PEACE LUTHERAN SCHOOL

School Handbook

2026-2027

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If you would like to contact a member of the BOE, please contact our school office at 734-422-6930 or admin@atpeacewithgod.org.

Statement of Belief

Thank you for enrolling your son/daughter at Peace! We are pleased and privileged to serve your family. We are committed to carrying out our mission to educate the total student, in a caring, Christian family community. At Peace, spiritual matters are more than a class or a daily devotion. Lessons from God's Word are an integral part of everything we teach and do. We realize that you might not be familiar with who we are or the spiritual nature of what we will teach your son/daughter. Below is a basic outline of what we believe and teach.

We believe:

- The Bible is the true and inerrant Word of God. It clearly teaches all we need to know for eternal life (2 Timothy 3:15-17; John 17:17).
- There is only one true God. In the Bible God reveals himself as three persons, Father, Son, and Holy Spirit (Deuteronomy 6:4; Matthew 28:19).
- At the beginning of time God created heaven and earth and all creatures. He did this in six days. Man and woman are God's special creation. The first people, Adam and Eve, lost the image of God when they gave into the temptation of Satan and disobeyed God's command. This brought on them God's judgment. Since that time all people conceived are born in sin and deserving of eternal damnation. Therefore, we are unable to make ourselves right with God by our own efforts and deeds (Genesis 1:1-3:19; 5:1-3; John 3:3-6).
- The message of the Gospel is the good news that a loving God sent his son, Jesus, to take away the sins of all people. The Gospel freely offers to all sinners the righteousness that is found in him. God offers and gives eternal life and salvation to all those who believe that Jesus is the Savior from their sins (John 3:16).
- Jesus Christ is the Savior of everyone and the only way to heaven (John 14:6; Acts 4:12). He is the eternal Son of God who became man to redeem all people (John 1:1,14; Galatians 4:4-5). Taking our place, he lived a perfect life keeping the law of God for us (Matthew

5:17-18; Romans 5:19). He also died as our innocent substitute on the cross to pay a price sufficient for everyone's sin (1 Peter 3:18; 1 John 2:2). After rising from the dead, Jesus ascended into heaven, (Luke 24) from where he will return to judge the living and the dead on a day which no one knows except God (Acts 1:11; 2 Timothy 4:1; Mark 13:32).

- We believe that God wonderfully and immutably creates each person as male or female. Rejection of one's biological sex is a rejection of the way God made an individual and has called on them to live (Matthew 19:4; 1 Timothy 2:8-15; Leviticus 18:22).

- God gave marriage as a picture of the relationship between Christ and His bride the church (Ephesians 5:32). We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25; Matthew 19:5-6). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged outside of a marriage between a man and a woman.

- We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10). We believe that in order to preserve the function and integrity of Peace Lutheran as the local Body of Christ, and to provide a biblical role model to our students, it is imperative that all persons serving on the Board of Education, employed by Peace Lutheran School in any capacity, or who serve as volunteers, agree to and abide by our policies (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22).

- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

- We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful

and harassing behavior or attitudes directed toward any individual are to be disciplined and are not in accord with Scripture nor the policies of Peace Lutheran School.

- God judged all sinners righteous in His sight when Jesus Christ died on the cross for us (Romans 4:25; 2 Corinthians 5:19). God declared everyone free from the guilt and punishment owed for our sins. The sinner receives this free gift of forgiveness, not by doing good deeds, but only by faith (Romans 3:22-28; 5:1; Ephesians 2:8-9). A person is justified when he or she believes this message. All those who believe in Jesus as their Savior from sin are not condemned by God and will inherit eternal life. While all those who do not believe in him stand condemned by God already and will be punished with everlasting destruction on the Last Day (John 3:16-18; 2 Thessalonians 1:7-10; 1 Peter 1:3-5). Such faith is not produced by our own effort or resolve, but is purely a gift of God the Holy Spirit, which he creates, sustains, and strengthens through the Gospel in both message form and sacramental form (baptism and the Lord's Supper) (John 17:20; Romans 1:16; Romans 10:17; 2 Corinthians 3:6; Titus 3:4-7; 1 Peter 3:20-21; Matthew 26:26-29; 1 Corinthians 11:26).

If you would like more information regarding what we believe, please reach out to the Principal or Pastor, or refer to the website of the Wisconsin Evangelical Lutheran Synod at www.wels.net.

FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT

These statements of faith do not exhaust the extent of our beliefs. The inspired and inerrant Scriptures is for believers the final authority in all matters of truth and morality. This handbook presents the Board of Education's application of the Bible's teaching in our setting. Parent(s)/Guardian(s), by enrolling your son/daughter at Peace Lutheran School, you understand that these Bible teachings will be taught and you are giving us permission to minister to your son/daughter in this way and with the details laid out in the School Handbook. It is also understood that your son/daughter is a willing and cooperative learner as he/she attends chapel with our school family, receives instruction in our religion classes, participates when the students sing, or is instructed in what we teach about the Bible. Students, it is understood that you will abide by the Christian and

moral standards as prescribed to us in God's Word and outlined in our School Handbook.

We are grateful to be able to serve your family. May God bless our partnership!

Introduction & Purpose of Peace Lutheran School

The purpose of this handbook is to give you a brief description of the theological foundation of Peace Lutheran Elementary School, explain our philosophy of education, and provide information you will want to know about how the school operates on a daily basis.

Since enrollment at Peace Lutheran Elementary School indicates subscription to the policies stated in this handbook, please contact the Principal, Pastor, or Board of Education members with any questions about our school's policies.

As Christian parents and guardians, we have the solemn responsibility to train our children in the Word of God. The Apostle Paul gave us the command in Holy Scripture, "Bring them (our children) up in the training and instruction of the Lord" (Ephesians 6:4).

Realizing the importance of Christian education, the Peace congregation established a Lutheran Elementary School in 1956 to assist parents in carrying out God's command to bring up their children in the training and instruction of the Lord. Our school accomplishes this goal by teaching God's Word, but also by teaching all other subjects in the light of God's Word.

We also realize that we must not only nurture those children found within our church but also reach out to the unchurched and to those who are seeking God's pure Word. Peace Lutheran School has a dual purpose. We strive to bring the Gospel message to those who are already in Christ’s fold; in addition we strive to bring the Gospel message to those who don’t know their Savior.

The mission of Peace Evangelical Lutheran School is to assist families in providing an environment where students can learn, grow and achieve in this life and prepare for the life to come. We will reach out to the community by sharing the Gospel message and modeling our faith in Christian Love.

Governing Body

Peace Lutheran School is supported and operated by Peace Lutheran Church, Livonia, Michigan. The duly elected members of the Board of Education of Peace Lutheran School have direct control over the school as representatives of the congregation. It is their duty to see that all instruction of the children is carried out in an effective manner in accordance with the principles of a Christ-centered education.

The affairs of the school which include matters such as: promotion, retention, curriculum, and grade placement are administered by a called principal who is responsible to the Board of Education.

Our Objectives

Peace Lutheran School has established the following objectives:

- To teach and apply the Scripture in its truth and purity.
- To teach the basic Christian doctrines contained in the Bible.
- To teach God's plan of salvation as found in the Bible.
- To equip the child spiritually by…
    - providing a Christian environment in which the child can grow in faith.
    - encouraging the child to live the Christian faith, using their time, talents, and abilities.
    - instilling in the child a love for God's Word and His house
    - encouraging family devotions and regular public worship
    - To equip the child mentally by…
    - instructing the child in all appropriate branches of learning.
    - treating each child as an individual in accordance with their academic needs.
    - encouraging each child to use God-given talents.
    - providing experiences which will help the child meet and deal with the problems of life.
- To develop the child physically by teaching the child to respect the body as the temple of the Holy Spirit.
- To prepare the child socially by instilling respect for each other, those in authority, and property.

Behavior Code

For Peace Lutheran School to achieve its goals, objectives, and purpose, it is necessary that there be rules and guidelines to assure efficiency and orderliness in the classrooms and the school in general. Willing adherence by the students to the following guidelines is expected:

- Always do your best for God
- Love your neighbor as yourself
- Be Respectful
- Be Safe

Admissions Policy

Before parents enroll a child, they are asked to subscribe to the following provisions:

- That parents are willing to have the child instructed in the doctrines of the Wisconsin Evangelical Lutheran Synod (WELS).
- That the parent will permit the child to take part in usual school activities and scheduled church services throughout the school year.
- The principal and the Board of Education may, by agreement, accept the enrollment application of a student whose parents are members of another church.
- All non-WELS members are invited to attend a Bible Information Class so that they understand the doctrines their children are being taught here.

At times it may not be possible to accommodate every student who applies for enrollment at Peace. The Board of Education will consider the following criteria as it evaluates enrollment applications and considers limitations:

- Children of members of Peace or at another WELS congregation.
- Children of non-members enrolled in adult Bible Information Class at Peace or at another sister congregation.
- Children of families who neither hold membership at a church home nor regularly attend another church.
- Children of families who hold membership in or regularly attend other churches not in fellowship with the Wisconsin Evangelical Lutheran

Synod.

- Our ability to deal with special physical, emotional, educational, or mental needs.
- Previous enrollment at Peace or a sister school.
- Facility and financial considerations.

In order to fulfill the mission of our school, the Board of Education reserves the right to terminate the enrollment of any child as it deems necessary.

Non-Discriminatory Policy

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

Entrance Requirements

The State of Michigan sets certain requirements that we also honor. We require:

- Children entering kindergarten must have reached their fifth birthday on or before September 1st, and children entering first grade must have reached their sixth birthday on or before September 1st.
- All children should have the necessary immunizations and physical forms or a waiver from the health department. A record of the physical and immunization schedule of each child must be submitted for state record purposes if this is the first year the student is attending Peace. The state requires that all students entering kindergarten have the physical and immunization forms.
- A certified copy of each child's birth certificate is necessary for all students who are first enrolling at Peace, regardless of grade level. The certified copy of the birth certificate is to be physically presented to the Principal on or before the first day of school.
- A transfer of credits and medical information from any student that is entering Peace from another school is required.
- Parents must complete the required registration form for entry into Peace Lutheran School.

Tuition Policy

All families at Peace Lutheran School are charged tuition. Tuition is due according to the schedule of fees for the current year. In the case of mid-year enrollments, registration fees are due before the child can be enrolled. Tuition will be prorated based on the number of days remaining in the school year and shall be paid on a monthly basis.

Tuition for a non-member family will be adjusted to member tuition rates once the parents have completed the Adult Bible Information Class and been publicly received into membership at a regular church service. These classes will be set up by Pastor. Prior to the completion of the classes, non-member families are expected to pay non-member tuition. When the parents have been received into membership by Peace Lutheran Church, tuition will be adjusted and all payments made will be applied towards the member rate. If there is a credit on the account, the balance will be applied to the next year's tuition.

Bridges to Life Program

Our school's main mission is to spread the Gospel. In light of that, we offer a program called "Bridges to Life". This program is for those families who are not active members of other churches. Any family that fits this criterion would have their child's tuition waived for the year they attend our school. These families would only be responsible for the registration fee to help cover the costs of books and supplies. Families enrolled in this program would also be responsible for any other additional costs (i.e. hot lunch, sports, etc.) In return, the parents of the enrolled student would be asked to attend a twenty session Bible Information Class with our Pastor and attend our Sunday worship services on a regular basis throughout the two-year period. If interested, please speak with our Principal or Pastor.

Member Financial Support

The members of Peace Lutheran Church help meet the cost of operating the school through their regular offerings. There is a reduced tuition for children of the member families. It is hoped, however, that school parents recognize the tremendous blessing of having our Lutheran school and at the same time recognize the tremendous cost of our school.

School parents are asked to consider these matters and contribute generously in accordance with the way God has blessed them. Families who are not regular in their church attendance could; after review by the Pastor, Principal, and the Board of Education; be moved to the non-member

tuition rate.

Tuition Payments

All tuition shall be paid prior to the dates on the current tuition schedule. Late payments will be subject to a monthly late charge. If the monthly tuition payment becomes 60 days in arrears, the child(ren) may be dismissed from school.

Any exception must be handled through a written request to the Board of Education. It is the policy of Peace Lutheran School to reserve the right to not release our school records in the event of incomplete payment of tuition and/or fees. This would include the end of the year report card and the transfer of school records to another institution.

General Payment Information

- If tuition in Young Fives, Kindergarten, or 1st-5th Grade is paid in **FULL** by the first day of school, you will receive a 5% discount on tuition. A tuition payment plan through FACTS must be established and all past school fees must be paid in full or arranged to be paid in full before any student may attend school. Parents may elect to roll the tuition and fees together into a monthly payment through FACTS.
- Payment plans for tuition are made through FACTS online.
    - Auto-debited accounts will have their tuition (and Registration Fee, if desired) debited from their account on a ten or twelve month payment plan. Ten month payment plans start September 1st and end June 1st. Twelve month payment plans start July 1st and end June 1st.
- Accounts which are past due will be handled in the following manner:
    - Tuition is due according to the tuition agreement. A late fee of $20 can be placed on an account after 30 days past due. Any exceptions must be handled by a written request to the Board of Education.
    - Any account over 60 days past due will receive a call from the Board of Education and may be placed on an automatic bank debit program.
    - Students with accounts in arrears may not participate in sports or participate in major field trips.

    - All school fees must be paid in full by the end of the school year or the student will not receive the end of the year report card and/or diploma. School and health records cannot be transferred until all fees are paid.

- A $25 service charge will be assessed on all returned checks for insufficient funds.
- All payments not on auto debit should be mailed or given to the school secretary.

Home and School Cooperation

Parents and teachers must join hands in this team ministry by supporting each other's efforts on behalf of the children. Here are a few ways our school works to communicate with parents in this team ministry:

- Our school has an open door policy. Parents/Guardians are welcome to come in and drop-off their child(ren) before school. However, please be respectful of the responsibilities of both teachers and students.
- Parents/Guardians are also welcome to visit and observe classes but must make arrangements in advance with their child's teacher and the principal. This way we know who is in our building, and can continue to keep it as a safe learning environment.
- Our school has a weekly newsletter that goes out, called the *Peace Press*, which highlights different events and information.
- Report cards are sent home 4 times each year.
- Graded papers are sent home weekly.
- Parent-teacher conferences are held after the first quarter, and can be scheduled any time after.

Parental Concerns

If and when a question or issue arises, God asks us to speak to the individual(s) directly involved instead of sharing our concerns with others (Matthew 18:15-17). We are also encouraged in God’s Word to speak in a loving manner to each other (Ephesians 4:15). Discussion of your concerns or questions about our school without including the teacher and principal will not be productive.

Parents with questions and concerns about their child's classroom should speak to their child's teacher first. In this way you will alert the teacher to a problem of which they may not be aware or you can receive clarification from the teacher. Questions and concerns are to be brought individually and not via group action or social media. If, after speaking to your child's teacher, you would like to also speak to the principal along with the teacher, please feel free to do so. If you feel the need to discuss the matter further, our pastor and/or the Board of Christian Education chairman can be brought into the conversation as well.

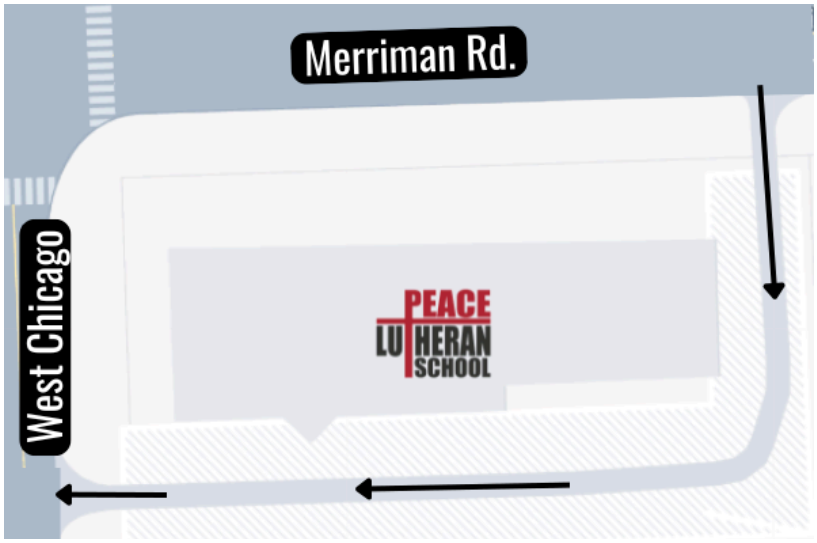
Parents having questions with regard to the established policies or their implementation may bring such questions to the Board of Christian Education through the principal, pastor, or another board member.

School Arrival and Dismissal

- School begins at 8:00 AM and ends at 3:10 PM.
- All Young 5 (Y5)-5th grade students will enter and exit through the main school doors near the flagpole.
- The doors of the school will be open from 7:30-8:00 AM. If children need to be dropped off earlier than 7:30 AM, please speak to your child's teacher.
- The gate for the parking lot will be closed from 8:00 AM to 2:50 PM.
- Children in grades Y5-5th grade are dismissed at 3:10 PM and must promptly leave the building. For safety reasons, students are discouraged from re-entering the building.
- Parents are asked to pick up children promptly after school. If a late pick-up should occur, please call the school office. Until picked up, children must wait in the designated area by the middle doors. Children are not allowed to stand or play in the area where cars are picking up the children.
- Children picked up more than 10 minutes late will be placed into the after school care program.
- In order to maintain the licensing parameters of our aftercare program, the school playground and parking lot will be closed to those students not in aftercare at 3:20 PM. Once the driver of a child has arrived, Peace Lutheran School is not responsible for the

supervision of that child.

- To ensure the safety of our students, during the school day, parents should enter from the Merriman Road driveway and exit from the West Chicago driveway. The parking lot is one way from 7:30 am-8:00 AM and from 2:50 PM-4:00 PM.



Transportation

Public bus service is available to those students living within the Livonia School District. Children using this service need to be instructed prior to the school year as to whether they will be using the service daily. Children who disobey the bus rules may be excluded from riding the bus. To help us keep your children safe, please send your child's teacher a written message if he/she will be riding home with another driver who is not one of his/her regular pick-up persons.

Attendance

The laws of Michigan require students to attend school whenever it is in session. Parents are to notify the school before 9:00 AM on each day their children are sick.

The absence of a student from a class or lesson can never truly be made up and should be avoided when possible. Responsibility for making up assignments rests with the student. Parents must arrange to pick up homework for their absent child.

An absence for personal illness, recovery from an accident/surgery, required court attendance, professional appointments (doctor, orthodontist, dentist,

etc.), death in the immediate family, and any other event as approved by the Principal will be marked excused. Absences for such reasons as vacations or non-school activities are discouraged and will be marked unexcused. Late night activities that cause a student to be tardy or absent the following day are also discouraged.

Unexcused Absences will be dealt with in the following manner:

- At 5 days absent, parents will receive a letter indicating the total days absent. The principal will then confer with the parents to determine the circumstances surrounding the absences and to determine if further action is necessary
- At 10 days absent, parents will receive a second letter indicating the total days absent and the total number of tardies recorded. The parent and/or guardian must submit a written statement explaining the reason for the absences and/or tardies.
- At 15 days absent, the matter will be brought to the Board of Education and they will determine to either submit a petition to the city court for resolution or seek an alternate remedy (i.e. retention, expulsion, and/or summer school).

Any child that arrives at school after 9:00 AM or leaves school before 2:00 PM will be marked as a ½ day absent for recording purposes. A student who is absent from any part of the school day, may not take part in any school sponsored activities that occur on the day of the absence unless the absence has been excused by the principal.

Tardiness

We are not only educating students to perform well academically, but we also are trying to give them the skills that they will need for life. One of the important life skills that we want to stress to the children is the ability to be on time. As always, parents have the main responsibility for teaching this skill to their children, but we as a school want to assist parents in carrying out that responsibility. Our policy on tardiness, therefore, puts most of the responsibility for getting to school on time on the shoulders of the parents.

Since devotions and Bible lessons begin the day, the tardy student misses out on one of the most important aspects of the school day. In order to convey the importance of punctuality in our students, all avoidable tardiness will be unexcused. This includes oversleeping, not being ready for a ride, or

a late carpooling driver.

School doors will be locked at 8:00 AM. Students arriving after that time will need to use the intercom system to be let into the building.

Emergency School Closings

If it becomes necessary to close school early, parents will be notified by Remind 101, email, and social media as soon as possible. If there is severe weather and our local school district (Livonia Public Schools) closes or calls off school, Peace will do the same. *If Livonia Public Schools are closed due to weather, so is Peace.* Peace closings for non-weather reasons will be listed separately, and you will be contacted through Remind 101/email/social media. If Peace does not have school, all extracurricular activities are canceled for that day. If Livonia Public Schools are closed due to maintenance or building issues this will not affect Peace.

Church Attendance

In addition to regular attendance at school, the Lord expects all children to worship regularly. They may do so by attending Peace Evangelical Lutheran Church or a sister congregation. Such faithful church attendance will honor the Lord and His Word; underscore the message of God's Word that is part of daily school attendance; draw families closer together; and build good worship habits for the future.

In light of this, church attendance will be taken weekly. A report of church attendance will be forwarded to the Principal and to the Board of Education. The Principal and Board of Education, in loving concern, may contact families who are not regular in their church attendance.

When the children are scheduled to sing in church, all are required to attend. If the scheduled singing date is a Sunday, students will attend and sing in the 8:30 AM service. If your child(ren) cannot attend, please contact your child's teacher or the principal. Sickness may be excused on the following school day.

When the children are scheduled to sing in church, we ask that they are dressed appropriately in order that their attire does not distract from their message (i.e. no T-shirts with writing or pictures, athletic wear, shorts, etc.)

Chapel

Chapel services are conducted on the last day of every school week (generally Friday at 8:30 AM). At this service the children bring their offerings which will be sent to a mission chosen by the faculty. Parents are always encouraged and invited to attend these chapel services.

Curriculum

Our curriculum is based on the standards and requirements of the State of Michigan and the guidance from the Commission on Lutheran Schools. Annually our school completes standardized academic testing. The test(s) are used to help our teachers determine each child's strengths and weaknesses and keep each child working at capacity.

In order to keep our course of instruction as current as possible and to keep our teaching consistently Christ-centered, the teaching staff attends conferences, summer school, workshops, and in-service training.

The curriculum includes the following courses of study:

Religion

Bible Class

Hymnology

Memory Work

Christlight

Language Arts

Reading

Writing

Phonics

Spelling

Penmanship/Cursive

Science

Biological Science

Physical Science

Geological Science

General Science

Space Science

Mathematics

General Math

Pre-Algebra

Geometry

Physical Education

Fitness & Health

Cooperative Play

Sports Skills

Social Studies

Geography

Government

Current Events

Michigan State History

U.S. History

World History

The Arts

Music

Forensics (Optional)

Art

Technology

Typing

Internet Safety

Computer Applications

Coding

Grading

Report cards are distributed on a quarterly basis. We urge parents to take time to discuss the report card with their child. After the second quarter, the envelope is to be signed and returned to the school. (Parents are to keep the enclosed copy.) The second portion of the report card deals with the child's social and behavioral development.

In addition to quarterly report cards, grades are available online through FACTS for grades 1-5 so that parents may know beforehand what their

child's grades will be on the upcoming report card. Extra effort may then be put into areas which need improvement.

For the most part, corrected papers for children in grades 1-5 will be sent home weekly. We have found this to be an excellent way to get corrected papers to parents. Parent-Teacher Conferences are scheduled after the first quarter. Private consultations are encouraged, and may be arranged whenever requested by the parent or the teacher.

Below are the grading scales used at Peace Lutheran School.

Young 5's/Kindergarten

The following scale is used for overall progress:

E - Exceeds expectations
M - Meets expectations
D - Developing towards expectations
N - Needs Improvement
NA - Not Assessed

1st Grade-5th Grade

Percent	Grade
100	A+
99-97	A (Excellent)
96-93	A-
92-91	B+
90-87	B (Good)
86-85	B-
84-83	C+
82-79	C (Average)
78-77	C-
76-75	D+
74-72	D (Below Average)
71-70	D
Below 70	F (Failure)
Incomplete	I

Conduct Grades

E - Excellent

S - Satisfactory

N - Needs Improvement

U - Unsatisfactory

Conduct Subgrades

(+) Exceeds Expectations

( ) Meets Expectations

(-) Below Expectations

Christian Discipline

Teachers at Peace are called by the congregation to assist parents in the task of “training a child in the way he should go” (Proverbs 22:6). Scripture points out that this training responsibility which God gives to parents inevitably involves the use of both the Law and the Gospel. The Law is needed to bring the child to a knowledge of his sins, and the Gospel is needed to bring the child to the knowledge of his Savior from sin and an awareness of the Savior’s forgiveness.

The ultimate goal is to teach children how to be self-disciplined. When teachers discipline students, they are showing that they care for them too much to let them behave in a way that is not God-pleasing and want to take

the time and effort to help them learn how to behave in a God-pleasing manner. This is done in partnership with the home. It is critical that school and home cooperate in helping the child learn self-discipline.

The teacher in the classroom acts as a representative and substitute for the parent during the hours of the school day. Teachers, then, will deal with children according to the same directives God gives to parents. All disciplining in our school is an outgrowth of love for the child. In cases where misconduct occurs, the following guidelines are used:

Disciplinary Guidelines for Classroom Use (given during a school day)

- First Offense: The teacher gives the child a verbal warning.
- Second Offense: The teacher gives another warning, and uses the classroom discipline that the teacher has set up.
- Third Offense: The child is given a Think Sheet that is sent home advising the parent of the misconduct that has occurred. The slip must be signed by the parent and be returned by the student the next day or a detention may be given.

Behavior that may Result in a Think Sheet

- Disrupting the learning environment during class
- Failure to follow recess procedures
- Disrupting the learning environment during classroom transition
- Bad language
- Making fun of another student
- Causing harm to another student
- Failure to keep hands to himself/herself
- Cheating
- Violating technology policy
- Outright disrespect

Behavior that may Result in a Red Slip

- Cheating
- Stealing
- Fighting
- Verbal, physical, or emotional abuse
- Cyberbullying
- Leaving campus without permission
- Any willful damage to school property
- Any willful damage to church property
- Disrespect for authority

Peace Lutheran School has the right to discipline or ask a student to withdraw for any lawful reason, but failure to comply with expected standards of conduct, whether on or off campus, will subject the student to potential disciplinary action, up to and including expulsion.

In cases where stronger disciplinary action is necessary, the first offense shall require a suspension. A suspension is the removal of the student from the classroom for a period of one to five days for disciplinary reasons. The principal will ordinarily implement suspensions. When the student is suspended, work assigned during the suspension must still be completed on time. The Board of Christian Education will be advised of the suspension. The parents of the child will be required to communicate with the principal (and possibly the pastor or Board of Christian Education) prior to readmission. If the action is repeated, a longer suspension or immediate expulsion could result.

An expulsion is the removal of the student from the school for the remainder of the school year for disciplinary reasons. Expulsions are normally implemented by the Board of Christian Education. However, under certain circumstances, the principal may expel students. All such expulsions will be reviewed by the Board of Christian Education. Actions that violate the law will be reported to the proper authorities.

Behavior that may Result in Suspension or Expulsion

- Repeated Red Slip Infractions
- Repeated Suspensions
- Any form of abuse towards students or faculty
- Possession, use, or threat to use a weapon
- Possession of pornographic material
- Possession/use of drugs/narcotics/hallucinogens
- Fighting
- Assault or battery on school personnel
- Stealing
- Sexual Misconduct

These actions can be taken in any order at the discretion of the Principal depending on the severity of the infraction. All disciplinary actions that have been taken will be reported to the Board of Education.

If parents believe their child has been wrongfully accused and/or a consequence is too severe for an infraction, they may bring an appeal to the Board of Education. The parent must appeal in writing to the principal or the Board of Christian Education. The team shall meet at the earliest convenient time with all parties involved to consider the appeal. A Board of Education decision may be appealed to the congregation's Board of Elders.

Property Damage

Any school property that is damaged or lost, either willfully or carelessly, will be the responsibility of the student and parents.

School Supplies & Books

Classroom teachers publish a list of supplies that each student needs to have in class on the first day of school. Please be sure to check with your children in order to replenish items as needed.

All of the school textbooks and workbooks are supplied by the school. If any textbook shows more than normal use at the close of the school year, fines may be assessed.

The book fee includes the use and replacement of textbooks, general school supplies, student activities, physical education, art, music, library, and technology. It is also through these funds that the curriculum is kept up-to-date and the children are provided with all the items necessary for a total Christian education.

Homework

Our Savior tells everyone to “do all things to the glory of God” (1 Corinthians 10:31). When a child does not complete his/her homework in a timely fashion, he/she is not doing all things to the glory of God and is in effect sinning. Our Lord tells us we are to correct each other when we sin. Our late assignment policy is written in a way to try and correct a child who is not putting forth his/her best efforts on his/her homework.

In school, a child learns the skills he/she needs to complete his/her assignments. Through homework, the child is able to practice and reinforce the skills that he/she has learned in school. We are very concerned when a child does not complete his/her daily assignments in a timely fashion. By not completing his/her assignments, the child is not reinforcing the skills that have been learned, and learning is not taking place.

Incomplete Assignment (definition) – An incomplete assignment is an assignment that is, for any reason, not complete or at school when it is due (make-up work is excluded).

There are consequences for incomplete assignments. With each incomplete/missing, the penalties become more severe. To help with record keeping, only one incomplete slip will be given per day regardless of how many assignments were missing.

Incomplete/Late Assignment Notice (printed on blue paper) (Appendix A)

- If an assignment is not turned in by the time it is due, the child will receive an incomplete/late slip. The assignment needs to be completed, and the incomplete slip needs to be signed and returned by the next school day.
    - Slips 1-2: Parent signature and returned the next day
    - Slips 3-6: Parent signature, full drop of a letter grade on late/missing assignment and returned the next day
    - Slips 7-11: Parent signature, full drop of a letter grade, after

school detention, and returned the next day

- Slips 12+: Parent signature, full drop of a letter grade, after school detention, meeting with Principal/Board of Ed member and teacher, and returned the next day

- If an incomplete slip is not signed or the assignment is not completed by the following school day, the child will need to serve an after school detention on the day the incomplete slip and/or completed assignment is not returned. Siblings of the student in detention must be picked up by a parent at the regular time or be checked into aftercare.

Clothing and Appearance

1 Corinthians 10:23-31 – "Everything is permissible, but not everything is beneficial. Everything is permissible, but not everything is constructive. Nobody should seek his own good, but the good of others…So whether you eat or drink or whatever you do, do it all for the glory of God."

Although most matters of appearance are allowed according to Christian freedom, we need to use that freedom wisely so as not to give offense or appear to be "of the world." A Peace Lutheran School student should wear clothing consistent with Christian values and appropriate for the school activity. A student's manner of dress and grooming should not be a distraction within the learning environment.

Parents are to monitor their child(ren)'s attire. If you question the appropriateness of the clothing, it is probably something that should not be worn to school. Sometimes fads and styles do not reflect Christian values and may even be offensive. In order to aid you, the faculty and Board of Education have developed the following guidelines for dress at school, sporting events, and school-related activities:

Allowed

- All clothing should be in good repair, clean, modest, and free of holes or tears that would show undergarments. Clothing should be appropriate for the weather conditions, such as winter boots or hats. If your child does not have proper outdoor clothing they may be asked to stay inside or to stay on the blacktop only. During inclement weather (raining or below 5 degrees) students will normally stay inside.

- Shirts*:* T-shirts, polo shirts, sweaters, and hoodies are allowed.

Sleeveless tops are allowed as long as it's modest.

- Shorts, Skirts, and Dresses: These should cover half the distance from the top of the inseam to the knee. Shorts may be worn from the first day of school through October 15, and from May 1 through the last day of school. The principal may adjust these dates as is seen fit.
- Pants: Jeans, khakis, leggings, or athletic pants may be worn.
- Shoes: shoes must be fully enclosed. Due to safety concerns, Crocs and slides are not allowed as outdoor shoes or P.E. shoes. A separate pair of non-marking shoes for inside the classroom are also required.
- Ornamentation: Hair should be clean and well-groomed. Ear piercings should not pose a distraction or safety concern. Makeup should be modest.

Not Allowed

- Clothing that promotes values, characters, individuals/groups, or sayings that could be deemed questionable according to God's Word. Watch out for hidden meanings or double meanings.
- Clothing that promotes drugs, alcohol, or tobacco
- Any writing or logos on the seat of pants/shorts
- Overly tight-fitting shorts, pants, skirts, or tops
- See-through clothing, crop tops, or low-cut apparel
- Spaghetti straps

Since the dress code is subjective in nature, the teachers and principal reserve the right to use their discretion in judging the appropriateness of student dress and appearance. Any infractions will be explained to the student, and parents will be notified by the classroom teacher. Continued infractions will result in a call to the parents to have the student picked up, a change of clothes provided, or a meeting of the parent(s) with the teacher and principal.

For the sake of order, when there are differences of opinion concerning dress, the judgment of the teachers, staff, and principal will be respected.

Social Media

The use of social media such as Facebook, X, chat rooms, Snapchat,

Instagram, etc. or any websites and applications that enable users to create and share content or participate in social networking, is strictly prohibited by students during school hours. Outside of school, students are strongly encouraged to **not** use social media platforms where the minimum age requirement is not met by the student.

- If your child does have social media, parents are responsible for closely monitoring their child's social media and all forms of digital media.
- Students' and parents' use of social media is to be appropriate, respectful, and Christian. All posts, comments, and messages must be positive, age-appropriate, and free of harassment or offensive content.
- Should a student or a parent post derogatory comments about Peace, its activities, faculty or staff, disciplinary action may be taken.
- Should a student post personal or derogatory comments about another student, parents are encouraged to first talk with their child and the victim's family. If the situation is unable to be resolved between the families, the problem may be reported to the teacher and the school principal. Additionally, school disciplinary action may also be taken.
- Bullying or cyberbullying of any kind is strictly prohibited.
- Peace has the right to review and inspect all forms of social media.

The misuse of personal or home-based social media, depending on its potential effect on the health, safety, and welfare of students, staff, or the school setting, may result in referral to law enforcement and/or student discipline in accordance with law and regulations.

External Organizations

We respectfully ask that outside religious or fraternal organizations that are not in fellowship with the Wisconsin Evangelical Lutheran Synod and its Biblical doctrines not be promoted on school grounds. Any specific questions concerning these issues or organizations should be directed to the Pastor or Principal.

Bullying and Cyberbullying

Definition: Bullying is a deliberate, repeated attempt to intimidate, embarrass, or harm another person, either with words or physical actions. Bullies use an imbalance of power to control or harm others. This includes cyberbullying, which is the use of electronic communication to bully a person, typically by sending messages of intimidating or threatening nature.

Peace Lutheran School understands that we live in a sinful world where people can be cruel and mean to each other. Unfortunately, this can happen among students at Peace Lutheran School. Jesus Christ lived a perfect life, died, and rose again to pay for all the sins of the world. This includes the sins of unkind words and actions. We can be assured that God has forgiven all sins. However, this does not mean that the consequences of sin are gone or don't apply. This is especially true in the school setting where bullying can be present. God is very clear in His Word on how we are to treat others,

"We love because he first loved us. Whoever claims to love God yet hates a brother or sister is a liar. For whoever does not love their brother and sister, whom they have seen, cannot love God, whom they have not seen. And he has given us this command: Anyone who loves God must also love their brother and sister" 1 John 4:19-21 (NIV).

The motivation for this kind of love is also seen in His Word and comes from the Gospel:

"This is love: not that we loved God, but that he loved us and sent his Son as an atoning sacrifice for our sins. Dear friends, since God so loved us, we also ought to love one another" 1 John 4:10-11 (NIV).

It is the policy of Peace Lutheran School to maintain a safe learning and working environment that is free from bullying. Students, staff, and the school community are expected to conduct themselves in a respectful, loving Christian manner, and demonstrate a level of respect and dignity toward others. All forms of bullying are prohibited.

Bullying can take place in the school, on school property, during any school event off campus, or using a school device/online account. Bullying that occurs outside of school hours (i.e. over the Internet), yet causes a substantial disruption to the educational environment may also be subject to school disciplinary action.

Examples of bullying are repeated offenses of the following:

- Verbal*:* name calling, put downs, racist remarks, teasing, threats,

spreading rumors, sarcasm, inappropriate (violent, sexual, malicious, etc.) messages via any paper or digital medium.

- Physical*:* pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making mean faces, rude gestures, and initiating or forcing inappropriate touching.
- Indirect*:* spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyberbullying.
- Psychological*:* acts that instill a sense of fear, reluctance to attend school, or anxiety/distress.

You Can Help Your Child By...

- Praying for your school and teachers.
- Attending church regularly with your child and by having daily family devotions and table prayers.
- Getting involved and volunteering in school activities.
- Encouraging your child to respect the teachers.
- Refraining from being critical of school procedures in the presence of your child.
- Consulting with your child's teacher on any matters pertinent regarding your child's education.
- Arranging suitable study habits at home. A regularly scheduled time for this is a big help to the child. Should homework seem excessive, consult the teacher.
- By limiting screen time.
- Making certain that after school activities allow time for homework.
- Ensuring that your child is regular and prompt in attendance.
- Setting reasonable expectations for your child. Children vary in ability.
- Working with your child's teacher.

School Safety

Our faculty will use their best judgment based on the circumstances to take reasonably necessary steps to ensure your child's safety at all times. If an emergency arises, the school secretary will call a parent or someone designated by the parent. Therefore, the school will need a phone number who will assume the care and responsibility of your child. Emergency contacts can be entered into FACTS during registration and enrollment. Contact the school secretary with any changes or additions that need to be made during the year.

Our school follows reporting requirements and other regulations as set forth by state and federal law (water testing, asbestos inspection, fire inspection, health permits, fire drills, tornado drills, lockdown drills, etc.).

Any parent wishing to enter the school will need to use the doorbell to be let into the building. Parents are not allowed to walk through the hallway during the school day, and are asked to stop at the secretary's office. This is to keep students safe. Any communication that needs to be made between teachers or students necessary during the school day should be made through the office.

School Phone & Cell Phones

School Phone

Peace Lutheran School has the telephone number (734)-422-6930. Any necessary calls, reporting of absences, or talk with teachers should be made prior to the start of the school day at 9:00 AM. Children will not be given permission to use the office phone except in cases of schedule changes or emergency. Please do not call your child during the school year except in the case of emergencies.

Cell Phones

If it is necessary for a student to have a cell phone or electronic device (tablet, MP3 Player, Smart Watch, etc.), the parent must contact their child's teacher. All cell phones and electronic devices must be turned in to the secretary's office during the school day. The student may pick up his/her cell phone at the end of the day. If a cell phone is misused, the cell phone will be temporarily confiscated and appropriate discipline will be administered.

Playground

Except for the time when aftercare is in session after school, the playground can be used by children of all ages. However, there are some rules that

need to be followed at all times (even when school is not in session).

The rules are as follows:

- Remain seated when the merry-go-round is in motion.
- Do not climb up the slides.
- Avoid all rough and tumble play, including pushing, hitting, and tackling.

Unnecessary Items

Students are not to bring any knives, matches, lighters, illegal drugs, tobacco products, or any other dangerous weapon to school. If such items are brought to school, immediate expulsion may result. Toys, trading cards, handheld video games, gum, etc. should be kept at home. Any item that becomes a nuisance and is, in the opinion of the teacher, unnecessary or detrimental to the education process, will be confiscated and returned to the child at the end of the school day.

To ensure the safety of the children, we reserve the right to inspect student's desks at any time. Students may be asked to display the contents of their backpacks upon request.

Field Trips

Because we realize that not all learning takes place inside the classroom or from textbooks, field trips are an important part of the educational process. We use field trips to enhance our courses of study. For example: trips to museums help students learn more about history, science, and art; trips to state and federal offices allow students to learn more about government, and attendance at theatrical productions emphasizes the arts. A permission slip will be sent home with a child before the field trip takes place. A portion of the Registration Fee will cover field trips. This, however, does not guarantee that all expenses can be covered through this fee. *All pupils are expected to attend such trips as part of the regular school day.*

As parents, we seek your help in the transportation of our students to and from their field trip destinations. *(See appendix B & C for volunteer/drivers forms)*

Field trips are an important part of the learning process. When a classroom takes a field trip, the children are able to learn in a way that may not be available in the classroom. Field trips can only be productive, however, when there is a learning atmosphere. Teachers call on their

supervisors/drivers to aid in keeping a learning atmosphere through the entire field trip, from the departure from school to the arrival back at school. In order to keep that atmosphere of learning, the driver/supervisor must adhere to these requirements:

- The driver requires that all children are properly restrained in the vehicles (Michigan Law states that as of July 1, 2008, children under age 8 must ride in a properly installed car seat or booster seat, unless 4'9" tall.)
- The driver's automobile is in good working order and insured.
- The driver has a valid driver's license and has not been convicted of serious driving offenses.
- The driver has also completed the Volunteer Consent for Background Check form and Volunteer Driver/Vehicle Information forms available in the school office.
- The driver/supervisor keeps a Christian atmosphere in the automobile and in their group at all times. (i.e. music that is played, words that are spoken, actions that are done, etc.)
- The driver/supervisor realizes that he/she is being asked to supervise children and shall refrain from smoking and/or vaping during the duration of the field trip.
- The driver understands that a field trip has a specific purpose and schedule. The driver also understands that all children on a field trip should have the same opportunities and privileges. Therefore, the driver will not make additional stops.
- The driver/supervisor understands and is willing to enforce the rules that are set by the school. Those rules being:
    - Be polite and courteous to leaders.
    - No talking out of turn or when others are speaking.
    - Stay with the group.
    - Walk, don't run.
    - Most importantly, represent their school and their Lord and Savior well at all times.

Children who disobey any of these rules should be verbally corrected by the

driver/ supervisor. If the child continues to disobey the rules, the teacher should be informed immediately of the behavior, and the children will be removed from their group and placed in the group with the teacher.

Children who consistently disobey these rules on the field trip will lose their field trip privileges. Missing a field trip will result in an unexcused absence.

Health

Please do not send your child to school if there is any reason to suspect that he or she might be ill. We also ask that you be certain your child is completely recovered before returning him or her to class. These measures will help to prevent a contagious illness from spreading through the classroom. You will be contacted and requested to pick up your child if he or she is vomiting, running a fever or listless.

- Fever: If your child has had a fever he or she must have a normal temperature without medication for twenty-four (24) hours before returning to class.
- Contagious Disease: All cases of contagious disease or conditions such as chicken pox or head lice must be reported promptly to the school office so that parents of exposed children may be notified as soon as possible.
- Medication: If it is necessary for your child to take medication while at school, according to the State of Michigan you must fill out a Permission to Administer Oral Medication in School Form before the teacher will administer the medication to your child. Medication should be given to the teacher by the parents or a responsible adult. Prescription drugs must come in a pharmacy bottle with written directions. Medication includes: prescriptions, aspirin, Tylenol, cough drops, etc.
- Vision and Hearing Tests: The Health Department conducts vision and hearing tests each year for students at Peace. Parents will be notified if further testing is needed.

Recess

All students are expected to go outdoors at recess (weather permitting). If, for reasons of injury or illness, a child should remain indoors, parents should inform the teacher of this request in writing. Please be sure that your children are dressed in accordance with the weather.

Interscholastic Activities

Peace Lutheran School offers a wide variety of interscholastic sports (soccer, basketball, cheerleading, and track). Because of our size, we have the unique opportunity to allow all children who have shown an interest to play. Fifth graders are able to participate in sports at Hope Christian Academy.

No student shall be allowed to practice or participate in interscholastic activities if his or her academic performance is unsatisfactory. The student's attitude will also be considered as a reason for keeping or dismissing him or her from an activity.

An eligibility ruling is not for the purpose of penalizing anyone. It is to reinforce the idea that school is our first priority, not sports.

A student who is absent from any part of the school day, may not take part in any school sponsored activities that occur on the day of the absence unless the absence has been excused by the Principal.

As parents, we seek your help in the transportation of our sports teams to and from their particular matches. *We look to you to set an example of good sportsmanship. All referees and umpires at our competitions must be treated with Christian love and respect.*

Hot Lunch Program

Hot lunch is available on Wednesday and Friday throughout the school year. Orders can be placed through your family portal account in FACTS, or by calling our office. Parents of children who have not ordered lunch are responsible for providing lunch for their children. If your children prepare their own lunches, please make sure they are balanced meals including a nutritious snack for morning recess. Students study better and learn more when they have a balanced diet that is low in sugar and high in protein. This is also an excellent way to teach children to properly care for the bodies the Lord has given to them. Individual teachers may have age appropriate guidelines for what should or should not be brought for lunches.

Each classroom has a microwave. Parents sending microwavable food should consider the time needed to warm food as multiple children use the microwaves.

Aftercare Program

Our school operates an after school care program from 3:10 PM until 5:30

PM. At 3:10 PM any student that has not been picked up will be put into the aftercare program, and charges for the aftercare program will start at this time. For a current list of prices and hours, visit the school office. For more information please consult the Aftercare Handbook.

Accident Insurance

Should your child be injured during the school day and require medical attention, please speak with the Principal regarding the school's insurance policy.

Important Dates & Events

- Pictures: Children will have individual pictures taken in the fall of the school year. Parents are under no obligation to purchase these pictures. The date and time of Picture Day will be announced in advance.
- Home/School Visits: During the late summer, our faculty may ask to make home visits to the families of children they will teach in the upcoming year. Appointments are made by the teacher over phone or email. During this time, parents may raise any questions or express any concerns they might have, policies may be discussed, materials may be handed out, and forms and fees may be collected.
- Parent Orientation Night: In the fall, a parent orientation will be held. At least one parent in each household is asked to attend this meeting.

Policies and Practices Regarding Gender and One's Biological Sex

The same God who, through the death and resurrection of his eternal Son, rescued a fallen world from sin, also in perfect love wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person (Genesis 1:26-27). Therefore, the following policy statements seek to provide clarity in applying the Bible's moral teachings regarding the challenges presented by "gender theory." This policy is for Peace Lutheran School. As a general rule, in all interactions and policies, Peace recognizes only a person's biological sex. This policy applies, but is not limited to, all school employees, personnel, volunteers, and those entrusted to the care of the school, including all contracted vendors when they are on-site and may have contact with those entrusted to the care of the school.

- ***Designations and Pronouns***: Any Peace Lutheran School documentation which requires the designation of a person's sex is to reflect that person's biological sex. No person may designate a "preferred pronoun" in speech or in writing. Permitting the designation of a preferred pronoun, while often intended as an act of charity, instead promotes an acceptance of the separability of biological sex and "gender" and thus opposes the truth of our sexual unity.

- ***Bathrooms and Locker Rooms:*** All persons must use the bathroom or locker room which matches their biological sex.

- ***Attire:*** All persons are to present themselves in a manner consistent with their God-given dignity. Where a dress code or uniform exists, all persons are to follow the dress code or uniform that accords with their biological sex.

- ***Athletics and Extra-Curriculars:*** Participation in school and extra-curricular activities must be conformed with the biological sex of the participant. Some sports and activities may be open to the participation of individuals of both sexes.

- ***Single-Sex Programs:*** Admission to single-sex programs, including but not limited to, single-sex camps or retreats, is restricted to persons of the designated biological sex.

- ***Protecting the Vulnerable:*** Those entrusted to the care of the school who express a tension between their biological sex and their "gender" and others directly affected by this tension (parents, guardians, etc.) should be directed to appropriate ministers and counselors who will help the person in a manner that is in accord with the directives and

teachings of the Bible. Peace will take the necessary precautions, in accord with the policies of this document, to avoid bullying and to protect the integrity of those who may express tension or concerns about their biological sex.

INCOMPLETE/LATE ASSIGNMENT NOTICE

Student Name: _____

Assignment: _____

Semester: ❒ 1 ❒ 2

Slip #: ❒ 1 ❒ 2 ❒ 3 ❒ 4 ❒ 5 ❒ 6 ❒ 7 ❒ 8 ❒ 9 ❒ 10 ❒ 11 ❒ 12

**Slip Count Resets at Semester End*

Slips

1-2: *Signature*

3-6: *Signature & Full Drop of a Letter Grade*

7-11: *Signature, Full Drop of a Letter Grade & Detention*

12: *Signature, Full Drop of a Letter Grade, Detention, & Meeting with Principal & Teacher*

I do not have my homework today because:

❒ I did the assigned homework, but I did not bring it to class

❒ I forgot to do my homework

❒ I did not have the appropriate materials at home to do my homework

❒ I chose not to do my homework

❒ Other (please explain): _____

Student Signature: _____

Teacher Signature: _____

Parent Signature: _____

Please have a parent or guardian sign this form and return it, along with the completed assignment, on the next school day following the incomplete assignment. Returning both items on time helps your child avoid detention. If you have any questions or comments, please feel free to write them on the back of this form.

Appendix B - Volunteer Consent for Background Check Form

Volunteer Consent for Background Check Form

In a continuing effort to keep our students safe, Peace Lutheran School requires that parents/guardians and community members submit to criminal background checks prior to participating in any volunteer activities involving our students. Thank you for your understanding and for all that you do on behalf of our students. This form will be kept completely confidential.

❒Parent/Guardian ❒Grandparent

❒ Other (Relationship)_____

Please Print

Last Name: _____

First Name: _____

Middle Initial: _____

Race: _____

Gender: _____

Birthdate: _____ (mm/dd/yy)

Any Other Last Name: _____

Any Other First Name: _____

Any Other Middle Initial: _____

Address: _____

_____

County: _____

Phone: _____

Driver's License #: _____

Emergency Contact Name and Number: _____

_____

Please Answer the Following Questions:

Have you been convicted of or plead guilty or no contest to any crimes (misdemeanors or felonies).

❒ Yes	❒ No

If you marked "Yes", please explain on the back of this form

Do you have any felony charges pending against you?

❒ Yes	❒ No

If you marked "Yes", please explain on the back of this form

Sign and date below if you agree to the following items:
I understand and agree that pursuant to Public Act 68 of 1993 and Public Act 83 of 1995:

1) Peace Lutheran School may request a criminal history check on me from the Michigan State Police ICHAT system, which is dependent upon the type of volunteer services I perform;
2) Peace Lutheran School may also verify my information through the Public Sex Offender Registry;
3) Until these reports are received and reviewed by the school, I am not able to volunteer; and
4) If the report received from the Michigan State Police ICHAT System or from the Public Sex Offender Registry is not the same as my representation(s) above respecting either the absence of any conviction(s) or any crimes of which I have been convicted, I shall not be permitted to volunteer for Peace Lutheran School.

Signature: _____

Date: _____

CHECK ALL AREAS IN WHICH YOU WILL BE VOLUNTEERING:	
❒ PEACE LUTHERAN SCHOOL	❒ PEACE LUTHERAN PRESCHOOL
❒ PEACE LUTHERAN SUNDAY SCHOOL	❒ PEACE LUTHERAN ART CAMP
❒ OTHER:	

Appendix C - Volunteer Driver/Vehicle Information Form

VOLUNTEER DRIVER/VEHICLE INFORMATION

Please provide the answers to the following questions if you plan to drive for school events.

Name: _____ Date: _____

VEHICLE INFORMATION:

- Do you have current and valid insurance protection on the vehicle you intend to drive? ❒ YES ❒ NO
- Is your entire vehicle, to the best of your knowledge, in good mechanical condition? ❒ YES ❒ NO

DRIVER INFORMATION

- Do you have a valid drivers license? ❒ YES ❒ NO
- Driver's License #: _____
- In the past three years have you had any moving violations or accidents? ❒ YES ❒ NO

  If yes, please explain: _____

  _____

  _____

- Are you 21 or older? ❒ YES ❒ NO
- Are you currently taking any medication for an illness or disease, such as diabetes or a heart condition?

  ❒ YES ❒ NO
- Have you ever had fainting spells or seizures of any kind? ❒ YES ❒ NO
- I acknowledge that I am healthy to operate a motor vehicle: ❒ YES ❒ NO
- I will ensure that any child:
  - Five to eight years old is in a belt-positioning booster seat using a lap and shoulder belt until they are 4'9" or 8 years old.
  - Under the age of 13 will ride in the rear seat of a vehicle if the vehicle has one available

  ❒ YES ❒ NO

  Signature of Driver: _____