

Crown of Life Lutheran School Handbook



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Crown of Life Lutheran School

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TO ALL PARENTS

Upon enrolling your child in Crown of Life Lutheran School, you indicate that you subscribe to the policies stated in this handbook. If there are any questions regarding any of the school's policies as stated or not stated herein, you are encouraged to bring your questions to the principal, any faculty member, or any member of the Board of Education.

PURPOSE

Our earnest desire is that this handbook will set forth the policies of our school clearly and will thus lead to mutual understanding and cooperation between parents and teachers as we work together to give the children a sound, well-rounded Christian education.

PHILOSOPHY

MISSION STATEMENT: Crown of Life School and Preschool exists as an arm of the outreach ministry of Crown of Life Church. Our mission is to assist metro Detroit parents in nurturing and equipping their children as Christ's disciples for this life and for eternity.

Crown of Life Lutheran Church and School accepts the Bible as God's inspired and inerrant Word in all its parts, and the only infallible Authority and Guide for Christian faith and life. All academic subjects are taught in accord with God's Word. The students are taught to behold the guiding hand of God the Creator, Redeemer, and Sanctifier, as shown in the Creation of the world, in the historical course of events, and in the lives of every individual.

OBJECTIVES

The primary objective of the school is that each child grow in the knowledge of Jesus Christ as his personal Savior. Other specific objectives of Crown of Life Lutheran School are:

1. To teach God the Father as Creator and Preserver of the universe.
2. To teach that Jesus Christ is the Son of God, the Savior of man from sin.
3. To teach the Holy Ghost as the Sanctifier of man.
4. To develop respect for the Bible as the inerrant Word of God.
5. To help the child grow in knowledge of the Bible.
6. To teach all subjects in the light of God's Word.
7. To build Christian character.
8. To strengthen the Christian home.
9. To strengthen the Christian congregation.
10. To teach Christian citizenship.
11. To provide for the temporal and spiritual welfare of the child by means of complete Christian education.
12. To develop the Christian worldview.

MANAGEMENT AND SUPERVISION

"God is not the author of confusion, but of peace, as in all churches of the saints...Let all things be done decently and in order" (1 Corinthians 14:33,40).

Crown of Life Lutheran School is at all times under the control and supervision of the Board of Education of Crown of Life Lutheran Church. The calling of teachers, the adoption of a course of study, and all the changes of policy for the improvement and welfare of the school are accomplished by this Board.

The pastors, being the spiritual heads of the congregations, will assist and advise the teachers in matters pertaining to the welfare of the school and the attainment of its objectives. The principal is responsible for the proper administration and supervision of the school on a day-to-day basis. In his carrying out of this responsibility, the principal will seek the advice of his fellow teachers, the pastors, and the Board of Education.

ADMISSION POLICY

The primary goal of Crown of Life Lutheran Church is to enroll all the children of school age within the congregation. Crown of Life 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 of our school.

As an important part of our policy we believe and teach that “God wants all people to be saved and to come to a knowledge of the truth.” I Timothy 2:4

Crown of Life Lutheran Church maintains Crown of Life Lutheran School primarily to assist the parents of its membership in the Christian education of their children. Crown of Life Lutheran School also desires to reach out to families who are interested in the truth of the Gospel. With these purposes in mind, children will be considered for enrollment by the Board of Education according to the following priority guid, as classroom space permits.

- 1) Children of families who are members of Crown of Life Lutheran Church.
- 2) Children of families who are members of sister WELS or ELS congregations.
- 3) Children of families who are without a church home or who are non-practicing.
- 4) Children of families who are not in fellowship with the WELS.

Children who transfer from another school must present a transfer or a report card upon enrollment. The scholastic rating of the previous school will be honored.

NON-DISCRIMINATORY POLICY

Crown of Life Lutheran School does not discriminate on the basis of race, color, national, and ethnic origin in its administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

GENERAL ENROLLMENT PROCEDURES

- 1) Parents should be directed to the principal for information concerning enrollment:
 - A. After application for enrollment has been completed, requests for enrollment will be individually brought by the principal, in consultation with the pastor(s), for

- approval by the Board of Education of Crown of Life Lutheran School.
- B. Parents will participate in a meeting presented by the pastor(s) of Crown of Life over viewing the teaching of the Lutheran church.
 - C. The principal will meet with the parents of the prospective student(s) and discuss the mission and purpose of the school, participation in religious instruction, cost of fees and tuition, and other matters.
 - D. Consideration will be given to classroom size and background information available.
- 2) Parents enrolling their children in Crown of Life Lutheran School make a commitment to the spiritual growth of their entire family.

ENTRANCE REQUIREMENTS

A child may enroll in kindergarten if the child is at least 5 years of age on September 1 of the school year of enrollment. Kindergarten and all new entering students must turn in to the office, a health appraisal, immunization records, and a copy of the student's birth certificate before the child starts class. ALL Kindergarten students need to submit a vision screening test result before the first day of school. For children in grades 1-8, records from previous schools are also required. Student Records Release Form from previous school along with the Disciplinary Report need to be returned prior to enrollment.

FINANCIAL RESPONSIBILITIES

FEES AT CROWN OF LIFE LUTHERAN SCHOOL

Crown of Life Lutheran Church supports its members and prospective members in the Christian education of their children by providing a substantial subsidy to the cost of educating each child. The amount of that subsidy shall be reviewed and established by the Board of Education each year.

Tuition is charged to each child to help subsidize the cost of education. If tuition is not paid in full on Registration Day, it must be paid by enrolling with TADS for monthly payments. When a child leaves during the school year tuition charges will be prorated based on the number of months the child attended and adjusted accordingly. The amount of the tuition shall be reviewed and established by the Board of Education each year.

A non-refundable registration fee shall be charged for each child at the time of registration. The registration fee paid at the beginning of each school year covers the cost of textbook rental, workbooks, and other incidentals. An additional technology fee will be charged to 6th-8th grades students. Enrollment will be reserved by paying the registration fee. If unpaid beforehand, the registration and technology fees will be due on Registration Day. The registration fees are stated in a letter to parents which is sent before the beginning of the school year. The amount of the registration fee shall be reviewed and established by the Board of Education each year.

TUITION

The tuition, as designated by the Board of Education, helps offset the costs of education (i.e. textbooks, salaries, etc.). Additional tuition information can be found on our website at crownoflifelutheran.org

PAYMENT CONDITIONS FOR STUDENTS

Crown of Life uses a 3rd party tuition collection agency called TADS. All families must enroll in TADS at the Registration Day. Payment dates and breakdowns will be established by each individual at this time. Late fees are established by TADS.

Failure to pay promptly may mean the dismissal of the child from the school.

END-OF-THE-YEAR POLICY

All payments are to be completed by June 1 of the current school year. New registration will not be accepted until payment is made in full. If payments are not made in full by June 1, report cards and records will be held until payments have been made in full.

CURRICULUM

The curriculum of Crown of Life Lutheran School is based on “The Course of Study for Michigan Elementary Schools” and suggestions of the Board for Parish Education of the Wisconsin Evangelical Lutheran Synod.

As the child advances through the grades, he progressively learns more of the chief parts of Christian doctrine, Bible verses, hymns, and prayers. The following subjects comprise the basic curriculum:

Religion
Mathematics
Language Arts (Reading, Spelling, English, Handwriting)
Science
Social Studies (History, Geography, Citizenship)
Music
Art
Physical Education

ACCESS TO STUDENT’S RECORDS

Parents of students or eligible students may inspect and review the student’s education records upon request. Parents or eligible students must contact the principal of Crown of Life Lutheran School with a written request, which identifies as precisely as possible the records he or she wishes to inspect.

The principal of Crown of Life Lutheran School will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected. This will be done within one week of the request.

When a record contains information about students other than the parent's child or the eligible student, the parent or the eligible student may not inspect and review the portion of the record which pertains to other students.

COPY OF STUDENT RECORDS POLICY

Crown of Life Lutheran School will not provide a parent or eligible student a copy of the student's education record.

REPORT CARDS

The teachers of grades K-8 will inform the parents of the academic progress of their child with a report card issued every quarter and a Parent-Teacher Conference after the first and third quarters of the school year. If an additional progress report is desired, the parent should contact the teacher. If a child receives any grade alarmingly below his level of capability, the parent should make an appointment with the teacher to discuss the child's problems.

It is important that parents evaluate the report card very carefully and discuss it with the child for the purpose of encouraging the child to even greater faithfulness in his school work. The parent is required to sign and return the envelope of each report card.

TESTING

In addition to the regular subject matter tests, Crown of Life Lutheran School administers a number of standardized objective tests for purposes of student and school evaluation.

NEATNESS IN SCHOOL WORK

School work should be done as neatly as possible. A neat, clean paper and a readable handwriting will save the teacher much time and energy. Besides, a messy, incorrect paper does not speak well of the child's attitude.

SPECIAL HELP

If a child needs special help in any school subject, the teacher will comply with any reasonable request of a student or parent by giving additional assistance. Further assistance may be provided through the recommendation of the local public School District or the student's physician. Crown of Life works hand in hand with specialists from the local public school who come into our school building to work with individual students.

HOMEWORK

It is understood that the Christian student will want to do his work to the best of his ability and to the glory of God. This may necessitate the completion of some assignments at home. An excessive amount of homework should not be necessary unless the student has been absent, has willfully neglected his work while at school, or has not been working up to the grade level for other reasons.

In the event of unfinished homework, the procedure will be dictated by the classroom teacher.

Oral reading by the child at home is especially helpful in the lower grades. It is also beneficial for students who have reading difficulties.

For the child's benefit parents should regularly check to see that homework has been completed properly. Parents should also make sure that their child's corrected papers are brought home regularly. This will enable the parents to check on their child's progress.

MAKE-UP WORK

When a child has been absent from school for any reason, it becomes his responsibility to do the necessary make-up work. Parents should make sure that the make-up work is completed in a reasonable length of time.

SCHOOL HOURS

The school day begins at 8:30 a.m., and ends at 3:15 p.m. The school doors will be open by 8:00 a.m. Students should not arrive before 8:00 a.m. unless available transportation makes an earlier time necessary. Students are to go directly to their respective classrooms upon arrival and remain quiet by diligently studying before the morning devotion begins. Lunch hour is from 12:15 to 1:05 pm.

DISMISSAL

Students will be dismissed at 3:15 p.m. each day. At this time each student must promptly leave the building. Students may not re-enter the building unless granted permission from a supervising teacher.

Students who are waiting to be picked up should wait on the white cement area in front of the doorway, weather permitting. Parents are asked to pick up their children promptly. There is to be no playing in the parking lot, playground, or basketball hoops for safety reasons. When the students' ride is here, they must go directly to the car.

If a student is not picked up by 3:30 p.m., they will be signed into latchkey.

Once the driver of a child has arrived, Crown of Life Lutheran School is not responsible for the supervision of that child.

LATCHKEY PROGRAM

Crown of Life offers a Latchkey (after school) Program that runs from 3:30-5:00 pm daily Monday-Friday with the exception of half days and days leading to an extended break. Any student not picked up by 3:30pm will be signed into our Latchkey program. At pick up parents/guardians or designated persons are responsible for retrieving the student from the designated area. Students cannot be released until they are properly signed out.

Our Latchkey program runs at a cost of \$2 every half hour and \$1 every minute after 5:00pm. Payment is due and expected at pick up. If payment is not received, an invoice will be sent home at the end of the week. If payment is not received by the following Wednesday, your balance will be doubled. If payment is not received by the following Tuesday, students will be removed from

the Latchkey program. For any student removed from the Latchkey program that is not picked up after dismissal, the local police department will be notified and asked to escort your child to the police department and will be available for pick up there.

All procedures and rules of Crown of Life Lutheran School as stated in this handbook continue to be in effect during the Latchkey hours.

EMERGENCY SCHOOL CLOSING

For most weather related closings, Crown of Life will follow Warren Consolidated Schools policy. If it should be necessary to cancel school because of weather conditions or other emergency, every family will be notified by an automated notification system. Closings will also be updated on local television stations.

SCHOOL ATTENDANCE

Regular attendance in school is very important to a student's spiritual and academic growth. It also promotes good work habits as a child matures in an adult life.

Children are expected to attend school regularly according to the Compulsory School Attendance Law (MCL 380.1561). A half-day absence will be marked for one-half to three hours of absence in a day for grades K-8. A full day absence will be marked for any day missed over three hours for grades K-8. If school for grades K-8 is in session for only half a day, a full day absence will be marked for one-half to two hours absence.

A parent is to notify the school verbally or in writing if a child is to be absent. This process will ensure the student's safety. Failure to contact the school before the absence will result in an unexcused absence on the child's record.

We encourage parents to schedule vacations around school breaks. Parents whose children will accompany them on vacation during school days are to excuse in writing at least two weeks in advance of the vacation. Arrangements have to be made with the teacher for making up work. Parents should try to schedule appointments with doctors, dentists, etc. for after school hours or on school breaks. If this is not possible, a written or verbal excuse needs to be given to the teacher before the appointment. A note from the Doctor must be presented after appointment to the classroom teacher.

Crown of Life Lutheran School cooperates together with the Macomb County Truancy Program in the enforcement of regular school attendance. In doing so the Board of Education has adopted the following guidelines according to Macomb Schools Protocol.

TRUANCY GUIDELINES FOR SCHOOL YEAR

- (1) After 7 days absent the teacher will notify the family regarding the number of days absent from school and will also provide an update to the principal.
- (2) After 10 days absent the principal will document and contact the family regarding the number of absences.
- (3) After 15 days absent the principal will document and meet with the family to develop an

action plan. Absences beyond the 15 days may result in the repetition of the grade.

(4) After 20 days absent the principal will report to the school board and the family will be required to meet with the chairman of the school board and principal to review the action plan.

(5) After 25 days absent the student and family will be reported to the Macomb County Truancy Officer, and they will take over.

ILLNESSES

Parents should keep a child home when sick. A child should be fever-free (without medicine) and symptom free for 24 hours before returning to school. Contagious illnesses spread quickly among other students and the teachers.

Parents need to call or email the school office when their child is sick. It is especially important to inform the office if the student has a fever; diarrhea and/or vomiting; or a rash with fever. If a child is to be kept in during recess or is not to participate in a physical education class, a written excuse is needed from the parent. Long-term non-participation requires a doctor's explanation.

TARDIES

Using one's time wisely is an act of good Christian Stewardship. The promptness of our students on a daily basis promotes the wise use of one's time. Tardiness is also harmful to the child in that bad habits are fostered. The late child is very disruptive to the classroom by usually missing the opening devotion or chapel and by causing a break in the classroom routine.

A tardy will be marked for a student arriving after the beginning of a school day (8:30 am) . This does not include extremely poor weather. A tardy will be marked for poor planning by the parents.

If your child arrives after 8:30 am, a parent must come into school and sign their child in the log in booklet found in the office. If a parent does not do this, then the child is considered absent for the day.

For every three (3) unexcused tardy will be counted on the student's records as an unexcused absence.

The following procedure will be used in the case of excessive tardiness:

1. After the third (3) unexcused or fifth (5) excused tardy during a quarter, a notice will be given to the student and parent/guardian by the classroom teacher.
2. After the fifth (5) unexcused or seventh (7) excused tardy during a quarter, a parent/guardian conference may be held and the student will need to attend a 30 minute study hall before or after school.
3. After the seventh (7) unexcused or ninth (9) excused tardy during a quarter, a parent/guardian conference may be held with teacher and principal.
4. After the ninth (9) unexcused or tenth (10) excused tardy in a quarter, a parent/guardian conference including the chairman of school board will be held and may result in suspension from school.

To clarify, an unexcused tardy is when the parent does not inform (call school, text teacher, email, ect) that you are running late or do not sign in your child to the tardy log, then your child is considered unexcused.

If there seems to be a problem with tardiness and proper counseling has be done by the teacher and the principal, an out-of-facility suspension will be given by the principal. The parents will have to arrange a meeting with the principal, Board of Education Chairman, and pastor to discuss the problem before the student will be readmitted to classes.

The continuing disregard for this policy and the advice of the teacher, principal, Board of Education, and pastor, may result in additional suspensions or expulsion from the school.

CHURCH ATTENDANCE

“He who belongs to God hears what God says. The reason you do not hear is that you do not belong to God.” John 8:47

Crown of Life Lutheran School students are taught the importance of regular Sunday worship. Regular and faithful attendance at church services is expected of all parents and children enrolled in Crown of Life Lutheran School. We do not want our children to miss out on any of the blessings God has promised as a result of not hearing his Word. Every effort is made to instill in the students the love of Christ as the motivation to lead them to desire the worship of God. Teachers discuss the services in their classrooms and also take into account assignments given on days of evening services. Faithful church attendance by parents is essential to the welfare of the child, as well as their own spiritual welfare. Faithful church attendance at an early age prepares the child for a fruitful life of worship. Parents can present no better example than by attending church regularly with their children. Crown of Life Lutheran School upholds the ideal of family worship as expressed by Joshua: “As for me and my house, we will serve the Lord.”

CHURCH SINGING

The school K-8 sing in worship services as scheduled throughout the school year. All children of Crown of Life are to be present when their group sings for worship. Community family children will participate in the classroom preparation and are expected to sing. Failure to show up to sing or play or the failure to inform us well ahead of time can greatly disrupt our plans for the worship service.

CHILDREN’S WORSHIP SERVICE

All students assemble for a regular weekly service on Friday mornings. This service is conducted on the level of the children, and is not intended to take the place of the Sunday morning service. The pastors of area churches and male teachers of the school lead the service on a rotating basis. Parents are invited to attend the service.

To impress upon the children their god-given responsibility to “Go and teach all nations” (Matthew 28:19-20), the children are given the opportunity to support mission work through offerings collected at this service. Mission envelopes are provided for this purpose. This provides training in systematic free-will giving out of love for Christ and His Church. The offerings are designated for specific purposes in our WELS home and world mission program.

EXCUSES FOR RECESSES OR PHYSICAL EDUCATION

If during the course of the year, a parent would like to have their child stay in for recess or be excused from physical education class for a cold or some other valid reason, a note should be written to the teacher from the doctor. If no note is presented to the teacher, the child will be expected to go outside for recess or participate in the P.E. class. Children will not be expected to go outside for recess or P.E. class in inclement weather.

SCHOOL GROUNDS - LIMITS

Since the school assumes the responsibility for the safety of the children, we must insist that no child leave the school grounds except by written consent of the parents or by permission of the teacher.

VISITING

Parents and other interested individuals should feel welcome at any time to come and visit school. Please make arrangements with the principal.

Students from other schools are welcome to visit their friends if one day's notice is given, and if proper arrangements are made with the principal.

TELEPHONE

Parents should use discretion when making calls to the school. Only emergency calls should be made to the school during school hours. Children may use the phone in cases of extreme importance provided they have the teacher's permission.

TRANSPORTATION

Crown of Life Lutheran School does not provide transportation to the school. Car pools are set up by individual groups of parents. Crown of Life does own a van that can be used to transport students to field trips and sporting events.

CHRISTIAN CONDUCT AND DISCIPLINE

All students are expected to obey and show respect to those in authority. "Obey your leaders and submit to their authority. They keep watch over you... Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you." Hebrews 13:17.

Students are also expected to be considerate, kind, and courteous toward each other at all times. Matthew 22:39 states, "Love your neighbor as yourself." I John 1:9-10 tells us, "Anyone who claims to be in the light but hates his brother is still in the darkness. Whoever loves his brother lives in the light, and there is nothing in him to make him stumble."

Upon enrolling a child at Crown of Life Lutheran School, a parent gives his/her child's teacher the authority to carry out the disciplining of the child while attending. Disciplining is carried out through proper application of law and gospel. We recognize the power of the law to control the sinful nature and prepare the heart for the gospel and the power of the gospel to change the heart to live a God-pleasing life. The parents can expect that teachers will correct their children

properly in the spirit of Christian love and concern.

The ultimate goal is to teach children how to be self-disciplined. When teachers discipline students, they are showing that they care too much for them 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.

Generally speaking, discipline is part of classroom management and is handled by the teacher. The exceptions to this are probations, suspensions, and expulsions, which involve the school principal and the Board of Education.

If parents believe their child has been wrongfully accused and/or a consequence is too severe for an indiscretion, they may bring an appeal to the Board of Education. A Board of Education decision may be appealed to the congregation's Church Council.

Following is our Discipline Policy listing levels of infractions and resulting consequences. These are guidelines that can be adjusted at the discretion of the faculty:

SOCIAL MEDIA BEHAVIOR

Cyberbullying by a COL student directed toward another COL student or school staff member is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment. The school principal or designee may report allegations of cyberbullying to law enforcement authorities.

Any act online, the Internet or through electronic devices (cellular phones, tablets) that deliberately threatens, harasses, intimidates an individual or group of individuals; places an individual in reasonable fear of harm to the individual or damage to the individual's property; has the effect of substantially disrupting the orderly operation of the school is considered cyberbullying.

Any student or school staff member that believes he/she has or is being subjected to cyberbullying, as well as any person who has reason to believe a student or school staff member has knowledge or reason to believe another pupil or school staff member is being subjected to or has been subjected to cyberbullying shall immediately make a report to the school principal or designee.

COL has a zero tolerance against cyberbullying and each reported instance will be handled in accordance with district, local and state rules, policies and guidelines.

INFRACTIONS

Level 1 Infractions

- * Disruption in the classroom, fellowship hall, or chapel
- * Improper dress and appearance
- * Improper conduct on the playground or extracurricular event (practice, games, tournament, etc.)
- * Inappropriate language
- * Other improper conduct of a minor nature

Level 2 Infractions

- * Cheating
- * Stealing
- * Disrespect for authority
- * Verbal or written abuse to students or faculty
- * Possession or use of tobacco products at school
- * Leaving campus without permission
- * Truancy
- * Repeated level 1 infractions

Level 3 Infractions

- * Severe misconduct which may cause bodily harm to another person
- * Threatening bodily harm (verbal or written)
- * Possession of alcoholic beverages, illegal drugs, or narcotics at school or at any school-related activity
- * Vandalism
- * Continued misconduct of level 1 and 2 infractions

Level 4 Infractions

- * Use and/or sharing of alcoholic beverages, illegal drugs, or narcotics at school or at any school-related activity
- * Possession of weapons on campus
- * Sexual misconduct
- * Other serious infractions
- * Continued misconduct of other levels

CONSEQUENCES

Level 1 Consequences

Minor offenses will be cause for a discussion between the student and teacher or adult in charge. Parents may be contacted. Consequences may follow at the discretion of the teacher (e.g. laps, sitting out of the game, sentences, etc.).

Level 2 Consequences

Parents will be notified of the offense. The student will meet with the teacher and/or principal with the purpose of leading them to repentance. When a repentant heart is shown, appropriate fruits of repentance will be expected to follow (e.g. apologizing to the person(s) they sinned against). Consequences may follow at the discretion of the teacher and principal (redoing assignment, replacing stolen item, suspension from extracurricular events, after school detention, etc.).

Level 3 Consequences

Principal, parents, and Board of Education will be notified of the offense. The student will meet with the teacher and/or principal with the purpose of leading them to repentance. When a repentant heart is shown, appropriate fruits of repentance will be expected to follow (e.g. apologizing to the person(s) they sinned against). The student will be suspended from school and all extra-curricular events for 1 or 2 school days. The student and his/her parents must meet with the Board of Education before the student will be allowed to return to school. The student will return to school under a disciplinary contract.

Level 4 Consequences

Principal, parents, and Board of Education will be notified of the offense. The student will meet with the teacher and/or principal with the purpose of leading them to repentance. When a

repentant heart is shown, appropriate fruits of repentance will be expected to follow (e.g. apologizing to the person(s) they sinned against). The student will be suspended from school and all extra-curricular events for one week (five school days). The student and his parents must meet with the Board of Education. Depending on the number of repeated infractions or severity of infraction the student will be expelled from school. Local civil authorities may also be notified in the case of illegal activity.

STUDENT DRESS AND APPEARANCE

We expect our students to adhere to the principle that their bodies are the temples of the Holy Spirit and as such should be kept clean and healthy. Students are to dress in clean, comfortable clothes in accordance with good Christian principles and practices. Dress or personal appearance that is distracting to the student, the teacher, or other students will not be permitted. If we judge that a student's dress or personal appearance is not consistent with Christian propriety, the child will be counseled, and the parents will be informed.

In order to guide the child and parents, please use the following dress and appearance guidelines, knowing that they are not all inclusive as times continue to change:

Don't Wear:

Clothing which is torn, ripped, frayed, has holes, excessive patching, etc.

Shirts and other clothing which advertises or references alcohol, tobacco, indecent slogans, offensive music groups, etc.

See through shirts/blouses, cut off clothing, midriff-showing outfits (guide: raise hands up in the air, if skin shows it's too short), skin-tight apparel (e.g. lycra, spandex, etc.), tank tops.

Grubby looking sweats or other clothing, body piercing other than the ears, excessive ear piercing, make-up except in certain special occasions, dangling earrings, sagging pants or shorts.

In addition:

Shirts with tails are to be tucked in. Excessive length shirts are to be tucked in.

Skirts must not be shorter than fingertip length with the arms extended down.

Students may wear shorts until October 31st and beginning on March 1st in the spring when the weather is appropriate. Shorts are to be loose fitting and fingertip length with the arms extended down.

Blouses and dresses will cover the back, shoulders, and undergarments. Shoulder straps should be three fingers wide.

Belts should be worn on any loose fitting pants.

Hair is to be neatly styled and groomed.

Consequences:

Students inappropriately dressed will be given a T-shirt or sweat pants to wear until appropriate clothing is brought in, and a note may be sent home to the parents.

Repeated reminders may result in the teacher calling home to bring a change of clothes and the student may be required to sit in the office until appropriate attire is brought to school. Studies have shown that neat dress leads to better school study habits, better discipline, a better atmosphere in the school, and better grades and achievement. For us, it also helps promote our Christian school to visitors and guests, and give glory to God.

The teachers will make final judgments in school dress and appearance.

SMOKE-FREE ENVIRONMENT

Crown of Life Lutheran School shall be a smoke-free environment. Smoking and use of tobacco products will not be allowed within the building at any time due to the possible effects of second-hand smoke and the damage that the smoke can cause to the circuit boards of various electronic equipment and computers throughout the school.

ALCOHOL AND OTHER DRUGS

God tells us that our bodies are temples of the Holy Spirit. We are fearfully and wonderfully made. Caring for our bodies includes avoidance of those substances that can cause harm.

Students will not possess or use alcohol, tobacco, inhalants or controlled substances, or abuse the use of non-prescription drugs anywhere on school property or at any school-related event.

Violation of this policy will result in an automatic suspension. A second violation will result in expulsion. In both situations notification of proper authorities in the community will take place. The parents will be required to set up a conference with the teacher, principal, pastor, child, and chairman of the Board of Education before the child will be allowed back to school. Anytime a child is sent home, the board of Education will become involved.

WEAPONS

Because of the society in which we live today it is necessary that we institute a weapons policy. While we will always continue to work with students and families, it is necessary that we keep the safety and welfare of all students of Crown of Life Lutheran School in the forefront.

- While on school property, students will not possess knives of any kind including pocket knives, any type of gun (play or real) or any other object that might cause injury or bodily harm.
- Possession of any type of gun (play or real) or a dangerous object or the use of the same will result in an automatic suspension and notification of proper authorities. A second offense will result in expulsion until the matter is reviewed by the Board of Education.
- In all instances the parents will be required to set up a conference with the teacher and principal before the child will be allowed back to school.
- In all cases the Board of Education and appropriate community authorities will become involved. The principal is responsible for contacting local authorities and dealing with any media attention.

NUISANCE ITEMS

Toys, comic books, magazines, card collections, cell phones, or portable music players, DVD players or TVs, handheld video games, computer games, etc., are not to be brought to school unless specifically asked for by the teacher. Such items are considered detrimental to the normal classroom situation. Such items will be confiscated by the teacher and returned only to the parent at the parent's request. Gum chewing is also not permitted in school or on school grounds during the school day.

EXTRACURRICULAR INELIGIBILITY POLICY

Extracurricular activities provide opportunities for students to participate in activities outside of the regular school day. Extracurricular activities involved with this policy include, but are not limited to, the following: cross country, soccer, volleyball, basketball, cheerleading, track and field, and academic competitions.

Students in grades K-8 who have been absent during the day because of illness will not be allowed to participate in the extra-curricular activities of that same day. This does not include students who missed a portion of the day due to medical appointments.

Students may become ineligible to participate in extracurricular activities. Upon becoming ineligible, a student may not participate in any and all designated extracurricular activities until that student has been declared eligible.

A student becomes ineligible if any of the following occurs:

- An Incomplete is given for a subject at the end of a period.
- A student has received an F or two or more D's at end of a period.

Academically ineligible students will remain so for a minimum of thirteen days from when a report card has been sent home. A student who received an incomplete will remain ineligible for thirteen days after all missing assignments have been turned in to the appropriate teacher. A student who received an F or two or more D's will come up for review two weeks from the day the report card was sent home. If still ineligible, that student must wait an additional two weeks before coming up again for review.

LUNCH

A hot lunch is usually provided once a week on Wednesdays by parent volunteers. Parents may sign up and purchase these meals on a monthly basis. Otherwise, children are required to bring their lunches, as well as any nutritional snack they may want during break. Because of the lack of space the use of the kitchen refrigerator is not allowed, except by special permission. Note that many lunch containers today contain an area for an ice pack to keep things cool. Microwave use may be available depending on the individual classroom teacher's schedule and policy.

FIELD TRIPS

Classes will be taken to points of educational interest whenever possible. Children are permitted to participate only with written parental consent. Fees for field trips must be paid by the due date or students may not be permitted to attend. Students may forfeit the privilege to attend a field trip due to behavioral, homework, or attendance issues.

DAMAGES

The child must reimburse the school for the loss of, as well as the willful or careless damage of, school books. The cost for replacement will vary. School property, including furniture and equipment, must not be defaced, marred, or damaged in any manner. All violators of this rule will be billed for the amount of the damage.

ILLNESS AND MEDICATION

If a student becomes ill during the day the teacher or student will call the parents so that the child may go home. If parents can't be reached, the emergency contact person will then be notified. The State of Michigan has established laws relating to the dispensing of medication to a student during school hours. The school office cannot give out any type of medication, including aspirin, on its own. If a medication is sent from home and must be taken during the day by the student, a note from home must be brought in, or a phone call to the teacher, must be made and given to the classroom teacher.

INSURANCE

Crown of Life Lutheran School does not carry accident insurance. If a parent does not have this coverage for their children they should strongly consider purchasing it. Crown of Life Lutheran School will not be responsible for expenses incurred due to accidental injuries.

INTERNET POLICY

Student internet use will be limited in scope by safeguards placed on school devices. If students take measures to circumvent these safeguards and use the internet inappropriately, disciplinary action will be taken, including but not limited to loss of computer privileges.

LAPTOP USE

Each student will be assigned a laptop at the beginning of the year and sign it out each time they use it. If the student damages the laptop, either accidentally or otherwise, the parents are responsible to pay the cost of any repairs or replacements. Until money has been received, the student will not be allowed to use the Crown of Life laptops. If no agreement has been made with the Principal in regards to payment, the cost of repairs or replacement will be added to outstanding tuition amount.

If a student fails to sign out a Crown of Life laptop, account suspension and access to the laptops may be taken. Any other mishandling of the Crown of Life laptops will be subject to consequences at the staff or faculty's discretion.

CELL PHONES

Students are not permitted to possess cell phones during the school day. They must be turned into the teacher at the beginning of each school day and will be returned to them at the end of the day. Cell phones may not be used on school property unless authorized by a staff member. If a cell phone is used outside of permission, the teacher can confiscate it according to the Nuisance Items policy or may hold on to the item for a predetermined time frame set by the teacher.

CHRISTIAN EDUCATION SOCIETY

Crown of Life's parents and staff meet quarterly to enjoy Christian fellowship and to discuss topics of mutual beneficial concern. On occasion speakers are invited in to speak on current issues. *All parents are encouraged to take an active part in this organization.*

PARENTS CAN HELP THEIR CHILD:

- (a) by attending church regularly with their children and discussing the sermon with them.
- (b) by having regular family prayers and devotions.
- (c) by seeing that the child is regular and prompt in school attendance.
- (d) by encouraging the child to eat well-balanced meals.
- (e) by encouraging sufficient hours of rest and sleep.
- (f) by encouraging the child to form regular study habits and to provide adequate facilities for proper study.
- (g) by exposing the child to many wholesome experiences.
- (h) by encouraging the child to play games suitable for his age and skill.
- (i) by encouraging the child to be considerate and courteous.
- (j) by refraining from being critical of school procedures in the presence of the child.
- (k) by discouraging the child from bringing any distracting items to school.
- (l) by letting the Word of God be the sole guide in all phases of daily living and conduct.

CLOSING

The primary objective of Crown of Life Lutheran School is that each child grow in the knowledge of Jesus Christ as his personal Savior. We the staff, with the help of our gracious God, will do our very best to see that the objective is carried out.

It is our prayer that God will continue to bestow His bountiful blessings upon our school. May the Christian training which our children receive in their home, church, and school prove to be a lasting blessing to them on earth. May the Lord continue to increase the faith our children now have so that at life's end, they may enter their eternal home in heaven.

CODE OF CONDUCT AGREEMENT

As the parent or guardian, I have read the Crown of Life Lutheran School Handbook. I understand that although Crown of Life has taken reasonable precautions to protect against my child's access to inappropriate materials, it is impossible for the school to restrict access to all controversial or offensive materials. I understand that teachers and staff will provide reasonable supervision to prevent access to inappropriate materials. I agree that my child will abide by the rules laid out in this Handbook. I will work together with my child's teacher and the school's principal to help my child succeed as best as possible, and to use the skills and abilities he/she has been blessed with to give all glory to God.

*Train up a child in the way he should go, and when he is old he will not depart from it.
Proverbs 22:6*

X_____

Parent Signature

_____ Date