

PARENT HANDBOOK 2010-2011

St. Thomas Lutheran School

23801 Kelly Rd.

Eastpointe, Michigan 48021

Phone: (586) -772-3372

Fax: (586) -772-6265

www.stl-eastpointe.org

“Connecting people to Jesus and one another by educating, growing and serving.”

St. Thomas Lutheran is dedicated to proclaiming the “Good News” of God’s salvation to every person in our community, by providing the best possible Christian and academic education.

INDEX

We thank . . . and Our Heritage	4
Why Does STL church operate a school?	5
Apostle's Creed.....	5
Non Discrimination Policy.....	5
STL Program.....	6
Accreditation.....	6
Administration	6
AIDS (Acquired Immune Deficiency Syndrome)	6
Asthma	6
Athletic Participation Fee.....	7
Attendance – Church.....	7
Attendance – School	7
Athletic Booster Club (A.B.C.).....	8
Audio-Visual Resources	8
Band	8
Bicycles, Roller Blades and Skate Boards	8
Book-It	8
Chapel	8
Choir.....	8
Computer Lab	9
Conduct in School.....	9
Curriculum	10
Curriculum Study	10
Delinquent Fees.....	10
Discipline	11
Dress Code	12
Dress Code Violations Procedure	12
Drug Free School.....	12
Electron Devices/Toys	12
Eligibility for Extra-Curricular Activities.....	13
Emergency School Cancellation	13
Emergency Closing	13
Enrollment Policies	14/15
Enrollment Rationale	15
Exercise	15
Facilities	15
Field Trips	16
Field Trips Car Seat Requirements	16
First Aid	16
Geography Bee.....	16
Grading Policy	16/17
Gym Clothing.....	17
Hallway Procedures: Student, Parent, Classroom.....	17
Handbells	17
Health Appraisal Form.....	17
Homework.....	18
Honor Roll Awards: Grade 4-8	18
Hours of Operation.....	18
Illness-Injury	19
Immunization	19
Latch-Key (Held in Latch-Key Room)	19/20
Library.....	20
Lice.....	20

Lost & Found	20
Lunch Program	20
Medication Policy	21
Mid-Quarter Reports	21
Movie/Video Policy	21
Newsletter	21
NSF Check (Non-Sufficient Funds).....	21
Nutrition	21
Outdoor Education Camp.....	22
Parent Behavior.....	22
Parent Volunteers	22
Parent Volunteer – Appropriate Dress	22
Parental Responsibility	23
Parking Lot Procedures	23/24
Payment of Funds.....	24
Pets	24
Physicals.....	24
Physical Education	24
Picture Day.....	25
Preschool Center	25
Programs (additional).....	25
PTL (Parent Teacher League).....	25
Recess.....	26
Re-Enrollment.....	26
Release of Students	27
Report Cards	27
Room Parents	27
Rules and Regulations.....	27
Scouting	27
Security System: Entrance to the Building	27
Sexual Harassment Policy.....	28
Smoking	28
Spelling Bee	28
Sports	28
Student Yearbook.....	28
Student Teacher Relationships.....	28/29
Tardy Policy Procedure.....	29
Tech Fees.....	29
Telephone.....	29
Testing.....	29
Tuition & Registration (K-8)	29/30
Tornado Alert.....	30
Transportation (for school activities and field trips).....	30
Vending Machines	31
Visitation of Students (for day removal purposes - Grade K-8).....	31
Visitation of Students (during the day Grades 5-8)	31
Visitors	31
Weapons.....	31

Handouts; Athletic Waiver pages 32/33, Complete Dress Code pages 34/35
Asthma Management Form pages 36/37, Medication Control Form pages 38/39
Parent Volunteer Form page 40, PTL Volunteer Form page 41,
Parent Pledge to St. Thomas Form page 42

To God be the Glory, Father, Son and Holy Spirit who has blessed our school for over 100 years.

We Thank

- *Our forefathers who courageously planned and zealously worked and sacrificed to establish our School*
- *Our teachers and pastors who spoke and taught sound doctrine*
- *Our present day members of St. Thomas who are heirs not only of the property and buildings, but of the bounteous blessings of the Gospel*
- *Our children who will, under God's grace, preserve this rich heritage*

Our Heritage

- *St. Thomas Lutheran School was inaugurated in September 1908 with thirteen students, in the basement of the church.*
- *In the fall of 1910, Teacher Umbach was placed in charge of the school, which continued to be held in the church basement.*
- *On August 11, 1912, the new school building was dedicated having cost \$12,000. At the same time the staff was increased by the addition of Teacher Jakobik.*
- *The school enrollment had reached 252 students in 1917 and had dropped slightly to 208 students in 1933.*
- *In 1923, Teacher Mr. Fred Buddenbaum, developed his own phonetic system, which included a drawing structured around each letter, with a story that went with it, ending in the character in the picture making the sound of that letter. In their adult years many of his former students retained many of the stories and illustrations he used.*
- *Mr. Walter G. Braun (1927), loved music. His class of fifth and sixth graders had the most beautiful of all the services on Christmas, when they sang "Gesu Bambino", "O Holy Night" and the "Birthday of a King" with their piano accompaniments. On Christmas morning it was a tradition for Mr. Braun to play the piano downstairs in the front of the church and one of the organists to play the organ from the balcony. They would play a medley of Christmas Carols, which was deeply appreciated by the congregation. Music in school was enjoyable for him and for his students. One of his instructions to the children on Christmas Eve was, "Don't eat chocolate or drink milk!" for he wanted to have the sound just right and he felt that the eating of this food interfered with the tone of the music.*
- *In 1926 the eighth grade was added to the St. Thomas curriculum*
- *In February 1928, the plaster fell off the ceiling in one of the classrooms, but by the grace of God no one was injured.*
- *Among the first congregations to be interested in a high school program were St. Thomas, Gethsemane, and St. Stephanus and all of these schools added the ninth grade to their curriculum by 1939.*
- *In the spring of 1958 the voters of St. Thomas approved a proposal for a school with six classrooms, an auditorium and other serviceable rooms at our present location in Eastpointe.*
- *School enrollment in September 1959 was 185 pupils.*

Today, our church and school continues to prosper. As St. Thomas entered the new millennium, the foundation of over 100 years of history provides us with the faith and strength to walk forward in HIS light and spread the Word of our Lord.

WHY DOES ST. THOMAS LUTHERAN CHURCH OPERATE A SCHOOL?

- **The mission statement for St. Thomas is “Connecting people to Jesus and one another by educating, growing, and serving.”**
- **St. Thomas Lutheran Church operates a school because of a loving God and Savior.**
- **St. Thomas Lutheran Church believes that a Christian education is vital to the nurturing of His children and the expanding of His kingdom here on earth. With Christ as the center of his life, the child will grow toward wholeness and maturity in Christ.**

THE APOSTLE’S CREED

The Apostle’s Creed, confessed by Christians before the Nicene Creed was formulated in 325 AD and confessed to this day by Christian denominations, states what we believe, teach and confess. This creed, along with Dr. Martin Luther’s explanation, encompasses God’s intervention in the history of the world from its very beginning to this day.

The Apostle’s Creed is a statement of what Christians throughout the ages and Missouri Synod Lutherans confess.

I believe in God, the Father Almighty, Maker of heaven and earth.

I believe in Jesus Christ, His only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried. He descended into hell. The third day He rose again from the dead. He ascended into heaven and sits at the right hand of God the Father Almighty. From thence He will come to judge the living and the dead.

I believe in the Holy Spirit, the holy Christian church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen.

St. Thomas Lutheran Church operates a school for the purposes of preparing young people for effective, meaningful involvement and leadership in family, community, country and world. It is the belief and dedication of St. Thomas to provide a Christian education for the children of God’s kingdom.

NON-DISCRIMINATION POLICY

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

ST. THOMAS LUTHERAN SCHOOL

Our program includes:

- P B & J: Parent, Baby and Jesus (Infant/Toddler Program through age 3)
- A pre-school for 3 and 4 year olds
- An elementary program for Grades K-5
- A middle school program for Grades 6-8

Our program provides:

- Instruction in God's Word
- Instruction in common school subjects
- Education in a Christian environment
- Daily Christian student fellowship
- The opportunity for support and fellowship among Christian parents
- Preparation for church membership, involvement and leadership

We are not always able to predict precisely how things will develop for the upcoming school year. Therefore, the Church and School reserve the right to modify, supplement, rescind, or revise any provision, programs, or policies from time to time, with or without notice, as it deems necessary or appropriate.

ACCREDITATION (National Lutheran School Accreditation)

St. Thomas Lutheran School meets the curricular requirements of the State of Michigan and is recognized by the State Board of Education. The faculty strives toward quality professional standards through certification, conferences and college study. St. Thomas Lutheran has been unanimously recommended for NLSA and MANS accreditation.

ADMINISTRATION

St. Thomas Lutheran School is owned and operated by St. Thomas Lutheran Church. Final authority for all matters of policy and property is given to the congregation as a whole. The principal and assistant principal administer the school. The Board of Education helps to make policies that affect the school operation.

AIDS (Acquired Immune Deficiency Syndrome)

The following policy has been adopted:

1. Parents have a responsibility to inform the school that their child has AIDS or has been exposed to the AIDS virus.
2. The best educational setting for a child with AIDS will be determined by a team approach involving school personnel, the child's parents and doctor, and public health officials.
3. Each case of AIDS will be reviewed on a case-by-case basis where risks and benefits to both the infected child and other children in the school setting will be evaluated.
4. Mandatory screening of children for AIDS as a condition for enrollment or re-enrollment is not warranted.

ASTHMA

St. Thomas Lutheran School has a policy regarding students with asthma. Parents are required to complete the "Asthma Management Plan." These forms are kept on file and a copy given to the classroom teacher. Student inhalers should be labeled and may be kept with the student's personal items. Students requiring additional breathing apparatus must have a signed parent medication release on file. Such apparatus will be locked in the school office.

Asthma Control Form sees pages 36/37.

ATHLETIC PARTICIPATION FEE

Each sport season the members of the team would be required to pay a fee for the purpose of defraying the cost of the referees and the league participation fees. This fee will also be used to help defray the cost of the new uniforms when needed. This fee will be required for the following sports and is non-refundable or transferable:

<u>Team/Group</u>	<u>Fee</u>
• Basketball (Boys & Girls)	\$25
• Volleyball	\$25
• Soccer	\$25
• Softball	\$25

ATTENDANCE – CHURCH

St. Thomas Lutheran School recognizes the importance of regular church attendance in the spiritual growth of children. **Church attendance will be taken weekly and recorded on report cards.** Families without a home church are welcome and encouraged to attend services at St. Thomas Lutheran Church. Families maintaining membership in other churches are expected to worship regularly at their church.

ATTENDANCE – SCHOOL

School attendance, in accordance with state law, holds all pupils to regular and punctual attendance. Record is kept of student absence and tardiness for report on the permanent record. Excessive absences will be reported to Child Protective Services. St. Thomas's attendance policy is as follows:

1. Student tardiness will be counted as absences as follows: arrival after 9:15 AM will count as a half-day absence. Arrival before 9:15 AM will count as a tardy and five such tardies will be counted as a half-day absence.
2. **A student attaining 5 absences** within a quarter will receive a letter from the principal.
3. **A student attaining 6 or more absences** within a quarter may result in action being taken by the Administration.

Parents are to call the school office by 9:00 AM on the day of the absence and send in a written explanation (it must state a specific reason for being absent) the day the child returns to school. As soon as possible after 9:00 AM, parents who have not contacted the school by phone will be called at home or work in order to verify the whereabouts and well being of their child.

Students having perfect attendance (including no half day absences) will be recognized at the end of the school year.

An excused absence will be granted to students in cases of illness, emergency or prior authorized absences. A written note must also be sent to teacher upon return to school.

Requests for prior-authorized absences must be submitted to the teacher in writing stating the cause and duration. (See Grading Policy)

Absences as a result of certain illnesses may require a doctor's note for return. The school office maintains a list of such illnesses as provided by Macomb County Health Department.

Revised 9/30/09

ATHLETIC BOOSTER CLUB (A.B.C.)

The A.B.C. Booster Club is a group of parents and teachers who help support the athletic program under direction of the PTL. They hold fundraisers to help boost school spirit, and purchase equipment for our athletes.

The PTL and ABC support groups on occasion may ask for addresses and phone numbers to share information and activities. If you desire to withhold your name from these groups, a written statement is required.

AUDIO-VISUAL RESOURCES

Teaching aids such as TV'S and VCR'S, copy machines, overhead projectors, computers, CD players and an Interactive White Board are available for instruction.

BAND

Instruction and performance in beginning and advanced bands for students in grades 4-8 is available (as determined by the Band Director). Families are assessed a fee to cover the costs of the program. Fees may be paid by the quarter, semester, or for the entire year. Student withdrawal from the band program will be handled as follows:

- Fees paid by the quarter or semester are non-refundable.
- Fees paid for the entire year will be refunded on a sliding scale based upon student withdrawal.

BICYCLES, ROLLER BLADES, & SKATE BOARDS

Those students who utilize these methods to travel to/from school are solely responsible to store these items in an appropriate manner. A bike rack is provided near the back porch. Use of bikes, rollerblades and skateboards during school hours is prohibited.

BOOK-IT

This reading incentive program is carried on in cooperation with Pizza Hut for grades K-6 (at the teacher's discretion) during the months of October – March. Students receive coupons for free personal pizzas for accomplishing individual reading goals as determined by the classroom teacher.

CHAPEL

All pupils assemble in the church for worship, typically on Mondays. Service times are listed on the monthly school calendar and parents are encouraged to attend. Students are expected to dress appropriately. See "Dress Code" for explanation. Baptism is an important event in the life of a Christian. Therefore, one chapel service each month is centered on celebrating the baptisms of students, teachers, and staff members during that month. A bulletin board in the school hallway displays these baptismal birthday's monthly.

CHOIR

Students in all grades will have the opportunity to participate in our school choirs. Grades will be combined for the choir, and will be scheduled to sing at Sunday Worship Services throughout the school year. Conduct at practice and in the church should set a positive Christian example. Choir members are expected to be present whenever the choir sings unless excused by the parent for a valid reason. The written excuse should be given to the director prior to singing.

COMPUTER LAB

St. Thomas has a state of the art computer lab for whole-class teaching and learning. A world of information is available at the touch of a finger!

CONDUCT IN SCHOOL

- Students are to walk quietly in hallways or classrooms
- Students are to solve disputes in a manner that respects the physical and emotional well being of others
- Student lockers are provided for storage of items. Storage is limited to the inside of lockers. Grades 4 – 8 may neatly store large items on top of lockers during school hours and after school activities, but must be cleared off each evening.

In addition:

- a. Pictures of family, friends, pets, and other appropriate materials only mounted with magnets inside the locker. No writing allowed in the lockers, even with dry erase markers. No adhesive material is to be used on the lockers.
 - b. The outside of the locker may have nothing attached to it, unless a teacher gives specific permission for a short-term attachment for a special purpose.
 - c. No open food or beverages of any kind is to be kept in the lockers overnight.
 - d. Any additional decision/judgments involving lockers will be made at the discretion of the teaching staff and/or administration.
- The kitchen, custodian rooms, lounge, meeting rooms and computer lab are to be entered only under direction of a teacher.
 - Gum and candy are not to be eaten during the school day unless by permission of the teacher.
 - Materials of an educational nature are the only materials that students are allowed to bring to school. Items of a non-educational nature will be held until the end of the day. St. Thomas is not responsible for any personal items brought to school.
 - Students are to play in a safe and appropriate manner while on school grounds.
 - Students must have written parental permission to leave the school grounds during the school day unless accompanied by an authorized adult. Students leaving school must be signed out from the school office.
 - Lavatories are to be used at recess, breaks or for emergencies. Students are to return immediately to their class location after use.
 - The office phones will not be used for items forgotten at home such as lunches, band instruments, sports gear, etc.
 - Children using the playground equipment must exhibit courtesy and safety at all times. Playground use is limited to school hours under supervision.

Misconduct may result in disciplinary action, up to and including suspension, and/or expulsion.

CURRICULUM

In keeping with the purpose of St. Thomas Lutheran School, the curriculum is selected with the view of enabling every child to develop into a “whole child.” Religion, while taught as an individual subject, is integrated into all subjects when and where appropriate. In keeping with a Christian philosophy of education and with regard to the requirements of the State of Michigan, children receive a thorough education in the following areas:

<u>Subject</u>	<u>Grade</u>	<u>Subject</u>	<u>Grade</u>
Art	K-8	Reading	K-8
Electives	7-8	Science	K-8
Handwriting	K-5	Sex Education	5
Language Arts	K-8	Social Studies	K-8
Memory Work	K-8	Spelling / Vocabulary	K-8
Music	K-8	Health	K-6
Physical Education	K-8	Literature	K-8
Mathematics	K-8		

Note: The above subjects are not necessarily scheduled each day. Some are included in unit studies taught periodically.

Lower Elementary Program

This program includes grades K-4. Pupils in these grades are taught in self-contained classrooms with occasional individualization for those pupils needing remedial instruction. Physical education and the fine arts classes may be departmentalized in some grades.

Upper Elementary Program

This program includes grades 5-8. Daily departmentalization is part of the 6-8 grade programs. Teachers in the middle school teach mainly to their strengths, and students become accustomed to interacting with a variety of teachers and moving among classrooms.

CURRICULUM STUDY

All major curricular areas are subject to review and updating on a rotating basis. Curriculum committees are formed among the faculty, to facilitate the process of curriculum selection.

DELINQUENT FEES

Any tuition, library fines, latchkey, lunch fees, or other accrued fees must be paid before:

- **Records will be released to other schools**
- **Report cards will be made available to parents**
- **Re-enrollment can take place**

DISCIPLINE

St. Thomas Lutheran School believes a student should respect God:

- In his/her personal living, using their God given time and talents
- In relation to his/her fellow students by using language and action becoming of a Christian
- By respecting the rights and property of others
- By honoring and obeying his/her teachers and adults
- By completing his/her own work using their God given ability

St. Thomas Lutheran School utilizes “Assertive Discipline.” This discipline plan includes the following positive and proactive components:

1. List of expected behaviors
2. List of consequences
3. List of positive rewards

Each classroom teacher will provide their discipline plan including expected behaviors, consequences for inappropriate behavior and rewards for appropriate behavior to the students and their parents. Appropriate discipline is at the discretion of the classroom teacher and may include after school detention, extra assignments related to the behavior, or removal from the classroom.

Suspension: The principal may suspend a student for up to three school days based upon the severity or frequency of an inappropriate behavior. Suspension includes:

- An non-excused absence for each day
- Recording of a failing grade (‘F’) for all grades taken
- Missed work must be completed
- Student is **denied** all school activity attendance (sports, extra curricular participation)
- **Members of athletic teams will also be suspended from the team for the remainder of its season.**

Repeated infractions will result in a conference with the pupil, parents, teacher, and principal, which may lead to additional suspension or dismissal from St. Thomas Lutheran School. Suspensions will be implemented as a part of a comprehensive process of communication between principal, teachers and parents.

Fighting: St. Thomas Lutheran School seeks to foster Christian living, therefore, fighting is an inappropriate solution to a problem. Students who engage in fighting will be suspended from school with the length of suspension determined by the principal.

Hearing Procedure: The principal may refer pupils with continuing discipline problems to the Board of Education with the recommendation that the student be dismissed. Parents will be notified of the reason for the referral and the time of review by the Board of Education. Upon request of the parent, a confidential and informal hearing will be held with the Board of Education. The decision of the Board of Education is final.

DRESS CODE

Students attending St. Thomas Lutheran School are here for the purpose of education and to facilitate such an environment, a dress code has been established by the Board of Education for the students in grades K-8. Each family receives the dress code upon enrollment. Additional copies are available upon request. The faculty and staff of St. Thomas dress in a manner which exemplifies professionalism. Activity and grade level may be reflected in the dress of the faculty and staff.

See pages 34/35 Complete Dress Code

DRESS CODE VIOLATIONS PROCEDURE

Dress Code violations will be handled as follows:

1. Verbal warning
2. Written note sent home (signed and returned)
3. Written notification sent home from office (signed and returned)
4. Student sent home or parent brings proper attire. In the event that a parent is unable to take a student home to remedy the Dress Code infractions or to bring the proper clothing to school, the student will receive an in-school suspension with grades of '0' in all subjects.
5. Naturally, if dress code violation continues, more severe action can be taken up to and including expulsion

Note: The first line of defense against dress code violations is an alert parent.

DRUG FREE SCHOOL

In accordance with Federal law, the Board of Education prohibits the use, possession, concealment or distribution of drugs by students on school grounds, in or school-approved vehicles, or at any school-related event.

Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violated this policy will be subject to disciplinary action up to and or including expulsion which will be determined by the Administration and/or the School Board. When required by State Law, the school will also notify law enforcement officials.

The School is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should whenever such help in needed.

ELECTRONIC DEVICES / TOYS

CD players, radios, and electronic game systems are not allowed unless authorized by the teacher for a special occasion.

Toys, trading cards, etc. are not permitted unless authorized by the teacher for special occasions.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are a valuable and enriching part of the St. Thomas program. However, scholastic achievement retains priority over any extra-curricular activity. It is to be considered a **privilege** for a student to represent St. Thomas Lutheran publicly on an athletic team or squad.

Christ-centered academic education is the main purpose for St. Thomas Lutheran School. This education should also receive the students' foremost attention and effort. Any student wishing to represent the school in an athletic capacity is to first be in good academic standing. The student maintaining a grade point average of 70% in any given subject prior to, or during, the athletic season, denotes this good standing. Grades will be evaluated at Mid-Quarter and quarter breaks to determine if an athlete is still eligible to participate.

Should a student fall below the above standard, the teacher and athletic director may exercise one of the following options:

- If a grade of 60%-69% is received, in any one subject, the student/athlete will be placed on probation for a period of two weeks, and must show an improvement of 70%, or better, in the affected subject(s). During this time, he/she may still practice with the team, but will forfeit at least one game, or competition. If the athlete fails to maintain his/her grades he/she will be removed from the team.
- If a letter grade of 'F' is received in any subject, the student/athlete will be suspended from the team for two weeks. He/she must show during this time an improvement of 70%, or better, in the affected subject(s), in order to return as a member of the team.

Upon completion of the probationary period, a student must maintain a 70% GPA, in each subject to continue playing sports the rest of the year. **The athlete is allowed one probationary period per sport and no more than two probationary periods per academic year.** All final decisions will be at the athletic director's discretion, based upon the teacher's recommendation.

If the student has an 'F' in more than one subject, the student will not be allowed to participate in that sport for the remainder of the season.

EMERGENCY SCHOOL CANCELLATION

Parents will be notified, as early as possible, via phone from the room parent, when inclement weather necessitates the closing of school. Notification of school closing will also be broadcasted on local TV stations.

EMERGENCY CLOSING

In the event St. Thomas Lutheran School is required to vacate the building, arrangements have been made with Kelly Middle School located at 24701 Kelly Road (4 blocks north of St. Thomas) to admit our entire student body (example – fire). Please be sure that authorized persons are aware of this arrangement. Signs will be posted on the lobby doors should such a situation arise.

ENROLLMENT POLICIES

Briefly stated, the principles governing enrollment of pupils are:

1. The parents must be motivated primarily by the religious features of the school.
2. The parents and child must be accepting of receiving religious instruction of the school, through its Religion curriculum.
3. The parents must give assurance that the home will cooperate with the school in all matters of program and policy.
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. (The school reserves the right to check on the home background and previous school experience of the child.)
5. All parents will meet for an interview prior to final acceptance. The children should attend this interview session also.
6. All parents are requested to provide copies of the two most recent report cards and the latest achievement test scores.
7. Each child of **kindergarten** age (5 years old on or before September 1 of the enrollment year) will be screened for readiness. The final decision of the child's acceptance will be a collective decision of the Pre-School Director (written report when applicable), kindergarten teacher and the principal. The principal will determine assignment to the morning or full day class according to family needs.
8. A screening date for new students will be determined. The classroom teacher, principal or a designated person may administer the screening test. The screening test will be based upon the exiting skill level from the previous grade. If the student is enrolling mid-year, the screening will consist of materials presently being used by the existing grade level. The screening will consist of reading, mathematics, and a writing component for grades 3-8. The screening for grades 1-2 will consist of readiness skills determined by the classroom teacher. The results will be shared with parents. The actual materials will remain at STLS. Kindergarten students, who have not attended our preschool, will be screened for school readiness and interviewed with the parents.
9. An application for enrollment will be completed and returned to the school office.
10. Immunization, birth certificate and a records request must be submitted prior to enrollment.
11. The principal or classroom teacher will interview students showing the academic ability to work within the curriculum of STLS. The interview will also include discussions with the parents.
12. Acceptance will be determined based upon the screening results, academic records, interview, class size and dynamics. This will be accomplished by discussion with principal and teacher(s) directly involved with the education of the applicant. The final decision will be made by the principal.
13. It may be determined that an applicant might better succeed at STLS by placement in a lower grade level.
14. Due to class size or dynamics, some applicants may be accepted but placed on our waiting list. Families will be informed as soon as an opening becomes available.

15. **All new students will be accepted on a six (6) week probationary period.** During this time, student academic growth and behaviors will be reviewed. At completion of the probationary period, student enrollment may be terminated or continue under one of the following two conditions:

- a. Acceptance without further condition
- b. Acceptance with specific conditions for continued enrollment. This may include a need for tutoring or an improved attitude and/or behaviors.

At this time, the principal and classroom teacher will consult regarding the student's progress.

All correspondence with the family concerning enrollment will be the responsibility of the principal. Letters will clearly delineate any academic concerns or behavioral issues.

Copies of all letters will be filed.

****Parents will be asked to sign a letter of commitment to their child's education. This will include a statement of FINANCIAL RESPONSIBILITY.**

16. St. Thomas 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 our school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies, admissions policies, and athletic and other school-administered programs.

17. In the event that significant information is withheld or inaccurate information provided, and/or if upon receiving files from the student's previous school there is reason to be concerned for the student's educational needs, St. Thomas reserves the right to reconsider the student's acceptance according to the enrollment policies as outlined above.

ENROLLMENT RATIONALE

As the body of Christ chosen to minister through St. Thomas Lutheran School to the educational needs of the children and families brought to us, we believe the following:

- Students and families wishing to enroll at STLS need to be capable of working within the curriculum established for the school.
- Students and families wishing to enroll at STLS need to show through their words, actions and attitudes that they desire to exhibit the lifestyle of a Christian. This is done in the framework of the Law and Gospel.
- Students and families wishing to enroll at STLS need to show a desire to grow academically, spiritually, morally and emotionally.

EXERCISE

St. Thomas has scheduled physical education classes for all grades, in which skills and fitness are taught and practiced. We also believe parents need to take time to participate in cardiovascular activities with their children. Such activities as walking, jogging, swimming, biking, hiking and cross-country skiing are good family and individual activities. Exercise is a lifetime habit that is the single most important ingredient in weight control and stress reduction.

FACILITIES

St. Thomas Lutheran School has been richly blessed with air-conditioned classrooms, a gymnasium, library and a new and modern computer lab.

FIELD TRIPS

Field trips are an important component of an educational program. St. Thomas Lutheran School provides field trip opportunities throughout the school year at all grade levels. The classroom teacher, on a timely basis, will provide information regarding cost, location, transportation, etc. Costs for field trips are to be paid in advance or students will be placed in an appropriate educational setting while their class attends the outing. Parents are not allowed to bring preschoolers or siblings on field trips, during which they are asked to supervise students. Chaperones are relied on to watch and supervise the students assigned to them.

Parents who provide personal vehicles for transportation will be required to provide a copy of a current driver's license, registration, and proof of insurance. A "Parent Driver" form must be completed each time a parent provides transportation.

CAR SEAT REQUIREMENTS FOR FIELD TRIPS:

Michigan law requires:

- Children from birth until age 8 be properly restrained in a child safety seat or booster seat in the vehicle, unless 4'9" tall.
- Children who are eight years old but less than sixteen years old must use a safety belt no matter where they are riding in the vehicle.

FIRST AID

St. Thomas Lutheran School faculty and staff will administer emergency first aid as needed. Some faculty and staff are designated as Primary Care Givers and are CPR certified and first aid trained.

GEOGRAPHY BEE

Google and Plum Creek sponsor the National Geographic Bee. Students have the opportunity to test their knowledge of geography related questions in grades 4 – 8. Competition levels range from school, state and national levels.

GRADING POLICY

Student grades are one portion of the evaluation process. Antidotal records, behavioral comments, and examples of student work are other items that help explain and amplify grades. Parents will be informed quarterly of student progress. At the completion of the first quarter a parent/teacher conference will be scheduled. Report cards will be available for viewing through the FastDirect communications system at the end of the subsequent quarters. Report cards will be sent home to those families who do not have Internet access.

At various grade levels the teacher may establish a classroom policy regarding late or missing work and how that work impacts student progress reports. The teacher will inform the students, parents, and principal of their policy at the beginning of the school year. Student work missed due to excused or non-excused absences may be made up.

Notice of an intended trip must be given to the school two (2) weeks in advance. Homework requested in writing by the parents in advance of a trip, and given, at the discretion of the teacher ahead of time, is due when the child returns. No extra days will be given. **Students not requesting work prior to a trip will be given the number of days equal to the number missed to complete absent work.**

St. Thomas Lutheran School Grading Policy:

Grade K utilizes a separate report card that is base on readiness for grade 1 and skill mastery.

Grade 1 will use: plus (+) = high quality work, (S) = satisfactory achievement, minus (-) = needs improvement. Teachers may also use a satisfactory plus (S+) and minus (S-).

For classes using percentages (grades 2-8):

A = 100% - 90%

B = 89% - 80%

C = 79% - 70%

D = 69% - 60%

Teachers will indicate a letter grade and may list a percentage grade on the report card. Eighth grade students will have both supplied to the high school of their choice.

Any grade below 60% is a non-passing grade. Students must attain a grade point average of 70% to be eligible for advancement to the next grade level. Accumulative average below 70% will be dealt with on an individual basis. Recommendations will be based upon factors such as: tutoring received during the summer, family dynamics and support, and end of year achievement test results. It may be recommended by the classroom teacher and principal that a student repeat the previous grade or be passed with a probationary period. **Students on athletic teams must maintain a 70% average or may be removed from the team based upon discussion between teacher, Athletic Director, Principal and parent.**

GYM CLOTHING

In our physical education program, we require all children in grades 4-8 to wear the same style of gym clothing. This includes blue gym shorts and a St. Thomas gold T-shirt. The gym uniforms are available through the school and may be purchased in the school office. All students in grades K-8 are required to have gym shoes. All gym clothing **must** be marked with the student's name for easy identification. Please use indelible ink or "sew on" tags only.

HALLWAY PROCEDURES/STUDENT, PARENT, CLASSROOM

Morning Procedure:

Entry into the classroom hallways: Kindergarten & Grade 1 - parents may walk their child to the classroom for "parent guided" student work with the teacher.

For grades 2-8, parents are asked not to accompany their child to their lockers/classrooms, unless the parent has specific business with the teacher.

After School Procedure:

Entry into the classroom hallways for ALL grades - parents are asked to remain in the school lobby for their child and not in the classroom hallways. If you have to see the teacher, please wait until the children clear the hallways.

HANDBELLS

Instruction and performance in Handbells is available in grades 4-8. Children get an opportunity to learn a different musical form and use their God given talents, in several different settings.

HEALTH APPRAISAL FORM:

St. Thomas Lutheran School requires all new students, preschoolers, kindergarten, and 4th – 8th grade students to have a completed Health Appraisal Form on file. The form must be dated after June 15th and before the start of school.

See Insert for Health Appraisal Form

HOMEWORK

The program at St. Thomas has always required some study be done at home. This is not only necessary for accomplishing the immediate goals, but also for developing helpful habits for future education. The amount of homework depends on the grade level. A general guide is ten minutes per night times the number of the grade. Parents must provide encouragement and a quiet place for study.

Students in grades 1-8 will have homework: Kindergarten may have occasional homework to reinforce concepts taught. The following suggestions may provide some assistance:

- Provide a comfortable, quiet, well-lit place to study
- Have available references (maps, dictionary)
- Keep supplies on hand (paper, pencils, pen, crayons, erasers, etc.)
- Work with your child to set a regular homework time
- Please avoid providing too much help. If your child is unable to complete his/her assignments for valid reasons, kindly send an explanatory note so he or she may make up the work at a later date.

Grades 1 & 2 require nightly oral reading by the student. Homework procedures for absences should be reviewed with your child's teacher.

HONOR ROLL AWARDS: Grade 4-8

St. Thomas Lutheran School honors students with high achievement. Guidelines for Honor Roll are as follows:

Quarterly awards are presented to students achieving a Grade Point Average of 87% or better. Grade Point Averages are calculated using all subjects taught for grades 4-8. A student failing in any areas will be removed from the Honor Roll.

Awards are divided in three categories.

1. Principal's List – 95% or better
2. High Honors – 90% to 94%
3. Honors – 87% to 89%
4. Achievement Award – for students raising their GPA more than 4% points in one quarter.

HOURS OF OPERATION

Pre-school 3 (a.m.)	Tuesday and Thursday	8:30 a.m. – 11:15 a.m.
Pre-school 4 (a.m.)	Monday, Wednesday, Friday	8:30- a.m. – 11:15 a.m.
Pre-school 4 (p.m.)	Monday, Wednesday, Friday	12:30 p.m. – 3:00 p.m.
Kindergarten – (a.m.)	Monday – Friday	8:15 a.m. – 11:15 a.m.
Grades K (full day) – 8	Monday – Friday	8:15 a.m. – 3:15 p.m.
Grades K – 8	Half-day <i>schedule</i>	8:15 a.m. – 11:30 a.m.

Quick overview:

7:00 – 8:00 a.m.	Before School Care (Latch-Key) / a fee is charged
7:55 a.m.	Doors open
8:00 – 8:15 a.m.	Student arrival
8:15 a.m.	Classes begin
3:15 p.m. (K- p.m. -8)	Students dismissed
3:30 p.m. – 6 p.m.	After School Care (Latch-Key) / a fee is charged

Students, not on a sports team, who normally attend latch-key, must go directly to latch-key at dismissal.

Students remaining in the building for after-school events/activities must be picked up within 15 minutes after the end of the activity or they will be placed in latch-key.

ILLNESS-INJURY

Students who become ill or are injured during the school day will be sent home under the following conditions:

- Vomiting/diarrhea
- Fever of 100 degrees or more
- Unexplained rashes
- Injuries deemed to require additional medical attention
- Asthma/breathing situations that hinder the students physical well being

IMMUNIZATIONS

St. Thomas Lutheran School follows the guidelines as mandated by the Macomb County Health Department. Preschool, Kindergarten, new transfer students and latch key students must provide proof of immunizations. St. Thomas Lutheran School utilizes the guidelines provided by Macomb County Health Department including a warning letter followed by an exclusion letter, with the exclusion date. St. Thomas Lutheran School follows the “Reverse Exclusion” procedure for those children who do not participate in the child immunization program (a signed waiver must be on file). The waiver must be approved by the Macomb County Health Department (the phone number may be obtained through the school office).

LATCH-KEY (Held in Latch-key Room)

St. Thomas Lutheran School provides a licensed latch-key service to all school parents. Days of operation are on all full days only. Families utilizing the latchkey program will receive detailed policies and procedures.

Latch-key cards are available from latch-key personnel and are to be paid in advance. Charges are determined by sessions. Children remaining in latch-key after the 6:00 p.m. **closing** will be subject to additional charges. Starting at 6:01pm a late fee of \$1.00 per minute will be charged for a late pick up until the child is picked up.

- Registration fee \$ 25.00 per family, per year
- Per Session \$ 4.00 (with a card)
- Per Session \$ 4.50 (without card)
- 40 hour pre-paid card \$160.00
- 20 hour pre-paid card \$ 80.00

Latch-key services are provided as follows:

- **Morning Session** 7:00 a.m. – 8:00 a.m.
- **Afternoon Session** 3:20 p.m. – 6:00 p.m.
 - Session 1 3:30 p.m. – 4:15 p.m.
 - Session 2 4:16 p.m. – 5:00 p.m.
 - Session 3 5:01 p.m. – 5:30 p.m.
 - Session 4 5:31 p.m. – 6:00 p.m.

\$1.00/per minute starting at 6:01 p.m. (see above statement)

HALF DAY LATCH-KEY IS NOT AVAILABLE

Revised 3/2010

Children arriving at school before 8:00 a.m. or remaining after school (3:30 p.m.) or after activity hours will be sent to latch-key with the parents being responsible for all costs incurred. **A parent or guardian must sign out all students before they will be released.**

Children regularly attending latch-key may at times assist teachers in their rooms during latch-key hours. Parents will still be charged normal latch-key fees (students are in a supervised setting). The teacher will supervise students. The student is to return to the latch-key room when finished helping the teacher.

LIBRARY

Our library program teaches library skills such as use of the computerized card catalog system, reference material use, and use of the Children's Magazine Guide. Rules are printed and distributed to all students. Fines are assessed for late books and replacement costs for lost books. **Parent volunteers are a necessary part of our library program.**

LICE

Children missing school due to confirmed cases of Head Lice will not be permitted to return to class until cleared by the East Detroit Public School Health Nurse or have obtained a note from your personal physician. **Please notify the school office as soon as possible to minimize any affect on other students.**

LOST AND FOUND

St. Thomas Lutheran School provides a container in the school lobby for misplaced items. It is strongly suggested that parents label **ALL** school items for identification, especially gym uniforms, sweaters, shoes, and duffel bags. Lost and found items will periodically be placed on tables in the lobby for claiming. Unclaimed items will be donated to a charity.

LUNCH PROGRAM

Hot lunch, is offered Monday through Friday with salad bar offered as scheduled (a monthly menu is provided). Students will be able to purchase milk, and various a-la-cart items (chips, fruit, juice, etc.). Parents of all students are asked to sign up for three (3) or more times a year, to volunteer in the lunchroom. Those not meeting those requirements will be required to pay a \$30 lunchroom fee.

- Individual student lunch \$ 3.00
- Individual adult lunch \$ 3.30
- Individual milk \$.50
- 20 pre-paid milk card \$10.00
- 10 pre-paid milk card \$ 5.00
- Breakfast Card \$30.00/20
- Individual Breakfast \$ 1.50
- Adult Breakfast \$ 2.00
- Ala-Carte Card \$10.00
- Individual Ala-Cart \$.50 - .75

Parents financially unable to purchase lunches for their children may be eligible for government free or reduced lunch rates. Eligibility forms for free and reduced lunches are available in the school office.

MEDICATION POLICY

St. Thomas Lutheran School maintains procedures for administering medications to students. School personnel shall dispense no prescription/non-prescription medication without written parental and medical consent. A Medication Control form is included in this handbook. Children receiving prescribed medications which must be taken during school must have a Medication Control form on file stating the name of the medication, the reason for taking it, directions for

administering it, possible side effects, and the length of time the child is to receive the medication. Long-term medication orders should be renewed each year. All medications should be brought to the school office. Students are to report to the office to receive and take their medication.

Student self-administration/self possession of medications will not be allowed except prescribed Asthma inhalers (see Asthma Policy).

MID-QUARTER REPORTS

Teachers use different methods of communicating grades throughout a marking period. Examples may include: **mid-quarter reports for all students, mid-quarter reports for students below a specific GPA, a weekly report.** Teachers will clearly communicate to their students and parents the specific method used in their grade.

MOVIE / VIDEO POLICY

Any movie / video shown in a classroom, will be previewed by the teacher before being shown to the students. If a film needs parental permission for viewing, all students and parents will be notified in writing and a permission slip received by the teacher before it will be shown. Students not allowed to view a video, will be placed in a supervised classroom or area.

NEWSLETTER

Newsletters are sent home through out the school year. Informational flyers' are also sent home to keep our school families up to date on current activities. You may also view it on our web site (www.fastdir.com/stl).

NSF CHECK (NON-SUFFICIENT FUNDS)

Checks returned to the school for lack of available funds **will not** be re-deposited due to the costs involved.

- NSF checks will be held for replacement
- NSF checks will result in a \$20 processing fee, plus any other fees that the bank charges St. Thomas.
- The second occurrence of a NSF will result in a fine of \$35.00 and all future payments must then be in the form of cash or money order

NUTRITION

Developing proper nutrition habits is not an easy task. School health education can make a valuable contribution in areas such as this. We feel the school lunch is a major part of the health education. We will continue to upgrade our hot lunch program to meet the dietary needs of our school population.

OUTDOOR EDUCATION CAMP

This one week experience is part of our upper grade curriculum. It provides students with the unique experience of attending school out-of-doors in a winter setting. Students receive instruction in Math, Science, History, and a variety of other life skills. As part of our curriculum we feel it is an intrinsic part of our students learning experience. Beyond the academics, it is a chance to personally grow as an individual and in Christian Fellowship with classmates. This is a mandatory part of their upper grade years. As such only a (valid) medical reason accompanied by a doctor's note will excuse a student from attending Outdoor Education Week. *In that event the student is expected to be in school and attending to assignments.*

PARENT BEHAVIOR

Just as students at St. Thomas are expected to act in appropriate ways, we expect the same of our parents. **If there is a situation occurring at school which requires conferring with a teacher/staff member, student, or other parent, please use the following procedures:**

- 1. Prayerfully** consider the words you will speak
- 2. Teacher/Staff member:** first speak privately with the person directly. Conferences with a teacher or staff member may be requested in writing and scheduled at a time convenient to both parties. All comments, during a conference, are expected to be courteous and made in a respectful manner. If you have further concerns please set up a meeting with the Principal and other parties involved. In the event that your situation has not been resolved you may write a letter to the School Board.
- 3. Student: parents are not to confront the student directly,** but should first speak with the teacher and then the Principal
- 4. Parent:** parents are not to confront other parents directly, but should first speak with teacher and then the Principal

Inappropriate parent behavior will lead to Principal action and could require School Board involvement.

PARENT VOLUNTEERS

Parents interested in providing a service to the school on a volunteer basis are encouraged to speak directly with the classroom teacher or the school office and fill out a volunteer form available from the office.

Services include: listening to oral reading, checking test papers, assisting children with compositions, administering spelling test, driving for school events, office helpers, lunchroom, hallway and parking lot monitors etc.

There are many opportunities to volunteer, see the volunteer form on page 42.

PARENT VOLUNTEERS – APPROPRAITE DRESS

Parents volunteering their time here at St. Thomas Lutheran School are here for the purpose of education and to facilitate a Christian environment. The Board of Education is asking that each volunteer take into consideration that they are working with children and to dress in a manner which exemplifies professionalism. We ask that the volunteers dress so that their clothing is not too revealing to be working with the students (such as low cut tops & etc...) and that undergarments are not visible to the students as well.

The Board of Education wants all parents to know that we appreciate all of your time and talents. Your volunteering is what helps make St. Thomas such "A Great Place to Learn!"

PARENTAL RESPONSIBILITY

As an educational institution, St. Thomas Lutheran School, at its very best, can only be helpful to the parents of children who attend St. Thomas. We pray that this statement will help every student's parent to recognize the significance of parental responsibility in the education of his or her child. God has provided every child with teachers - people who serve as examples and models, in whose footsteps children follow. Parents are every child's natural teacher(s). At St. Thomas, our mission is to provide educational experiences that will enhance those provided by parents. Our effort is to provide experiences outside of your home that meet excellent academic, practical, cultural, and religious standard. In our effort to provide quality "formal" education for your child, we strongly suggest serious and frequent consideration of the following actions and traits of a good parent:

1. Take your child to church, to the circus, fair, museum, library, concert, or ball game instead of sending the child with a friend or having him/her go alone
2. Pray with your child
3. Involve your child in family devotions
4. Plan for your child's present and future physical health
5. Provide and enforce a balanced diet
6. Provide supervised as well as spontaneous recreation
7. Become involved in your child's recreation
8. Know your child's teacher. Share any concerns on a private basis with the teacher, never in the presence of your child
9. Monitor TV programs your child watches, music your child listens to, internet, chat rooms, and instant messaging your child engages in, as well as the amount of time consumed by computer and TV
10. Encourage your child to share information about school and play activities
11. Know what is required of your child at school
12. Check homework regularly for spelling, grammar, neatness, and completeness
13. Praise and perhaps reward accomplishments such as good papers, test, projects, chapel participation and sports participation
14. Become directly involved occasionally by helping to build a model for a report, helping out on a special project, serving as a resource person for your child's teacher, or being a teacher helper for a day.
15. Know the content of what your child reads.
16. Provide time and a quiet place for your child to study and have privacy

Please add your own good parent traits, but above all, pray that God will give you wisdom to be a God-loving example for your child.

PARKING LOT PROCEDURE

Please adhere to posted signs directing traffic flow and speed limit. Students and parents should exercise common safety sense while using the parking lots.

FRONT LOT:

1. Enter the front lot at the south end of the building
2. The north entrance (near church) is an EXIT ONLY
3. The front parking lot is designated only for those who will be parking and walking their children into the school. This is not a drop-off area
4. Large vehicles are to **back into spots along Kelly Road** with front end of vehicles facing the school building.

5. Parking in posted areas such as, handicap, *parent of the month*, or designated walkway is prohibited

BACK LOT – Morning procedures:

1. The back lot is for drop-off. This is not a parking area.
2. Cones may be set up to designate traffic flow.
3. Parking in posted handicap areas or designated walkway is prohibited.

BACK LOT – Afternoon procedures:

1. Parking is allowed in the back. Large vehicles are to **back into the last row** along the playground area with the front end of vehicles facing the school building.
2. Smaller cars may park in the middle rows in such a manner that will allow them to pull out directly.
3. Parking in posted areas such as handicap or designated walkway is prohibited
4. **For the safety of the children during recess and gym classes, the back parking lot will not be accessible (most days) between 10:30 a.m. – 3:00 p.m. Be watchful for cones and a rope barrier placed across the driveway when this is in effect. If you need to come into school, please use the front parking lot and doors.**
5. **Main Safety Concerns:**
 - **Please drive slowly!**
 - **Please use proper entrance and exit for the front parking lot.**
 - **Do not drop off students in the front lot**

Failure to comply with St. Thomas Parking Procedures will lead to a meeting with the principal and possible further action!

PAYMENT OF FUNDS

Tuition installments are due on the 1st of the month for those families receiving tuition booklets from the school office manager. Parents are asked to send their payments on schedule. Besides cash or checks, St. Thomas will also accept credit card payment – Master Card or Visa (2% service charge will be added). A late fee of \$25 is automatically assessed on tuition payments after the 1st of the month.

PETS

No animals or pets are to be brought into the school building or on the school grounds unless for educational purposes. Prior permission must be received from the teacher or principal to bring a pet to school. If your child is allergic to animals, please notify the teacher and the school office. In the event of an injury caused by said animal, public health authorities will be notified and their recommendations will be followed.

PHYSICAL EDUCATION

Our aim is to give every student an opportunity to participate in group games and activities according to his/her age level. Gym classes are scheduled throughout each school day.

PHYSICALS

Students in grades 4-8 are required to have a sport or regular physical before participation is allowed in physical education class and the Presidential Physical Fitness Program.

PICTURE DAY

Yearbook pictures will take place in the Fall and Spring. Fall pictures are intended to depict the everyday school image of St. Thomas. The following Dress Codes for picture days are as follows:

Fall pictures- School dress code (or better). No jeans, t-shirts or logos on shirts etc...
Spring or "Fun Day" pictures- Casual & Team apparel permitted.

PRESCHOOL CENTER

St. Thomas Lutheran School also operates a preschool for 3-year-olds and 4-year-olds. A **Preschool Handbook** is available with detailed information from the preschool director.

Scheduling is as follows:

- Pre-3 students (Birthday on or before September 1st) – morning class meets on Tuesday and Thursday from 8:30 a.m. – 11:15 a.m.
- Pre-4 students (Birthday on or before September 1st) – morning class meets on Monday, Wednesday, and Friday from 8:30 – 11:15 a.m.
- Pre-4 students – afternoon class meets on Monday, Wednesday, and Friday from 12:30 – 3:00 p.m.

Fees: 2010-2011 (Preschool)

Application (non-refundable and non-transferable) –

Due the first year of enrollment: \$10.00

Registration (non-refundable and non-transferable) –

Three year old - \$90.00

Four year old - \$110.00

Registration fee is due when submitting the application.

(This fee also covers the cooking fees and field trip T-shirts)

Tuition (Preschool)

Three-year-old.....\$850.00

Four-year-old.....\$1,150.00

Tuition is paid in one of three manners:

1. One payment at the beginning of the school year
2. Two payments: August 1, and January 1,
3. Ten payments: Paid the 1st of each month beginning on August 1 and ending May 1
4. A late fee of \$25.00 will be charged for payments received after the 1st

PROGRAMS (Additional)

A variety of special activities for student participation are held throughout the school year. Some of the activities may include a Band Concert, Talent Night, Fine Arts Festival, Children's Christmas Program, Science Olympiad, Outdoor Ed (Gr.6), Boating Safety, and a Fire Prevention Program.

PTL (PARENT-TEACHER LEAGUE)

This valuable support group coordinates the efforts of all parents and teachers and is primarily concerned with bringing the home and school into a closer relationship. All St. Thomas parents are members of the PTL, by virtue of their enrollment at the school. The PTL supports the academic program of the students by underwriting several enrichment programs each year. The organization also sponsors occasional social opportunities for students as well as families. The PTL participates in a variety of fundraising activities each year, in order to financially support the school's needs. The membership body elects board members annually.

See page 43 for the PTL Volunteer form.

RECESS

Please refer to the dress code section for suitable outdoor clothing. In the event of inclement weather, students will remain inside. Guidelines for indoor recess include:

- Rain
- Outdoor temperature of 10 degrees or lower
- Wind chill factor of 0 degrees or below

All students in grades K-full day - 5 must be prepared for outdoor recess daily. If your child may not go out for recess, a note must be received documenting the reason. Anything longer than a week needs to be documented with a doctor's note. Please be aware indoor recess supervision may not be available.

RE-ENROLLMENT

Re-enrollment covers all returning students in grades Pre-4 through grade 8. Parents are requested to complete formal re-enrollment forms in a timely manner. This enables the administration to promptly process new applicants, determine staffing needs, and make other decisions for the coming school year. St. Thomas Lutheran School reserves the right to refuse re-enrollment or enrollment. The following areas will be considered for re-enrollment:

ACADEMICS

Student academic progress will be monitored. Students not achieving a 70% average will be placed on probation. A recommendation to the Board of Education to repeat the current grade level or deny re-enrollment may result. Students not completing work on a regular basis may also be denied re-enrollment.

BEHAVIOR

If a student continually exhibits behavioral problems, the student may be dismissed and/or become ineligible for re-enrollment. See Discipline procedure for further explanation.

CHURCH ATTENDANCE

It is the responsibility of parents to raise their child (ren) in the nurture and admonition of the Lord. This is accomplished through regular worship. Members of STLC are expected to maintain 75% worship attendance, year around. It is recommended that all non-member families strive to achieve at least 75% worship at the congregation of their preference. St. Thomas Lutheran Church welcomes all families to join us for worship.

NON-PAYMENT

All fees must be current to date including the non-refundable registration fee. Student report cards and permanent records will not be released on any account with an outstanding balance. Enrollment may be suspended. Students in Grade 8 with outstanding balances will not be allowed to participate in Graduation and files will be withheld from the requesting schools. Likewise, all other students with outstanding balances will not be advanced to their next grade, until all fees are paid.

PARENT COOPERATION

Cooperation between parents and the faculty and staff is essential in all areas of a child's Christian education. Faculty and staff will submit to the principal names of parents who exhibit inappropriate behaviors. A meeting with the parents and principal will be held in a timely manner. Continued inappropriate behaviors will be taken to the Board of Education for action. Dismissal or denial of re-enrollment may result.

RELEASE OF STUDENTS

A student leaving the school building, before normal dismissal, will be released only to those persons listed on the emergency card. It is not the responsibility of the school to make arrangements for the pickup or release of any student. For the safety of our students, any deviation from persons listed on the emergency card must be provided in writing to the school office or classroom teacher. Identification may be requested. Students will not be released to any person that cannot be identified. Custodial situations will be handled on an individual basis by the Board of Education. **Parents arriving to pick up their student early should report to the office first, sign the student out, and the office will call the classroom for the student.**

REPORT CARDS

Reports of the child's spiritual, intellectual, social, emotional and physical growth are issued quarterly. Report Cards may be viewed on line at the end of each quarter or may be picked up at school for those not having internet accessibility. Parent-Teacher conferences are scheduled at the end of the first quarter. It is hoped that both parents will attend. Future conferences are optional and at the teachers discretion, or upon the request of the parent. Report cards are not released on any account with an outstanding balance.

ROOM PARENTS

Room parents work under the direction of the classroom teacher. General responsibilities include classroom holiday parties, field trips, serving refreshment at various PTL events, assisting teachers with class projects and other classroom activities. Party plans are subject to the approval of the classroom teacher, so it is important for the head room parent to consult with the teacher before proceeding with any plans. Room parent responsibilities vary between classrooms and grade levels. Complete information is available by contacting the Room Parent Coordinator. There are times throughout the school year when information must be relayed to all parents or to individual classrooms. The phone system, made up of Room Parents, is organized to send such information.

RULES AND REGULATIONS

The **Student Handbook** lists the rules and regulations of the school for the student. Parents are asked to become knowledgeable about these rules and to discuss them with their children. Making St. Thomas Lutheran School a God-pleasing place requires the cooperation of all.

SCOUTING

St. Thomas offers a variety of scouting programs for boys and girls of various age levels. More detailed information is available at the beginning of the school year.

SECURITY SYSTEM: ENTRANCE TO THE BUILDING

St. Thomas Lutheran uses an electronic security system for allowing entrance to the building after the morning entrance time. Entrance is controlled as follows:

Church door (north Kelly road door) is always locked. School families should use the regular school lobby doors for entrance and exit during the following times:

Doors are open from: 7:55 – 8:30 a.m. & 3:05 – 3:30 p.m.

Doors are locked at all other times. Entry is by way of the “buzzer entry” system. Those arriving after 8:30 a.m. need to be buzzed in , and report to the school office, before proceeding elsewhere in the building.

Fourth Commandment. Teachers are to help them with their problems. Should students feel they have been treated unfairly in any way, they are encouraged to discuss the matter with the teacher. Parents who feel there has been a misunderstanding are urged to discuss the matter with the teacher before coming to the administration.

TARDY POLICY PROCEDURE

- We encourage all students to be in class by 8:15 a.m. When excessive tardiness occurs, beginning with the 5th tardy in a quarter, students in Grades 5 – 8 will serve a detention and owe a \$5.00 fee. Parents will be notified by a form letter indicating whether detention and/or fine are required and when it will be served.
- For students in Grades Pre 4 - 4, excessive tardiness, beginning with the 5th tardiness will also require the \$5 fee, but no detention will be required. Funds and parent notification will be handled in the same manner as Grades 5 - 8.

TECHNOLOGY FEE

Tech Fee (Non-refundable and Non-transferable)

The fee is \$190 for the 1st Child & \$300 for 2 or more children. This fee is due August 1st.

TELEPHONE

Parents should call only in cases of necessity and to report absences. Children will not be given permission to use the office phone except in cases of emergency.

Students are not to use cell phones while on campus. If a student brings a cell phone to school, they are to register it with the school office at the beginning of the year. The student is to bring the cell phone to the school office each morning before class. Cell phones may be picked up at the end of the day.

TESTING

In addition to regular subject matter testing, standardized tests are given at the discretion of the school. Standardized tests are given to grade 3-8 and intelligence tests to various grade levels. Individual and class results of these tests are used for the guidance of the individual child and for general school and class curriculum planning.

TUITION (for non-members) & REGISTRATION (K-8)

**Members of St. Thomas Lutheran Church: Refer to "Education Commitment" Form (on file in the church office).* Non-members and members of sister congregations are required to pay tuition fees as established by the Board of Education.

Three options are available for payment:

1. One payment in full payable on or before August 1
2. Two payments (one-half yearly tuition) due on or before August 1 and January 1
3. Ten payments due on or before the 1st day of each month beginning August 1 and ending May 1
4. **Exceptions include when the 1st day falls on a Saturday, Sunday or holiday. Payment is then due on the next business day.**

All tuition payments are due by the 1st of each month starting in AUGUST

Registration (Non-transferable and Non-refundable):

(K-8) \$350 for one child

\$350 for second child

\$330 for each child thereafter

(Gr.5 & 6) add \$50 (deposit on Outdoor Camp) = \$400

Tuition:

Kindergarten (half day) \$2,230

Kindergarten (full day) – Grade 8

 \$3,600 for 1 child

 \$6,120 for 2 children (70% of full tuition for 2nd child)

 \$7,560 for 3 children (70% for 2nd child and 40% for 3rd)

 Tuition rates for families with 4th, 5th etc...child will be determined by the Board of Education on an individual basis.

Tuition payments not paid on the due date will be assessed a late fee *of \$25.00*. **If tuition payments are delinquent by more than seven calendar days, the student will not be permitted to attend classes and absences arising out of such situations are non-excused.** If the payment is not made within the seven days of suspension, parents will be asked to find another school in which to enroll their child and the East Detroit Attendance Officer will be notified.

TUITION (members)

St. Thomas Lutheran School does not have member tuition as long as members remain “active”, as defined below:

- Families who attend a minimum of 75% weekly (Sunday or Monday) worship year round.
- Complete minimum of 20 volunteer hours each school year. (This can be done by any combination of family members.)
- Attend at least two mandatory biblical stewardship studies. These classes will teach biblical stewardship and expectations for all family members.
- Parent (s) will attend a minimum of ten Bible studies and children are strongly encouraged to attend Sunday school.

Member families not meeting the requirements of “active” membership will receive a 50% reduction of non-member tuition. Member families falling below 50% attendance will be put on full tuition.

 Kindergarten (half day) \$0 (no tuition)

 Kindergarten (full day) \$850

TORNADO ALERT

In case of a tornado alert during school hours, children will be kept in the building. If such an alert continues after school hours, dismissal will be at the discretion of the principal. Parents who wish to pick up their children during an alert may do so **by first reporting to the school office**, but are encouraged to wait, until the all clear is given. Practice alerts are held during the school year. Designated areas of the school are used as shelter areas.

TRANSPORTATION – for school activities and field trips

The school relies on parents to furnish transportation for most activities away from school premises. Parents/Guardians willing to drive on these occasions must have complete and adequate insurance coverage on their automobiles and a current valid driver’s license. This information must be on file in the school office before the date of the event or field trip. All students must use seat belts.

Parents may not bring pre-schoolers or siblings on trips during which they are asked to supervise students. We also ask that drivers and adults chaperoning students do not smoke while in the presence of students. Parents driving for field trips or interscholastic sports events are requested not to stop for refreshments along the way unless the stop is a planned stop for the entire group, under the supervision of the teacher or coach.

VENDING MACHINE

The vending machine is not to be used by students during hours of school operation. The offices will not provide change for use of the vending machine.

VISITATION OF STUDENTS DURING THE DAY (FOR REMOVAL PURPOSES Grades K-8)

A parent, grandparent, relative or guardian will not be permitted to remove a student from either the school building or grounds at any time during the day (including lunchtime) for visitation purposes.

VISITATION OF STUDENTS DURING THE DAY (Grades 5 - 8)

Because of security and the well being of students while under the responsibility, supervision and accountability of the teachers and administration, there will be **no daytime visitation** (including lunch time) with students by parents, grandparents, relatives or guardians.

VISITORS

Anyone entering the school building during hours of operation must first report to the school office (use the Kelly road south school door – all other doors will be locked.) Adults picking up children from school are to wait in the school lobby area for dismissal. Entering the classrooms or hallways is prohibited without prior approval.

WEAPONS

The act of having, using, or threatening, in verbal, written, or physical form, to use any weapon or instrument capable of inflicting bodily injury is strictly prohibited. If it is determined that any student brought a dangerous weapon to school or possessed a dangerous weapon at school or in a weapon-free zone, that student shall face expulsion or other consequences which will be determined by the Administration and /or School Board.

A dangerous weapon means:

- Any firearm, including a starter gun or BB gun
- Any firearm muffler or firearm silencer
- Any explosives, bombs, or poisonous gas device
- Any dagger, dirk, stiletto knife, knives, pocket knife, switch blade, iron bar, brass knuckles, souvenir or collectable weapons, **or any item considered a weapon.**

A weapon free school zone means school property or property used to sponsor a school event or a vehicle used by a school to transport students to or from school property.

The School office is required to contact the parent or guardian and the local police agency when a student is found in possession of any weapon. (MCL380.1313)

WAIVER OF LIABILITY FORM
St. Thomas Lutheran School
23801 Kelly Road
Eastpointe, MI 48021
(586) 772-3372

STUDENT'S NAME _____ AGE _____ GRADE _____

PARENT'S NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE () _____

PHYSICIAN _____ PHONE () _____

KNOWN ALLERGIES OR CONDITIONS NECESSARY TO PROVIDE ADEQUATE MEDICAL TREATMENT

HEALTH INSURANCE PLAN _____

POLICY NUMBER _____

In case of emergency, I give permission to the selected licensed physician to hospitalize and secure proper treatment, anesthesia or surgery for my child.

Signature of Parent or Guardian _____

My Child will be participating in the following activity during the school year:

_____ Gym/Presidential Fitness	_____ Track (4-8)	_____ Volleyball (5-8)
_____ Girls Basketball (5-8)	_____ Boys Basketball (5-8)	_____ Softball (6-8)
_____ Soccer (4-8)		

I understand that transportation to away games is to be provided by the parent/guardian unless other arrangements have been made prior to the game. I also understand that it is my responsibility to pick my child up either at the game or at St. Thomas Lutheran School when the activity is ended.

SEE THE ATTACHED WAIVER OF LIABILITY FOR PERSONAL INJURY WHICH MUST BE SIGNED BEFORE PARTICIPATION IN EXTRACURRICULAR ATHLETIC SPORTS, GYM CLASS AND PRESIDENTIAL FITNESS PROGRAM IS PERMITTED BY ST. THOMAS.

**St. Thomas Lutheran School
Eastpointe, MI 48021**

Note: Type or print the names and ages of all students who will be participating in extra-curricular athletic sports at St. Thomas.

STUDENT'S NAME _____ AGE ____ GRADE _____

WAIVER OF LIABILITY FOR PERSONAL INJURY
(Please Read Carefully)

I/we understand that participation in extracurricular athletic sports at St. Thomas is not required of St. Thomas Lutheran School students, but is made available to parents and students strictly on an elective basis.

I/we understand that participation in extracurricular athletic sports, Gym class and the Presidential Fitness Program carries a risk of personal injury (or even death), and I/we accept this risk. I/we assert that I/we have health and accident insurance to cover personal injury to the above identified students arising out of any injury which may occur during transportation to, attendance at, and participation in extracurricular athletic sports made available by St. Thomas Lutheran Church and School.

I/we hereby give the above named student(s) permission to participate in the extracurricular athletic sports identified on the attached sheet, and I/we fully understand, agree, and assert that neither St. Thomas Lutheran School, nor St. Thomas Lutheran church, its Pastors, officers, directors, teachers, coaches, employees, parent assistants, agents or representatives shall be held liable for any personal injury (or death) to the above named student(s) arising out of or connected with transportation to and from extracurricular athletic sporting events, attendance at extracurricular athletic sporting events and/or participation in extracurricular athletic sporting events, including games, meets, and practices and, and I/we specifically and expressly waive all rights, claims and causes of action whatsoever for personal injury (or death) against any and all of said parties and persons.

I/we have read the above Waiver of Liability for Personal Injury, and understand it.

Signature of Student: _____

Signature of Parents: _____

Date: _____

Note: The participating student(s) and **both** parents must sign. In the case of single parent families, the parent having legal custody of the student(s) must sign. In the case of legal guardianship, the legal guardian of the student(s) must sign.

ST. THOMAS LUTHERAN SCHOOL
UNIFORM STYLE DRESS FOR THE 2009-2010 SCHOOL YEAR
GRADE K-8/BOYS & GIRLS

PANTS/SHORTS/SKIRTS/JUMPERS

Color	Solid color of navy blue, black, or Khaki
Fabric content:	100% cotton, cotton/polyester blends or corduroy. No denim allowed.
Pants:	Dress pants/slacks are permitted. Cargo pants are allowed. <u>No painters pants</u> . If pants “look like jeans”, they are not permitted. No patch style pockets of any kind are allowed. “Gaucho” pants are not allowed, except during the period of the year students are allowed to wear shorts & capris.
Shorts:	Shorts, capris, gaucho pants and culottes are permitted between April 15th and October 15th, weather permitting. No painters shorts. If shorts “look like jeans”, they are not permitted. No patch style pockets of any kind are allowed. “Gaucho” pants are allowed during the period of the year students are allowed to wear shorts & capris. <u>Shorts and culottes are not permitted on Chapel.</u>
Skirts, Skorts, Jumpers:	Girls may wear skirts, skorts and jumpers with or without pleats. No large inappropriately placed slits are permitted. All hemlines are to be conducive to the image of a Christian school.

SHIRTS/BLOUSES

Color:	Any solid color uniform style polo shirt. Shirts may not have any graphics on front or back, they must be solid! <u>However students no longer have to tuck in polo shirts (this is optional) for regular school days.</u>
Shirts/blouses:	Oxford or similar dress shirts/blouses, knit polo shirts, and Turtlenecks may be worn. All must have a fold down collar. Mock turtlenecks, may also be worn as long as they do not look like t-shirts.

SWEATERS/VESTS

Color:	Solid color of white, navy blue, light blue, or yellow. Sweaters/vests: Cardigan and pullover sweaters and vest are permitted. Shirt/blouse from above must be worn under all sweater/vests. Only School and Spirit Shop sweatshirts are permitted.
Sweatshirt:	St. Thomas Lutheran sweatshirts with school logo are allowed.

SOCK/TIGHTS/NYLONS

Color:	Solid color of white, blue, black, or tan/khaki. Color must complement the outfit being worn.
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SHOES

Tennis Shoes:	Tennis shoes may be worn any day, but must be appropriate for the outfit with which they are being worn.
Sandals:	Sandals are permitted for 6-8 th grades from April 15 th - October 15 th since they do not have recess
Boots:	Knee or ankle length fashion boots with a heel are permitted.
Slip-ons:	Shoes without a back or strap that slip on are permitted, including crocks.
“Heelys”	Shoes that are known as “Heely’s” (shoes that also have wheels/rollers on them) are NOT allowed.

BELTS/TIES/COSMETICS/JEWELRY

Color:	Must be appropriate for the outfit being worn.
Grades K-4:	Belts are optional. Ties are optional for boys, but if worn must be conducive to the image of a Christian School. Cosmetics are not permitted. Girls may wear jewelry and accessories as long as they reflect modesty . No dangle earrings are permitted.
Grades 5-6	Belts are required whenever belt loops are present. Ties are optional for boys, but if worn must be conducive to the image of a Christian School. Cosmetics are not permitted. Girls may wear jewelry and accessories as long as they reflect modesty . No dangle earrings are permitted.
Grades 7-8	Belts are required whenever belt loops are present. Ties are optional for boys, but if worn must be conducive to the image of a Christian School. Cosmetics are to reflect modesty and must contribute to the <i>natural appearance</i> of the individual. Girls may wear jewelry and accessories as long as they reflect modesty . Dangle earrings are permitted for girls as long as they do not exceed ½ inch in length.

CASUAL DAY

Fridays are designated casual dress day. Blue jeans/denim, t-shirts, sport jerseys, etc., may be worn. Casual clothing must be in good repair and not have a sloppy appearance (oversized/baggy). Suggestive clothing (clinging/tight) or clothing with inappropriate sayings, pictures, or suggestive messages will not be tolerated. **Spaghetti straps and tank tops are not permitted.**

ALL CLOTHING MUST BE NEAT AND CLEAN IN APPEARANCE. DISHEVELED OR DEEPLY WRINKLED CLOTHING IS IN CONTRADICTION TO THIS UNIFORM DRESS CODE.

TATTOOS, BODY PIERCING, EARRINGS FOR BOYS AND FACIAL HAIR ARE NOT PERMITTED AND ARE IN VIOLATION OF THE DRESS CODE.

BOYS HAIR, ALONG WITH BEING WELL GROOMED, BANGS MUST BE OUT OF THE EYES AND HAIR LENGTH IS NOT TO EXCEED THE BOTTOM OF THE COLLAR.

This information expires on June 30, _____

SCHOOL-BASED ASTHMA MANAGEMENT PLAN

Endorsed by the Michigan Asthma Steering Committee of the Michigan Department of Community Health

STUDENT INFORMATION

Child's Name: _____ Birth Date: _____

Grade: _____ Home Room Teacher: _____

Physical Education Days and Times: _____

EMERGENCY INFORMATION

TO BE COMPLETED BY THE CHILD'S PARENT/GUARDIAN:

Parent/Guardian Name(s): _____

First Priority Contact: Name _____
Phone _____

Second Priority Contact: Name _____
Phone _____

Doctor's Name: _____ Phone: _____

TO BE COMPLETED BY THE CHILD'S DOCTOR

WHAT TO DO IN AN ACUTE ASTHMA EPISODE:
1.
2.
3.

CALL 911 OR AN AMBULANCE IF

DAILY MANAGEMENT PLAN – TO BE COMPLETED BY THE CHILD'S DOCTOR

OVER FOR DAILY MANAGEMENT PLAN→

Child's Name: _____

Be aware of the following asthma triggers: _____

Severe Allergies: _____

MEDICATIONS TO BE GIVEN AT SCHOOL:

NAME OF MEDICINE	DOSAGE	WHEN TO USE

Side effect to be reported to health care provider: _____

Does this child have exercise-induced asthma? **YES** **NO**

- I have instructed this child in the proper way to use his/her inhaled medications. It is my professional opinion that this child **should be allowed to carry and use** that medication by him/herself
- It is my professional opinion that this child **should not** carry his/her inhaled medications or epi-pen by him/herself.
- Please contact my office for instructions in the use of this nebulizer, metered-dose inhaler, and/or epi-pen.
- I have instructed this child in the proper use of a peak flow meter. His/her personal best peak flow is: _____

Doctor's Signature: _____ Date: _____

Parent//Guardian's Signature(s): _____ Date: _____

_____ Date: _____

OVER FOR EMERGENCY MANAGEMENT PLAN→

St. Thomas Lutheran School maintains procedures for administering medications to students in compliance with the East Detroit Public School guidelines.

- The Board of Education formed a task force to review our medication policy. Based on recommendations by the East Detroit Nurse and the task force, the Board has approved a new Medication Control Form. Parents must return this Medication Control Release Form for the school year – 2009-2010. **Please note that a physician's signature is required for ALL MEDICATIONS including over the counter medications such as Advil, Tylenol, Benadryl, etc.**
- St. Thomas Lutheran School **does not provide** over-the-counter medications (Benadryl, Tylenol etc.).
- Student Self-Administration/Self-Possession of medications will not be allowed.
- School personnel must be notified **in writing immediately** of any medication changes. Medication must be picked up from school by an adult. Under no circumstances will medication be given to a student to take home.
- Short term medications – such as amoxicillin, cough syrups etc. must be in a pharmaceutical labeled bottle. Please be sure to take the attached form to the doctors, if you think your child will need medication during school. If you do not have the form, a written note from the doctor on a prescription pad with directions will serve the same purpose.

St. Thomas Lutheran School – Parent Volunteer Form

Dear St. Thomas Lutheran School Family,

St. Thomas Lutheran School has pledged itself to provide the finest Christian education possible to its students. Volunteer aides are a vital part of this program. We have been richly blessed with a great number of volunteers in the past. In order to carry out our programs at the highest level, we need **Your Help** in one or more of the areas below.

We look forward to another year of positive growth in programs and activities which will help your child develop his/her abilities. Please fill out this form and return it to the school office.
Thank you!

Volunteer's Name (Please print): _____ Phone#: _____

Volunteer's Signature: _____

Library:

____ Library Assistant

Room Parent:

____ For Grade _____

Sports:

____ Driving

____ Coach (Sport) _____

____ Asst. Coach _____

____ Officiating (Sport) _____

____ Scorekeeper

____ Sports Boosters

Lunchroom:

____ Lunchroom Monitor

Parent Teacher League:

____ Committee Work

____ Fund-Raisers

* See page 50 for more details

Other:

____ Other Areas of Service

Classroom Aides:

(Grades Preferred _____)

____ Copying

____ Typing

____ Reading Tutor

____ Mathematics Tutor

____ Bulletin Boards

Field Trip:

____ Coordinate Drivers

____ Coordinate Field Trips

____ Driver/Chaperone

School Office:

____ General Office Work

Programs and Plays:

____ Costumes

____ Stage Work

____ Typing

**St. Thomas Lutheran School PTL
Volunteer Opportunities for Parents
2010-2011**

Name(s) of Parent(s): _____

Telephone: Home: _____ Work: _____ cell: _____

Best time to be reached _____

E-Mail Address (Optional): _____

Grades(s) of Children: _____

Please check the Volunteer Opportunities in which you are interested. You will be contacted and given further information regarding any activities for which you have volunteered.

Thank You!

“Unless someone like you cares a whole awful lot, nothing is going to get better. It’s not”. ~ Dr. Suess

**FRANKENMUTH FUND
RAISER – SEPTEMBER 14TH**

- _____ Sort & hand out the flyers
- _____ Sort deliveries

**12 HOUR CROP -
SEPTEMBER 18TH**

- _____ Set up
- _____ Clean up

FUN NIGHT – OCTOBER 22ND

- _____ Planning Committee
- _____ Set up (after school 10/22)
- _____ Help during Fun Night
- _____ Clean up

CHRISTMAS BAZAAR – DEC. 9TH & 10TH

- _____ Planning Committee
- _____ Set up 12/8/10
- _____ Help on 12/9/10
- _____ Help on 12/10/10
- _____ Clean up on 12/10/10 after school

TALENT SHOW – MARCH 18TH

- _____ Planning Committee
- _____ Set up
- _____ Help during Show

MOM TO MOM SALE – MARCH 26TH

- _____ Planning Committee
- _____ Advertising

AUCTION – APRIL 15TH

- _____ Planning Committee
- _____ Classroom Baskets
- _____ Data Input
- _____ Solicit for Donations
- _____ Set up
- _____ Check out
- _____ Clean up

FIELD DAY – MAY 27TH

- _____ Planning Committee
- _____ Set up (7:30 am – 8:15 am)
- _____ Help during Field Day
- _____ 8:30 – 11:30 is K-4th
- _____ 12:00 – 3:00 is 5th – 8th
- _____ Clean up

These dates are tentative and could change

PARENT PLEDGE TO ST. THOMAS

St. Thomas Lutheran School, Eastpointe, Michigan 2010-2011
Striving to help your child get the most out of a Lutheran Education

The teachers of St. Thomas believe all children need:

- A. Christian education grounded in God's Word
- B. To be taught not only in secular subjects but God's Word integrated into these subjects as well
- C. To be learning in a Christian environment where Christ is the center and focus of our instruction

As parents of a St. Thomas student, we pledge:

- A. To pray for our child and everyone involved in his/her education
- B. To provide a Christian atmosphere in our home
- C. To attend church and Sunday School regularly
- D. To contribute financially to the church, regularly and sacrificially, keeping in mind the manner in which the Lord has blessed us
- E. To encourage and admonish our child(ren) to obey teachers and the school's rules cheerfully and promptly
- F. To cooperate with and uphold the teachers in the area of Christian discipline and in the training of our child and to go directly to the teacher in a Christian manner if questions or concerns arise (Matt. 18:15)
- G. To take an active role in seeing our child's assigned homework is completed, and to provide a place and opportunity for completing the task
- H. To fulfill our financial obligation to St. Thomas Lutheran School in a timely manner, realizing school records will be released only if tuition and fees are fully paid. By signing this document, the parent/guardian agrees to be contractually obligated for all fees and costs in connection with their child's enrollment

With the grace and help of God, **I understand** and **fully accept** the covenant I am making this day and **pledge to honor** the commitments as stated above.

Date _____ **Signature** _____

Date _____ **Signature** _____

Please list your children who are enrolled at St. Thomas

NAME	GRADE	TEACHER
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Please return to the School Office)