until that balance is paid, or a plan is worked out with the principal and accepted by the school board of Holt Lutheran School.

Academic Curriculum

As the curriculum at Holt Lutheran School is developed, every effort is made to make sure that it complies with the requirements of the Michigan Common Core State Standards. In addition, the curriculum is Bible-based, Christ-centered, and based on the Lutheran Confessions. For more detail please see Appendix A.

Band Program

Band is part of the fifth through eighth curriculum.

Respect for Persons and Property

- a. Students agree to respect individual differences, whether those differences are based on gender, national origin, religion, race, culture, ethnic background, age, disability, physical characteristics, or other factors which are unrelated to an individual's education.
- b. Students agree to neither take nor damage property of other students, school personnel or the Board of Education.
- c. Students agree that when using books, equipment and other school materials, they will return them in the best condition possible.

Dress Code

Parents are responsible for sending their children to school in clothing that is neat and modest. To establish a positive learning environment for the students and create a mutual respect, Holt Lutheran School have established a policy that any modest/appropriate clothing is acceptable for elementary and middle school students. This is determined by the principal. Full compliance with the dress code is expected of all students.

Holidays

At Holt Lutheran School, we celebrate from a Christian perspective.

- We celebrate the **Reformation** as opposed to Halloween. We deliberately omit the whole issue of witchcraft and the occult. Instead, we celebrate God's faithfulness in keeping the Truth alive so that we might know it today.
- At **Christmas time**, we emphasize God's greatest gift to mankind, the birth of His Son. We do not exchange gifts between students at school; rather we celebrate with an all-school Christmas party.
- On **Valentine's Day** we focus on Christ's love for each of us and our love for others.
- We emphasize the death and resurrection of our Lord & Savior Jesus Christ at **Easter time**.

Computer & Internet Use

Computer resources available at Holt Lutheran School are provided to support the teaching and learning process. Students who use the school’s computer services, including access to the internet will be expected to use this service to complete school-related projects or specific class assignments. Every attempt will be made by the faculty and staff to ensure safe access to the internet through supervision, monitoring and instruction. We also encourage parents to provide proper guidance and instructions in the home.

The school may suspend or limit access to the computer for misuse of software, hardware, or other computer use. The school reserves the right to investigate any computer activity.

It is recognized that the students may visit Internet sites on their own time. However, in the interest of their safety, and the safety of the church and school, it is expected that nothing will be sent, by any student, to any Internet site which describes or depicts the school or church buildings, inside or outside. Any violations of this policy will be considered to be a very serious breach of trust between the student and the school and discipline may include a student’s expulsion from Holt Lutheran School.

School and Church Property

All school and church properties have been provided by the people of St. Matthew Lutheran Church through their sacrificial gifts and labor and have been dedicated for the use of worshipping and serving God. Therefore, this property is to be treated with the utmost care. Any damage is to be reported immediately. A student who through carelessness or abuse damages the property or equipment will be required to make restitution.

Personal Property

The school is not responsible for personal property left in the building or on the premises. All personal items should be well marked with the child’s name.

Backpacks / Coats / Hats / Large Purses

Backpacks, coats and hats will be stored in assigned storage places and not carried/worn during the instructional day.

Testing

Standardized tests are administered to Holt Lutheran School students to determine their individual progress and scholastic strengths and weaknesses. These test scores are analyzed by the staff to determine the effectiveness of our teaching and curriculum. Intelligence tests and evaluations for special needs are available through the Special Education Department in Holt.

Following are the standardized tests administered through Holt Lutheran School:

Test Name	Grade(s)	Time
Stanford Achievement Test	3-8	Spring

Special Programs and Services

Holt Lutheran School may utilize the Holt Public School District and/or Ingham County with services in areas such as: testing, speech therapy, counseling, etc. Even though these services are provided through the public schools, parental permission is required before such services are sought. We are also in cooperation with the Capitol-Area Career Center and the Lansing School District for art, band and music, computer, and physical education instruction.

Field Studies

Teachers are encouraged to provide field trips to supplement the classroom learning. Parents or guardians are required to sign permission slips in advance for the students to be taken off campus.

Grading System

In all academic or elected classes where letter grades are given, the following scale will be followed:

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

Grade Reports

Report cards are issued quarterly to children in grades K-8. Grades are available electronically by means of the TeacherEase system. Parents are expected to review these reports unless internet service is not available to them.

Parent/Teacher Conferences

Conferences are held with parents of students in grades K-8 twice during the school year. Conferences after the first quarter are required for all students. Conferences after the third quarter are by request of the teacher or the parent. Other conferences may be scheduled when deemed necessary by either the parent or the teacher.

Academic Awards

Academic Awards will be presented after our chapel services at the end of each quarter to recognize the special talents and abilities that God has given to students.

Transfer of Records

The transfer of all records is handled through the school office at the direction of the principal. **No records are transferred unless all fees have been paid, except as where may be required by law.**

School Schedule

School will begin promptly at 8:00 am each day. Students will be admitted to their class-rooms no earlier than 7:45 am. To give students time to be prepared for the school day they are encouraged to arrive no later than 7:50 am. If students arrive late and are not able to be in the classroom by 8:00 am, they must first stop in the school office for a pass to enter the classroom.

School dismisses at 3:15 pm and children are allowed to leave afterwards.

The calendar is designed so that the required number of hours meets or exceeds the state code. Adjustments may be made to meet the needs of staff and students.

Class Hours

8:00 am – 3:15 pm Monday – Friday

Office Hours

The school office will be open Monday through Friday from 7:30 am until 4:00 pm. Summer hours will vary but, generally, the office will be open 9:00 am - 12:00 pm Monday through Friday.

School Grounds and Boundaries

Holt Lutheran School is a closed campus. This means that students are to remain within the bounds of the school grounds at all times during the school day.

Students who engage in either or both of these actions will receive the following punishments that will be noted in their permanent record.

First Offense:

Loss of credit for the assignment, quiz, or test

Discipline referral sent to the office by the teacher involved.

Parents notified by the teacher.

Up to a three (3) day suspension out of school from all classes.

Second Offense:

Loss of credit

Discipline referral

Parent notification

Up to a (5) five day suspension

Third offense:

Loss of credit including or up to assignment, quarter, or semester current with offense.

Discipline referral.

Parent notification.

Ten (10) day suspension with the possibility of a recommendation for expulsion.

Movie Policy

Grades K-4 are permitted to watch G-rated movies. If a teacher chooses to show a PG movie, a permission slip will be sent home for parental approval. A parent may request that a student be excused from the PG movie and he/she will spend that time in the school office.

Grades 5-8 are permitted to watch G and PG-rated movies. No PG-13 movies are allowed.

However, exceptions may be made when the movie is considered educational and complements a unit of study in our curriculum. These films will be approved by the principal and previewed by the teacher. A permission slip will be sent home for parental approval for all PG-13 films. A parent may request that a student be excused from the movie and he/she will spend that time in the school office.

A student should NOT be spending all of his/her after-school time doing school work. Suggested lengths of time for daily homework are based on grade.

K:10-20 minutes Grades 1-2: 20-30 min.

Grades 3-4: 30-45 min. Grades 5-6: 40-60 min.

Grades 6-8: 1-2 hours

If a student is consistently spending more time than these guidelines suggest, please speak to the student's teacher immediately. Students in grades 3-8 are requested to use a student planner or small spiral notepad in which to record daily assignments. Parents are encouraged to check these planners daily to ensure that students are staying current with assignments. Parents of students in grades 3-8 should regularly check TeacherEase for updates on their child's completion of assignments and performance. If a concern arises, please contact the teacher by phone or email.

Make Up Work

In cases of absence, it is the student's responsibility to request daily assignments missed. It is likewise the teacher's responsibility to fulfill the request. The student will be given two days for each day of absence in order to complete any missed work. For example, if a student is absent for 2 days, he/she will have 4 days to complete the work, starting on the first day back to school. On the second day of absence, a parent may call the office by 9:00 to request that the assignments be collected in the office for pickup after 3:00 that day. If a teacher is unable to fulfill this request due to his/her schedule for the day, the assignments will be available at 3:00 on the next day of school. Assignments will not be available on the first day of absence.

Cheating or Copying the Work Product of Another Person (Plagiarism):

It is the school's intent to promote individual inquiry and self-reliance through independent work. In other words, we expect that students do their own work, not copy directly from written materials or cheat from/with others. The work must represent a student's own labor. Plagiarism is taking writing whether an entire composition, just paragraphs, or particular sentences or ideas of another and passing them off as one's own product without acknowledgement of authorship. This includes taking writing from the internet as well as other sources. Cheating is defined as copying from others, doing someone else's work, or lying about authorship.

Parking Lot Safety Guidelines (See Appendix B)

Traffic routes for dropping off and picking up students at designated times of the day have been developed to promote safety and efficiency for all. Drivers must proceed with caution at all times of the day when moving through the parking lot(s).

Telephone

Our school telephone number is (517) 694-3182. We ask that the first hour of the morning be reserved for calls concerning absences and emergencies. Children are permitted to use the phone in the event of an emergency or an urgent need. This is done with permission of the classroom teacher and/or the school secretary.

Breakfast and Lunch

Holt Lutheran School contracts with Holt Public Schools to provide breakfast and hot lunch. More information about HLS hot lunch program is located on this website: hls.schoollunchchoice.com. Breakfast (7:15 am – 7:45 am) and lunch (11:15 am – 12:30) are served in the Fellowship Hall. A teacher will begin and end each lunch meal with prayer. Holt Lutheran School participates in the Federal government Free/Reduced meal program. Need more information please call the school office and ask for the Lunch Coordinator.

Fire, Lockdown, and Tornado Drills

Fire drills (6), tornado drills (2), and lockdown drills (2), are conducted during the school year. These drills are coordinated with the local fire departments and are recorded in the school office. Proper tornado and fire routing and exiting, and lockdown procedures are posted in every area occupied by students. Teachers instruct the students in all the proper procedures during the first days of the school year.

Visitors

Teachers generally welcome parents who wish to visit the classroom. To avoid surprises, the principal should be contacted for approval. If a student wishes to bring a friend or relative to school, permission must be granted from the principal prior to the visit. Teachers find it undesirable having visitors on days when tests are given, just before or after a vacation period, or when a field trip is planned. Normally, in such cases, approval will not be granted. Visitors who are disruptive will be asked to leave.

Medications

The Medication Policy of Holt Lutheran School is as follows:

1. No medication will be administered unless the parent has given written permission or, in the case of acetaminophen (Tylenol) ibuprofen (Advil & Motrin) or naproxen (Aleve), permission is given by way of a telephone call.
2. All medication must be labeled with the student's name, time to be taken, dosage, etc.
3. All medication must be brought to the school office and given to the school secretary who is responsible for the safekeeping, administration, and record keeping of all medications. The principal may act in the secretary's absence.
4. When an inhaler or EpiPen is needed, the classroom teacher must be informed and the item may be kept in the classroom. When cough drops are needed, they may be given to a teacher to dispense (in grades 5 – 8 only – grades K-4 are kept in the office)
5. Students who have a medical condition that requires self-administration of a medication, must have a signed authorization form filed in the school office and the class room teacher must be informed.
6. In all other cases of students needing medical attention or treatment, someone from the school office will call a parent, guardian, or other person designated by them in writing, to request authority with direction for a student's medical attention or treatment.
7. No student is to have medication, in their desk or on their person, except as provided in number 4 and 5.

Room Parents

Parents are encouraged to volunteer as room parents by notifying the teacher. The duties generally are to assist the teacher with parties and supervising field trips (as necessary).

Lost and Found

Lost and found items are kept in the office area for a reasonable length of time. We ask that parents of students check the box from time to time or instruct your child to do so. Near the end of the year all lost and found items will be displayed on a table near the school office. If any items are not claimed, they will be donated to Goodwill.

Homework

Our students are given frequent opportunities to work on assignments in class during the day. However, homework will still need to be done. When students have homework, it is for one of the following reasons:

- The teacher has assigned extra practice to be done at home
- The student did not make efficient use of the time
- available in the classroom to complete the assigned work
- A special project is assigned which requires extra work at home
- The student desires to do extra-credit or work above and beyond normal expectations

The student will be given two days for each day of absence in order to complete any missed work. For example, if a student is absent for 2 days, he/she will have 4 days to complete the work, starting on the first day back to school. On the second day of absence, a parent may call the office by 9:00 to request that the assignments be collected in the office for pickup after 3:00 that day.

If a teacher is unable to fulfill this request due to his/her schedule for the day, the assignments will be available at 3:00 on the next day of school. Assignments will not be available on the first day of absence. In grades 5-8, students who do not turn in daily assignments on time will automatically receive a 10% grade drop when turned in to the teacher on the next school day.

Assignments that are more than one day late will receive a zero. If the student completes that assignment in a timely manner, the highest grade the work will receive is 50%. Students must speak to the teacher in this situation in order to receive credit. Long-term assignments that are not turned in on the day they are due will receive a zero. Please help you child make school work a priority.

Each quarter we recognize those students who achieve “perfect attendance”. In order to achieve “perfect attendance” a student must not miss any part of any school day through each quarter of school. This includes missing school for medical appointments during the school day.

Tardiness is disruptive to the classroom. In cases of repetitive tardies, the parents will be contacted by the principal to discuss the issue. Every three tardies will count as one full day of absence.

Student Illness Privacy Statement

In order to promote a safe and healthy learning environment at Holt Lutheran School, the School Board encourages parents, teachers, students, and administrators to observe the following guidelines:

- When the parents of a student know or suspect their child has an illness that is contagious, they are encouraged to keep the child out of school until the child no longer poses a threat of infecting other students.
- In addition to notifying the school office of the absence, parents are encouraged to contact the principal to explain the situation so that any potential health threat to the student body is clearly understood.
- The principal, at her/his discretion, should notify that child’s teacher and other members of the faculty and staff. This information allows the faculty and staff to be more alert to potential problems with other students.
- If possible, the principal, faculty, and staff are encouraged not to reveal the name of the student involved. However, when deemed necessary by the principal, concerns about the student’s privacy must be overridden by the principal’s obligation to protect the health of the entire student body.

Planned Absence

Students who know they will be absent for any period of time need to notify teachers in a timely fashion. Such absences will count toward a student’s total attendance. Homework will be made available upon return to school. Homework will not be prepared in advance.

School Attendance

Regular school attendance is a parental responsibility. While it is important to the success of the student, it is also required by state law. Therefore, it is important that families schedule vacations to coincide with the school calendar. In the event that a child is ill or unable to be in school, the parent is asked to contact the school office between 7:30 am - 8:30 am to report the child’s absence. **It is important that you indicate the reason for an absence, since we track infectious diseases.** Be on time and ready for the class or activity that is to take place.

Absences and Tardiness

The school day begins 8:00 am and ends at 3:15 pm. A student arriving after 8:00 am, but before 9:00 is considered “tardy.” A student who is at school until lunch time, or arrives at school before classes begin again after lunch, is considered present for a half-day.

Any student arriving after 8:00 am, or planning to leave school prior to 3:15pm, must report to the office to record their presence, or absence, and receive a pass to/from class.

If a child is absent more than twenty school days, they may not be allowed to move on to the next grade level. Obviously, there are circumstances beyond a family’s control, such as a major illness. The school will work with these situations on a one-on-one basis.

No assignments will be available on the first day of absence.

Excused Absences

Students are excused from school for the following reasons: personal illness, family emergencies, death in the immediate family or attending of a funeral at the parents’ permission

Unexcused Absences/Tardiness

Unexcused absences are recorded in the school office and count toward semester absences. All students should be seated in their designated class promptly. Students are considered “unexcused” for the following: oversleeping and/or missing the bus or a ride, conducting any type of business that could be taken care of outside of school hours, days missed because of suspension from school, staying home from school to study.

This list is not all-inclusive. Parents will determine their students’ attendance, but the school determines whether or not an absence or tardy is excused. Parents are encouraged to communicate truthfully with the HLS school office. Under most circumstances, HLS is very willing to work with the family for the best interest of the student.