

STUDENT HANDBOOK



St. Peter

Lutheran Church & School

St. Peter Lutheran School was founded in 1864. We are accredited by the National Lutheran School Accreditation Commission (NLSA). In addition, St. Peter is a member in good standing of the Illinois Lutheran Sports Association, the Northwest Suburban Middle School Athletic Conference, and the Illinois Elementary School Association.

Our goal at St. Peter is to balance both Lutheran tradition and innovation in all that we do. Our mission is to deepen our students' awareness of Christian citizenship, focused on improving and enhancing the world around us.

2023-2024

THE SAINTS PLEDGE

**I will with God's help, therefore,
Say good things about my neighbor**

Not bad

Be helpful to my neighbor

Not hurtful

Speak up for my neighbor

Not tease

Protect my neighbor

Not gossip

Include my neighbor

Not exclude

Since God so loved us, we also ought to love one another. . .if we love one another, God lives in us and His love is made complete in us.

1 John 4:11-12



St. Peter

GENERAL SCHOOL INFORMATION

Address: 111 W. Olive Street
Arlington Heights, IL 60004

School Phone: 847-259-4114
Fax Phone: 847-259-4185

Church Website: www.FullLifeinChrist.org
School Website: www.stpetermyschool.org

In case of emergency:
Principal: Paul Goffron PGoffron@FullLifeInChrist.org
Pastor: Micah Greiner MGreiner@FullLifeInChrist.org

WELCOME

Welcome to our school and a year of education, growth, and learning for your child.

We are dedicated to creating an atmosphere in which every student will feel valued, successful, and motivated to learn to reach his/her God-given potential. We see that occurring when parents, teachers, and administrators work together in an atmosphere of caring, trust, cooperation, and open communication.

This handbook has been prepared to acquaint you with St. Peter Lutheran School and its philosophy of Christian education. We hope that by sharing the mission, vision, and values of St. Peter Lutheran School and our procedures and policies, you will understand our total program.

Your child's total growth is best served by a close working relationship between home and school. An open line of communication is essential to the development of such a relationship. This handbook is one way to help enhance our relationship as partners in the Christian development of your children.

Please take some time to read this handbook with your child and reference it throughout the school year. This handbook represents the spirit of the positive expectations of our school community. May God bless our efforts and lead us to an understanding that we are not alone. We pray that parents and teachers will work together as partners in the Christian growth and development of the children God has placed in our care.

MISSION: *Leading People To A Full Life In Christ*

I have come that they may have life, and have it to the full. John 10:10

VISION: *Seeing Lives And Communities Transformed As We Become More Like Jesus*

And we all... are being transformed into His image with ever-increasing glory, which comes from the Lord, who is the Spirit. 2 Corinthians 3:18

CORE VALUES

Community

BELONGING TOGETHER AND UNITED IN PURPOSE

Because God created us for community, we thrive when we are surrounded by others who equip, encourage, and support us. Following the example of Jesus, we intentionally build life-giving relationships with others, especially with those who are far from Jesus.

Acts 2:42-47 Philippians 2:1-4 Psalm 133

Empowering

UNLEASHING EVERYONE'S UNIQUE PURPOSE AND POTENTIAL

Because God gives everyone gifts and talents to be used for the good of others, we are confident that every girl and boy, woman and man, has a unique role in God's work in the world. We seek to help everyone discover

their purpose and potential to bring Good News where they live, work, and play.
1 Peter 4:10-11 Ephesians 4:7,11-13 Acts 1:8

Boldness

SHARING GOOD NEWS WITH CONFIDENCE IN THE SPIRIT

Because Jesus gave us His power and authority, we will courageously follow Him wherever He leads us. With a posture of humility and relying on the Holy Spirit, we bring Good News to the people and places where God has placed us.

Romans 1:16 2 Timothy 1:7 Ephesians 6:19-20

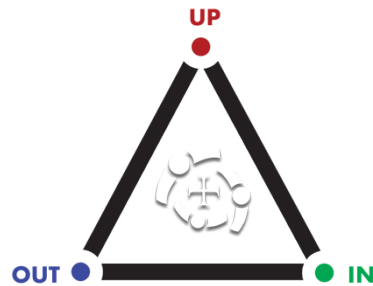
Joy

OVERFLOWING WITH CONTAGIOUS HOPE IN JESUS

Because God loves us unconditionally and blesses us abundantly, we love to celebrate whenever we can. Even when life is hard, we rejoice that Jesus is victorious and seek opportunities for laughter and fun because they are contagious and energize the soul.

Acts 13:49-52 Nehemiah 8:10 1 Thessalonians 5:16-18

St. Peter has a ministry-wide focus on **UP, IN & OUT**
UP is our relationship with Jesus
IN is our relationship with other followers of Jesus
OUT is our relationship with those who don't yet know Jesus



CHRISTIAN WORLDVIEW STATEMENT

St. Peter Lutheran School may, in certain subject areas, use textbooks that are published by secular companies. In some instances, the material may be presented from a non-Christian worldview. This is especially true in the science and social science subject areas where issues regarding evolution and the age of the earth are presented. Whenever this occurs, our teachers at St. Peter Lutheran School will respond and teach our children the truth as we believe it to be from a Christian and Biblical perspective. St. Peter will not teach subject matter that does not align with our Christian values.

ACCREDITATION AND CERTIFICATION

The curriculum of St. Peter Lutheran School meets the requirements of the State of Illinois and the guidelines for Lutheran schools. St. Peter Lutheran School is accredited by the Lutheran Church-Missouri Synod through National Lutheran School Accreditation (NLSA). St. Peter was named a National Exemplary School in 2019 by the National Lutheran School Accreditation organization. St. Peter is an Illinois State Recognized School and is a member of the Illinois Elementary School Association. St. Peter also received the Department of Education's National Blue Ribbon School of Excellence Award in 2013. Faculty members hold appropriate state licenses and credentials.

STATE AND FEDERAL REGULATIONS

St. Peter Lutheran School complies with all applicable sections of the Illinois School code (105 ILCS 5), with relevant case law including Plyler v Doe and with 23 Ill. Admin. Code Part 425.

ADMINISTRATIVE ACCOUNTABILITY

Day to day supervision of the school rests with the principal. Utilizing the counsel of the faculty and staff, the principal creates and implements all operational policies related to the school and the welfare of the children, working under the supervision of the Lead Pastor, who is responsible for overseeing all the operations of the entire ministry. The Lead Pastor is accountable to the Governing of St. Peter Lutheran Church.

ARRIVAL TIMES (K-8)

Students are not supervised before 7:45 A.M. and should not arrive before that time unless they are in the Extended Care Program. **Please note: Students who arrive between 7:00 and 7:45 A.M. will be sent to Extended Care Supervision and the families charged accordingly.**

ARRIVAL AND DISMISSAL PROCEDURES

Locations:

Circle Drive
Bartz Hall Entrance
Highland Entrance

Procedures:

Drive-thru, safety patrol assists drop off for K - 3rd
Park & walk your child in for preschool
Curb drop off, unassisted entry for 3rd – 8th grade

In order to ensure the safety of all students at arrival and dismissal times, students may not cross Highland unless accompanied by an adult as the parking lot area itself is not supervised. Parents may pull up to the designated arrival/dismissal area at the Circle Drive; safety patrol students assist with doors; students may unload/load.

ARRIVAL:

1. Students arriving before 7:45 A.M. and not attending Extended Care are not to line up at the door but are to wait in the car with their driver.
2. Parents who wish to enter the building before the school day for the Extended Care program are asked to park in the parking lot on the east side of the building and enter through the Bartz Hall doors #10.

DROP OFF:

1. Parents using the Circle Drive entrance should pull up leaving no gaps in a single file line to the sidewalk at the curbside and let the Student Safety Patrol open doors and assist the students. Cars should then proceed back out to Olive Street, which is a right turn only.
2. Drivers need to turn right out of the parking lot onto Olive to ensure constant flow of traffic in this area. Please do not block the entrance to the parking lot at Vail and Olive.
3. Students should be ready to exit the vehicle when being dropped off. If it is necessary to retrieve items from the trunk or rear of a vehicle, the driver should park in the parking lot and escort the students across the street. Students should not be dropped off at the Bartz Hall entrance.

DISMISSAL

Locations vary dependent on student grade and will be communicated at the beginning of the school year.

DAILY ATTENDANCE POLICY

Daily attendance is essential if a student is to make use of the educational opportunities the school offers. It develops dependability and responsibility in the student and contributes to academic achievement. Chronic absenteeism seriously hampers academic achievement and habitual tardiness is disruptive to the classroom.

Students who are not in their homeroom by 8:00 A.M. are marked absent by the teacher. Students arriving after 8:00 A.M. must go to the school office for an admit slip which is to be presented to the teacher of the first class the student enters. These students are marked tardy. Absences should be reported in Skyward. (See [HERE](#) for directions)

Please inform the school office if your child needs to leave early for any reason. Students are not allowed to leave the school grounds during the school day without permission from parents. Students who leave the school grounds without the appropriate authorization are subject to disciplinary action. Students leaving early are to wait at the school office for parents or guardians.

When children are ill, a phone call to the parent is made from the school office or teacher, and the student is to wait at the school office for the parent or guardian. A record of the early dismissal is to be made by the office staff. Students who leave school for illness may not participate in school sponsored activities the remainder of the day.

EXCESSIVE ABSENCES

At the end of each quarter, absences are reported to the principal. In instances of excessive student absences the school principal will be in direct communication with the family and a meeting will be scheduled to discuss possible promotion/retention recommendation.

ALLERGY GUIDELINES

Allergy guidelines for food and other activities are at the back of this handbook. Further information may be obtained from the school office and on the school website.

If your child has an allergy of any kind, it is imperative that you have informed the school and it is noted on the child's health records.

ATHLETIC ACTIVITY

Interscholastic Athletic Activities

- All students who participate in interscholastic athletic activities are required to have on file, an information document (which form has been approved by the Illinois High School Association) about the school's policy on concussions and head injuries that has been signed by the student and the parent/guardian prior to the student's participation in athletic practices or competitions.
- Students must have a sports physical prior to participation in and practices or competitions which exam must have been done within the past 395 days.

BEGINNING THE DAY

Classrooms are open at 7:45 A.M. Students entering the building are to be in their classroom and seated after any necessary routine has been completed. Students are not to loiter in hallways between 7:45 and 8:00 A.M. Students must arrive in time to be seated in the classroom by 8:00 A.M.

BIRTH CERTIFICATES

St. Peter Lutheran School keeps on file certified copies of birth certificates for each student enrolled. Birth certificate is to be presented within 30 days of enrolling a student. If not submitted within 30 days of enrollment, the student is excluded from school until submitted. (Original birth certificate may be brought to the school office and returned to the parent after a copy is made.)

BIRTHDAYS

Birthdays can be celebrated in special ways in the classrooms with non-food items. Please do not send balloon bouquets or unusual birthday novelties to school for a child's birthday. Invitations or notes regarding outside birthday celebrations which do not include the whole class need to be sent through the mail. To maintain positive, emotional support among the children, groups going to birthday parties should not congregate on school grounds when all the children have not been invited.

BUILDING SECURITY

Building security is a high priority for the safety of all students, staff, and visitors. All visitors entering the building during school hours are to enter through doors #2 or #27. After school access to the building can be obtained through door #10. At all these entrances, visitors must show a current state ID or driver's license. The Protection Ministry pass or a security sticker using information from the state ID must be worn while visitors are in the building. Visitors are asked to sign out in the church office upon leaving the building.

CELL PHONES

The use of cellular phones/smart watches is prohibited as designated by Illinois State School Code-Chapter 1 22, 10-21.1 0. Students may not have these or other electronic devices on their persons or turned on during the school day (7:45 A.M. to 3:00 P.M.) Cell phones are not allowed in bathrooms or locker rooms. A person, regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school speed zone established under Section 11-605. Before and after school, students may only use their phone in church narthex/living room area or the MAC when participating in extracurricular activities with staff permission.

CHANGE OF ADDRESS

Please inform the school office of any changes of personal information: name, address, work, home phone number, cell phone number, or email address. Emergency numbers must be kept up to date.

CHAPEL SERVICES

Students attend an interactive, engaging weekly chapel service in the church. These services typically take place on Wednesdays at 8:15 a.m. Family members are invited to attend and worship with the students. The weekly offerings are designated for various groups, people or organizations serving the Lord. Students are encouraged to bring a weekly mission offering.

Individual classes have the opportunity to sing as a choir and lead weekly chapel services. Several children from each classroom also take turns offering prayers in the service.

The chapel services are not designed to take the place of regular Sunday worship services.

Chapel day is considered a special day at St. Peter. When it comes to dress code, neatness and modesty have always been the goal and chapel days should represent even higher standards. Students are expected to dress appropriately according to the dress code guidelines.

CHRISTMAS SERVICES

Christmas services are a rich heritage at St. Peter Lutheran Church. The students practice and participate in multiple Christmas services during the Advent season. Dates and times will be communicated by the homeroom teacher.

CLASS PLACEMENTS

St. Peter makes class assignments for the next grade level. Considerable thought and prayer are given to provide a well-balanced classroom for children. Requests regarding classroom/homeroom placement are not encouraged. If requests are expressed, they must be sent to the Director of Enrollment for consideration with the understanding that the request may not be able to be honored.

CLASSROOM PRAYER/PLEDGE TO THE FLAG

At the beginning of the day, the Pledge to the Cross or the Christian Flag, the Pledge of Allegiance to the Flag, and the Saints Pledge are recited. Each class will also pray together at the beginning and end of each day.

COLD WEATHER POLICY

The following policy is observed during the weeks of severe temperatures for classes in grades PS- 5:

RED	(wind-chill factor below -5 degrees) Children are to remain indoors.
YELLOW	(wind-chill factor between 0 and + 15 degrees) Children may be taken outside at teacher discretion.
GREEN	(wind-chill factor above + 15 degrees) Children may be taken

outside.

Temperatures are checked by 9:00 A.M. and again at noon by the school office and communicated to primary and intermediate teachers. Weather permitting, children go outside daily and should dress accordingly. Children without snow boots or snow gear (boots, snow pants, gloves/mittens) are required to stay on the blacktop area.

CONCUSSION PROTOCOL

2. Any student with a blow to the head should be evaluated by school administration immediately.
3. If a student displays any sign or symptom of concussion, the parent will be notified, and it will be recommended that the parent seek medical attention at a doctor's office or treatment center.
4. Loss of consciousness, seizure, slurred speech, amnesia, inability to walk - call 911!
5. If injury appears minor and there are no signs or symptoms of concussion, a note will be sent home to inform a parent of the injury. A phone call to a parent is warranted if the student is at risk for having a concussion. Head Trauma Letter to Parent will also be sent home, which outlines symptoms of concussion parents should monitor for.
6. Any student who is diagnosed with a concussion must have a doctor's note on file outlining restrictions. Follow-up and medical clearance paperwork must also be submitted.
7. No student who has been diagnosed with a concussion may participate in any physical activity, like P.E. class, recess, or school sports without medical clearance paperwork.
8. Head trauma that occurs during extra-curricular sports will be handled by the Athletic Director, who will follow IESA concussion protocol. The Athletic Director and School Administration will share information on student athletes, to ensure protocol has been initiated and followed.

COURSE OF STUDY

All course work is taught in English except for Spanish.

ART

Art may include introducing various media, drawing, painting, sculpting, printing, ceramics, as well as art history and art appreciation.

FOREIGN LANGUAGE

Spanish is offered for grades K-8 as a part of the school's curriculum.

LANGUAGE ARTS

Language Arts includes English, spelling, literature, reading, phonics, handwriting, dictionary skills, research and study skills, and written composition.

MATHEMATICS

Mathematics includes basic arithmetic skill and concept development, problem solving, measurements, algebra and geometry concepts, and formal algebra instruction in grades seven and eight.

MUSIC

Classroom music includes singing in devotions and religion classes, chapel services, Christmas services, operetta, seasonal singing, music instruction, and curriculum-related activities.

Instrumental music includes Recorder Ensemble (grade 3), Cadet Band (grade 4), Ukulele Instruction (grade 5), Concert Band (grade 5), Wind Ensemble (grades 6-8), Jazz Band, Instrumental Ensembles, and Orchestra.

Choral music: All children in grades Preschool-grade 5 participate in various singing opportunities. Middle School students (grades 6-8) have the opportunity to participate in choir. Students in grades 3-5 may participate in the Grace Notes Choir.

PHYSICAL EDUCATION

PE includes gross and fine motor skill development, physical skill development, and physical fitness with

a variety of activities

PRESCHOOL

Preschool utilizes a multi-sensory approach to learning that is fun and engaging for our youngest learners with a focus on phonics skills. In addition, we use the GDO-R designed by the Gesell Early Childhood Program at Yale University to assess our kindergarten-ready preschoolers each spring to ensure they are developmentally ready for kindergarten. (See Early Childhood Supplement)

RELIGION

Religion includes daily devotions, chapel services, Bible study, catechism, Bible verses, formal religious instruction, church history, stewardship, and conflict resolution.

SCIENCE AND HEALTH

Science class includes in-depth general science concept development with hands-on experiences in preschool-fifth grade. Middle school science will develop increasing degrees of earth, life, physical, and chemical sciences through experimentation and exploration with a spiral curriculum, aligned with current NGSS standards (Next Generation Science Standards). There is a focus on the process of science for seventh grade with science fair participation in the Illinois Junior Academy of Science. There is a focus on outdoor education with Walcamp for sixth grade students. All MS students will engage in 2-3 major projects each year that highlight major units of study in different fields.

SOCIAL STUDIES

Social Studies includes geography, history, citizenship, civics, current events, map and study skills, United States and Illinois constitutions.

PATRIOTISM AND GOVERNMENT

The school provides instruction in American patriotism, the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag and shall require pupils to recite the Pledge of Allegiance daily. Not less than one hour per week, or the equivalent, shall be devoted to the study of this subject matter in the 7th and 8th grades or their equivalent. No student shall receive a certificate of graduation from the 8th grade without passing an examination on these subjects. No student shall graduate from 8th grade unless he or she has received instruction in the history of the United States and has given evidence of a comprehensive knowledge of the subject.

CRISIS MANAGEMENT PROCEDURE

The school routinely conducts fire, tornado, and intruder drills during the school year under the guidance and consultation of the Arlington Heights Police Safety Task Force. In case of crisis situations, the Crisis Management Plan is activated. If dismissal time occurs during a crisis situation, and local conditions indicate that children may be unable to safely travel home, dismissal is delayed until the danger passes. During such an emergency, parents are requested not to call the school since the phone lines may be needed for emergency communication. All classrooms have emergency kits with supplies and a walkie talkie system. If the school needs to be evacuated, students are taken to Our Saviour's Lutheran Church, 1234 N. Arlington Heights Rd., Arlington Heights, IL, 847-255-8700. In the event of an emergency at St. Peter like a snow day or a lockdown, families will be contacted through our text notification system. Families can add contact information to the text notification system [HERE](#).

DISCIPLINE POLICY

St. Peter Lutheran School exists for the Christian education and welfare of its students. In a Christ-centered environment, the classroom is a place where students can learn, and teachers can teach. Self-discipline is an objective of the school as students grow in their understanding of right and wrong through Biblical teaching and training. Students are taught to be responsible for their own actions and behavior.

PRESCHOOL

The faculty and staff of St. Peter Lutheran School strives to foster Christ-centered classrooms and school environments by using the Saints Pledge. Faculty and staff members along with this pledge, promote an atmosphere of love, self-control, and forgiveness through various activities. Young children enjoy the effects of being loved and showing kindness. Positive reinforcements, praise, and limit settings are used

as much as possible to promote positive behaviors. If challenging, repeated, and/or major outbursts occur and self-control is lacking, the teachers and administrators will work closely with the home to discover and use effective discipline strategies and techniques for common use. Forgiveness, redirection, reinforcements of positive behaviors and gentle guidance will be elements of these strategies. Students may be sent home for the day if aggressive behavior is used. If aggressive behavior continues, the student may be asked to find a program with a more supportive environment. Please report any upsetting experiences or behaviors directly to the child's teacher. Open dialogue between home and school often assists children through times of behavioral issues.

KINDERGARTEN – 5TH GRADE

Most disciplinary actions are handled at the classroom level. Students will be held accountable for infractions of school policy, rules, pledge, and guidelines. Disciplinary action by the teacher and/or administration will be determined by the nature, severity, and frequency of the infraction, as well as the age of the student.

Students are expected to:

1. Respect other people, their property, and school property.
2. Enter and leave the building as directed by school policy and behave appropriately while on the premises and during all school-sponsored activities.
3. Bring to school only those materials appropriate for class or school.

Physical and verbal abuse and intimidation are not tolerated. These incidents are handled on a case-by-case basis by the faculty and/or administration.

FIREARMS AND DRUGS

The school administrator will

1. Immediately notify a local law enforcement agency of firearm incidents at the school.
2. Immediately notify the parents or guardians of students in possession of firearms on school grounds, which include the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident.
3. Notify the municipal police department or the office of the county sheriff of verified incidents involving drugs occurring in a school, on the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contacted by a school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident.
4. Notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS).

ACADEMIC HONESTY

Students are expected to take pride in their achievements and must rely on their own talents and abilities to complete academic work. Any attempt to shortcut this process undermines the learning process, destroys student integrity, and weakens the trust essential to a positive student/teacher relationship. Promoting honest behavior is a responsibility shared by the school and parents, so when it is determined that a violation has occurred appropriate action and support of such is required.

Academic dishonesty (cheating/plagiarism) includes the following:

- Using, or attempting to use, any kind of unauthorized means of gaining an unfair advantage on quizzes, tests or assignments.
- Using someone else's words, work, and/or ideas and claiming them as your own.
- Intentionally helping or attempting to help another participate in academic dishonesty.

Consequences may include any or all of the following:

- Expectation to redo the assignment
- Zero or reduced grade on assignment
- Parent notification
- Detention (Lunch, After-School or Saturday depending on severity of issue)
- Loss of honor roll status for that quarter
- Removal from consideration and/or membership in NJHS

- Referral to office

SEARCHES

Teachers/Administration may search a person's personal belongings, pockets, property (backpacks, lockers, etc.) when conduct of student or other students is in question or when there is established reasonable suspicion.

CELL PHONES/TEXTING AND SOCIAL MEDIA

We are a society that is reliant on our cell phones, social media, and the need to be in constant contact with our family and friends. Our students are no different. The vast majority of our upper grade students have a cell phone and belong to one or more social media websites. It is our hope that our St. Peter family is using these avenues of communication in God-pleasing ways.

Because of these communication tools, a major issue across our country that schools are dealing with is cyber bullying. Cyber bullying means bullying by use of any electronic communication device such as, but not limited to: e-mail, instant messaging, text messages, blogs, cell phones, social media and websites. Any conversations through electronic communications (such as text, e-mail, chat, etc.) that cause issues/disruptions at school may be disciplined as if they occurred at school. This bullying/cyber bullying policy is in effect for all students while on school property or at any school-sponsored activity or event, while utilizing school property, or while in a vehicle to or from a school-sponsored event. We pray that this and other inappropriate texts/posts don't happen here at St. Peter. We will address these incidents as they occur.

DRESS CODE

St. Peter Lutheran School is an institution of Christian learning. The school expects every student to dress in a manner that does not disrupt or impede the education process but allows diversity of taste, fashion, and individual preference. All students are expected to observe basic standards of cleanliness, modesty, and good grooming. The dress code applies to all school activities and events. Personal appearance that is considered questionable is left to the discretion of administration. Administration also reserves the right to waive any of the following policies for special occasions and circumstances.

Please follow these dress code guidelines:

Dresses, Skirts, and Shorts:

- Be modest and please don't wear anything too tight
- Please apply the fingertip rule for length to make sure it is not too short (mid-thigh length)
- Please make sure your shorts are longer than your top when you are wearing shorts
- Athletic-issued uniforms are an exception for specific occasions

Tops:

- No tops where the stomach is exposed when arms are raised
- No mesh or see-through clothing
- Straps should be wider than 2 fingers' width (no spaghetti straps or thin straps)
- Please make sure no undergarments are visible (no straps on the shoulders or in the back)
- Sleeveless is ok if it is not baggy under the arms (no muscle shirts)
- Please choose modest necklines (no deep V-neck/scoop neck tops)
- No open backs
- No distasteful or disrespectful clothing with pictures, emblems, or slogans

Pants:

- No writing across the rear, please.
- Ripped- jeans must not show skin above mid-thigh (fingertip rule) or have huge, ripped holes. If so, please wear leggings underneath or patch the holes
- Please do not wear ripped jeans if you are an acolyte on chapel days
- No low riding pants displaying undergarments, please

Hats/Hair:

- Please do not wear hats, visors, bandanas, head coverings, or hoods while inside, unless it is a special occasion with pre-approval.
- The learning atmosphere can be disrupted when students alter their hair. Therefore, we do not allow students to use food coloring, sprays, and/or other commercial products which temporarily color the hair an unnatural color

EMERGENCY SCHOOL CLOSING

When St. Peter Lutheran School is canceled due to inclement weather or an emergency situation, the preschool and Extended Care will not be open for the day. The automated text system will be activated with information relating to any school closing. The information will also be listed on the St. Peter Lutheran School website www.stpetermyschool.com.

EVALUATION

Every effort is made to assist students individually, so that each student has an opportunity to succeed, and to be challenged academically. Parents and students are encouraged to communicate with teachers concerning academic programs. A cooperative effort is essential. It is the responsibility of both parents and teachers to work together to help students find success in school.

Students in grades K-8 receive a formal progress note/report card following each grading period. Teachers may also contact parents to keep them informed of significant problems or achievements.

Grades K – 2

The scale of E, S, N, and U is used for generalized progress toward developmentally appropriate milestones. (E = excellent, S = satisfactory, N = Needs improvement, U=Unsatisfactory)

Grades 3 - 8

Academic grades indicate the individual progress of a student in relationship to class standards as set by the teacher and the curriculum.

The grading is:

A+	-	98 - 100%
A	-	93 - 97%
A-	-	90 - 92%
B+	-	87 - 89%
B	-	83 - 86%
B-	-	80 - 82%
C+	-	77 - 79%
C	-	73 - 76%
C-	-	70 - 72%
D+	-	67 - 69%
D	-	63 - 66%
D-	-	60 - 62%
F	-	59 - 0%

Marks/comments are also given for social/study skills and conduct.

EXTENDED CARE EXPECTATIONS

All children not in Extended Care, in athletics, or in supervised activities should exit the building by 3:15 p.m. All students are to be in their supervised athletic or activity areas by 3:15 p.m. The gym foyer area, Bartz Hall Lobby, Narthex/living room area and hallways are cleared by 3:15 p.m. Children who remain in the building at 3:15 p.m. must be accompanied by a parent. After 3:15 p.m., the pick-up and drop-off location for all students is the Bartz Hall entrance.

EXTENDED CARE SUPERVISION

Extended Care is for students in grades PS-8. Supervision begins at 7:00 A.M. and operates until the school day begins. Afternoon Extended Care supervision begins when classes are dismissed and operates until 6:00 P.M. Extended Care programs are available on specified early dismissal and non-school days. Designated rooms are assigned each year for the program.

Arrangements are made in advance for proper supervision of students signed up for extended care. Refer to extended care reservation forms for charges.

Fees are based on the minutes used according to the assigned rates for the grade level of the child. Parents purchase a block of hours in advance and, as time is used in the program, the hours are deducted from the block. A late fee of \$1.00 a minute per child is charged after 6:00pm. The fee increases to \$5.00 a minute per child after 6:00pm except in an emergency or bad weather. Any payment issues can be addressed through the Extended Care office at 224-387-3897.

FIELD TRIPS

Field trips are scheduled according to individual classroom curriculum instruction. The cost of most academic field trips is included in tuition. The classroom teacher will communicate these details with his/her families ahead of time. Since field trips are an integral part of the school experience, all children are expected to participate in these experiences. For disciplinary reasons some children may be excluded from field trips.

FINE ARTS CONCERTS

Annual concerts are held during the school year. All music/art programs are represented during the year. These events are mandatory for all participants.

GANG AND GANG-RELATED ACTIVITIES

Gangs and gang-related activities are prohibited on school property and at school related activities. No student may intimidate or harass another student for the purpose of gang recruitment or gang retaliation. No student shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item that would be evidence of membership or affiliation in any gang. No student shall either verbally or non-verbally (gesture, handshake, slogan, drawing, etc.) have membership or affiliation in any gang.

HARASSMENT

St. Peter Lutheran Church and School is committed to maintaining an atmosphere in which individuals feel safe, comfortable, and free of harassment and bullying. Harassment (which includes sexual harassment, bullying, cyber bullying, and racial prejudice) is verbal, non-verbal, or physical conduct that creates an intimidating, offensive, or hostile environment. Reports of harassment by parents, school personnel, students or others are taken very seriously and are addressed by the school according to its stated disciplinary policy as well as the Statement of Cooperation (see appendix 1) signed by the parents. St. Peter School has implemented a SAINT'S PLEDGE (see appendix 2) that all students sign off on at the beginning of the year. Our goal is for Christian acceptance and tolerance for one another in word and action.

A reporting form is available for students to complete if he/she witnesses an incident or is the victim of such. The report may be submitted anonymously. The form will be available in different locations in the building as well as online. Families can use www.stpetermyschool.com/reportbullying for online submissions.

Parents should contact their child's teacher as soon as they hear or witness any type of harassment of their child or any other child within our school. Awareness by all promotes a healthy, positive, and safe environment.

Parents should not confront other students during the school day or at school sponsored activities. If there is a concern with another child, please notify the child's teacher or school administration. If there is an unresolved concern, follow the "Parental Concerns and Appeals" included in this handbook.

HOME-SCHOOL COMMUNICATION

Effort is taken weekly by the school office (via mass communication messages and newsletters) and by teachers (classroom news) to communicate necessary information. Please make every effort to read and note the communication sent.

Effective communication between home and school helps to prevent potential problems and to arrive at workable solutions. Parents and students must accept responsibility when a student is not working up to his/her capability. Parents who have a concern should contact the teacher as soon as possible.

The school office takes messages for students, but it is not always possible to deliver them immediately, except in case of emergency. Parents wishing to speak with teachers may leave such messages with the faculty members' voice mail or e-mail. Teachers most often read their email and receive messages *at the end of the day*. Faculty members return the call or message as soon as possible. Emergencies and urgent calls should go to the school office.

If parents have a classroom concern, they are asked to schedule an appointment with the teacher at a mutually convenient time.

Parents are asked to use voice or e-mail to express questions or concerns to a teacher after 7:45 A.M. as the teacher is responsible for classroom management and instruction after that time.

It is imperative that the school has current, accurate emergency telephone numbers for all students. *Please contact the enrollment office whenever there is a change in emergency, work, home or cell phone number.* Keeping email addresses updated is also important. In situations involving illness or injury, it is most important that the school can reach parents quickly.

HOMEWORK

Although homework requirements vary from Kindergarten through Grade 8, all students may have schoolwork that is completed at home. Assignments given in class and not completed in class become homework. Homework is designed to extend, enrich, or reinforce classroom learning. Although the length of schoolwork time varies, students should set aside time at home each night to complete it. Older students may require more time.

In addition to regular schoolwork, students may have long-range assignments such as term-papers, science projects, and book projects.

Students absent due to illness are given one day for assignment make-up for each day of absence EXCEPT for any previously assigned work/tests/papers/projects which had due dates delineated prior to the absence. Students may be asked to take tests after school or at lunch so as not to disrupt the instructional day. Special arrangements may be made in case of extenuating circumstances or long-term absences.

An assignment not submitted when due is considered to be a late assignment and is not accepted for full credit. The absence and make-up work policy remain in effect. Homework may be picked up after school by the parent, sibling, or other designated person chosen by the parents. Assignments may be accessed in Schoology after four o'clock for grades 6-8

ILLNESS

Students who become ill during the school day must visit the office and will be sent home as determined by the school. Children who become ill with vomiting or other symptoms that cannot be relieved by a short rest should be picked up as soon as possible after notification by staff. A child, who is absent for illness, may not participate in after-school or evening activities. These procedures are in place to help promote the healthiest environment for the students and staff.

Please use discretion in sending your child back to school after a bout with the flu, sore throat, cold, or other communicable diseases. Children must be fever-free, without fever medication, and free of vomiting/diarrhea for a 24-hour period before returning to school. Children must have a temperature of less than 100.4 degrees to be considered fever free. Children taking antibiotics should have a 24-hour cycle before returning to school. [IDPH Guidelines](#)

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS):

A student diagnosed with this virus must let the school administration know as soon as diagnosis is confirmed. Conferencing will include physician, administrator, pastor, and parents to discuss the continuation and limitation of enrollment and participation in school activities. Physical limitations, psychosocial activity patterns, and the medical condition of the individual will all be taken into consideration.

IMMUNIZATION AND PHYSICAL EXAMS

Proof of health examination and proof of immunization against preventable communicable disease are required by the State of Illinois for all students entering a school for the first time, at the beginning of preschool and kindergarten, and at the beginning of sixth grade. **Physicals are to be turned into the office by the first day of school.** These physical examinations must be performed by a physician licensed to practice medicine in all of its branches. Physical exams are also required to participate on athletic teams each year.

The parent or legal guardian of a student may object to health examinations, immunizations, vision and hearing screening tests, and dental health examinations for his/her child(ren) on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the school. The objection must set forth the specific religious belief which conflicts with the examination, immunization or other medical intervention. General philosophical or moral reluctance to allow physical examinations, immunizations, vision and hearing screening, and dental examinations do not provide a sufficient basis for an exception to statutory requirements. The school is responsible for determining whether the written statement constitutes a valid religious objection. [1 051 LCS 5/27-8.1 (8)]

If the child does not present either a waiver, proof of having had the examination, or proof that an examination will take place within 60 days after May 15, the school may hold the child's report card.

EXAM REQUIREMENTS

1. **Proof of Dental Examination:** St. Peter Lutheran School requires students in kindergarten, second, and sixth grades before May 15 of the school year present proof of having been examined by a dentist.
2. **Eye Examination Report:** St. Peter Lutheran School requires students entering kindergarten and when enrolling for the first time to submit, before October 15 of the school year, an Eye Examination Report completed by a qualified physician or optometrist.
3. **Medical Examination:** St. Peter Lutheran School requires students to have a medical examination performed within one year of entering preschool, kindergarten or first grade, sixth grade, and immediately prior to entrance to a new school.
4. **Immunization Record:** St. Peter Lutheran School requires students to present proof of having received such immunization against preventable disease as the Department of Public Health shall require.
5. St. Peter Lutheran School shall report to the State Board of Education by November 15, information on students who have and have not received required immunization and health examinations.
6. St. Peter Lutheran School shall report to the State Board of Education by June 30, information on students who have and have not received required dental and eye examinations.
7. Students are to be excluded from school by October 15 if the requirements for health examinations and immunizations have not been met.
8. New students may submit up to date health and immunization records from their current school.

LEARNING DIFFERENCES

Students who have current documentation on file at school for identified learning differences may be considered for accommodations. Due to staffing and funding limitations, St. Peter Lutheran School cannot guarantee the implementation of individual plans from outside sources. Parents should contact Student Services for further details.

LEAVING CAMPUS

The safety of our students is our highest priority which is why we make every effort to monitor students and provide supervision before and after school through our extended care programs. Students who choose to leave campus without permission or are otherwise unaccounted for, potentially put themselves

at risk; therefore, students cannot leave campus unless under the supervision of a parent or designated guardian. Students who remain on campus or return to the building are required to be in a supervised area/activity, so they will be sent to Extended Care and the family charged accordingly. Students wishing to walk to or from school independently should fill out the appropriate form and file it in the school office.

LOST AND FOUND

The student's name should be placed on belongings such as jackets, gloves, boots, etc. Items left behind after any activity are placed in the lost and found box located in the gym foyer. Items such as watches, jewelry, and glasses are turned into the school office. Items not claimed at the end of each quarter will be donated.

LUNCH PROCEDURES

A hot lunch program is offered by the school for all students. Students may order a hot lunch when they arrive at school, or they may bring a cold lunch from home. In addition to the availability of a daily hot lunch selection, individual cartons of milk and some ala carte food items (grades 6-8 only) are available. All food items are paid for with prepaid cards which may be replenished with funds either on-line or payment in a clearly labeled envelope to the school office for "Lunch/Cafeteria".

All students are expected to eat the food they purchased or brought from home. Sharing or exchange of lunch items is not allowed. Nut-free tables are available.

Students are not allowed to bring in carbonated beverages in cans or bottles to school.

Students are not encouraged to have lunch dropped off during the day that is from an outside restaurant. Lunch may be brought from home or purchased in the cafeteria. Periodically, outside food services may be contacted to provide lunches for the students. When that is done a separate order form and pricing is used.

MANDATED REPORTING CHILD ABUSE

School personnel are mandated reporters of child abuse and neglect. All school personnel have signed the mandated reporter statement required by the Department of Children and Family Services acknowledging this obligation.

MEDICATION

Only designated personnel are permitted to dispense medication to students.

Parents of students needing medication during the school day should make arrangements with the school and must complete a school medical request form, which is kept on file in the nurse's office. Forms and medication should be brought to the school office upon entrance to the school.

The school administration receives, in advance, a weekly, bi-weekly, or monthly supply (parent's option) of the student's medication with dosage and distribution schedule provided in writing and signed by parent or guardian. Medication is to be properly labeled with student name, name of medication, and prescribed dosage.

St. Peter Lutheran School and its personnel incur no liability for injuries when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist.

SELF-ADMINISTRATION AND SELF-CARRY OF EPINEPHRINE AUTO-INJECTORS

Students are allowed to self-administer and self-carry epinephrine auto-injectors upon receipt of a signed parent permission notification and a signed authorization by a physician or nurse practitioner. The signed permission notification and the signed physician or nurse practitioner authorization must be kept on file in the office.

NEW MEMBER CLASS

Parents are invited to seek a better understanding of our Lutheran faith and practices by attending the New Life Class conducted periodically by St. Peter Church through the year. Individuals who complete and agree with the doctrinal content of the course offered in the New Life Class may apply for membership in St. Peter Lutheran Church.

NEW STUDENTS

New students in grades K-8 will be screened for readiness prior to final enrollment at St. Peter. A probationary period may be established for any incoming students. If a student experiences difficulty in academics or behavior, faculty and parents work to alleviate the situation. If any student continually exhibits unsatisfactory performance in academics or continually exhibits unsatisfactory behavior, enrollment may be discontinued.

NON-DISCRIMINATION POLICY

St. Peter Lutheran School serves the entire community. St. Peter Lutheran School does not discriminate on the basis of age, race, color, sex, disability, immigration status, or national ethnic origin in admission of students; in the right to privileges, programs, and activities generally made available to students in the school; in administration of educational and employment policies; and in administration of athletic or other school administered programs. The Non-Discrimination Policy of St. Peter Lutheran School complies with Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); the Individuals with Disabilities Education Improvement Act (20 U.S.C. 1400 et seq.); The Age Discrimination Employment Act of 1967 (29 U.S.C. 621 et seq.); Title VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 2000e et seq.); the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the Illinois School Code (105 ILCS 5) and relevant case law including Plyler v. Doe. 457 U.S. 202, 102 S. Ct. 2382 (1982).

St. Peter Lutheran School takes its non-discrimination policy seriously. The Governing Board of St. Peter Lutheran School is responsible for implementation of the non-discrimination policy and addresses any concerns in this area.

PARENT CONFERENCES

Parent conference days are scheduled at different times throughout the year. Note the dates on the school calendar. Assessment results are shared when results are available. Additional conferences may be requested by a parent or teacher, as the need arises.

PARENTAL CONCERNS AND APPEALS

Matthew 18:15-17 says "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen to even the church, treat him as you would a pagan or a tax collector."

If students or parents feel that they have been treated unfairly or have a concern in some area, they should:

1. Contact and meet with the child's teacher. Parents who wish to meet with teachers may phone or email to set up an appointment before or after the school day.
2. If a satisfactory solution cannot be reached, school administration should be contacted.
3. If, after meeting with the principal/assistant principal, the matter is still unresolved, or the parent or student would like to appeal the decision of the principal, the matter may be taken to the Lead Pastor.
4. Decisions of the Lead Pastor are final.

Appeals to the Lead Pastor should be in writing and include the following:

1. Specific details pertaining to the appeal.
2. Identification of the specific action requested from the Lead Pastor.
3. The signature of the individual filing the appeal.

PETS

For health and safety reasons families are not allowed to bring pets onto school property since safety and allergies may be a concern for some students and their parents. No pets are to be brought into the school unless special arrangements have been made by the parents with the teacher. Pets may not be left unattended on school property. Under no circumstances should dogs be allowed to roam free or come near students in the school, playground, fields, yard, or parking lots before, during, or after school hours. The comfort dogs are a special allowance within the school program.

PICTURES

In early fall of the school year a photographer comes to the school to take individual pictures of every student. These individual pictures are used in the yearbook. A makeup/retake day is scheduled. Classroom pictures and activity pictures are scheduled at a later date and are also available for purchase.

Spring pictures for preschool and eighth grade graduation pictures are also scheduled.

Candid photographs may be used for marketing purposes in print and electronic formats unless parents request in writing on the emergency contact form that this not be done.

PLAYGROUND RULES

Students should cross the street only with the direction of a teacher. Only playground equipment issued by the school may be used at recess. For the safety of students using the playground and equipment, students need to observe the following rules:

Students using the playground should **REFRAIN** from:

Playing in ways that are dangerous or destructive

1. No twisting on the swings to avoid breaking the rubber on the chains
2. No climbing on the outside of the equipment
3. No climbing up slides with limited visibility (tube slides, etc)

PROMOTION/RETENTION

Students who have shown satisfactory progress during the school year are promoted to the next grade level. In classes where student retention or conditional promotion would be beneficial, parents are informed and have the opportunity to discuss the matter with the teacher and the principal. A staff meeting may be scheduled to discuss the child's educational needs with faculty members and parents to help determine the best course of action for the student. The final decision for retention is determined by the classroom teacher and principal.

In grades preschool through 5, all areas of child development (social and emotional growth, academic achievement level, and physical development) are taken into consideration before a decision is made regarding promotion. Every effort is made to assist the student in his/her overall educational experience. If a student shows unsatisfactory progress which strongly indicates a lack of readiness for the next grade level, the teacher, parents, and principal are asked to meet to determine the best course of action. The final decision is made by the school.

Middle school students who receive passing grades in the seven core subject areas are promoted to the next level. Students who receive failing grades in core subject areas may not be promoted to the next level or may be required to do additional coursework. This decision is made by the school after consultations among the teacher(s), parents, and principal. Eighth grade students must satisfactorily pass tests on the federal and Illinois constitutions as a graduation requirement.

RECORDS AND RECORDS TRANSFERRING

Records are kept in the school office for each student. Records are transferred to another school upon request of the other school or the parent.

SAFETY PATROL

All seventh and eighth grade students are expected to serve on the school safety patrol. Students and adults are to cross only at crosswalks where there is a safety patrol student and are to follow all safety patrol directions. Patrol members do not walk students to waiting cars in the parking lots. Only students who are walking home or riding a bike are assisted across the street by a teacher.

SAFETY DRILLS

Three fire drills, one law enforcement drill, and one tornado drill, at a minimum, are held during the school year. Arlington Heights Fire Department and the Arlington Heights Police Department participate in monitoring and evaluating drills during the year.

SCHOOL DAY VISITS

During the school day all parents and visitors must enter through the main entrance, and present a state ID for clearance into the building. Visitors must wear badges while in the building.

Parents are asked to deliver messages or student belongings to the school office. Parents are not to be in school classroom hallways between 8:00 a.m. and 3:00 p.m. and are to remain in the church lobby or outside while waiting for their children at the end of the day. Parents are asked not to visit with their children during the lunch period in the cafeteria.

SUBSTANCE ABUSE POLICY

Where there is evidence to indicate that a student has drug paraphernalia, possesses, has purchased, has used, has sold or distributed, or is under the influence of a controlled or behavior-affecting substance (e.g. marijuana, narcotics, alcohol, etc.) on the school grounds or at a school sponsored activity, the student is suspended immediately, and the student and parent/guardian are requested to meet with the principal as soon as possible. The proper authorities are notified.

TECHNOLOGY USE POLICY

Students using computers and other technological devices at school will be informed of the acceptable use guidelines in relation to Internet, security, research, etc. Personal technology items brought to school with permission are under the same Technology Acceptable Use Policy. Violations of guidelines will result in disciplinary action. Parents and students receive and must sign an Acceptable Use Policy form each year.

SOCIAL MEDIA

St. Peter Lutheran School:

1. May not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.
2. May conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's anti-bullying or similar disciplinary policy; and the school may require the student to share content in the course of such an investigation.

TELEPHONE

Students may not use the school office phone except in emergencies or due to a same day scheduled activity change. If a student needs to contact a parent, classroom phones or office phones will be made available to them. All messages should be filtered through the school office or teacher.

TESTING PROGRAMS

Students in grades K-2 will take an online Fastbridge assessment and students in grades 3 – 8 will take an online MAP assessment benchmark three times a year in the fall, winter, and spring. Results will be shared with the parents.

It is most important during these testing days students have adequate rest, a good breakfast, and come to school in a positive frame of mind to do their best.

Eighth grade students take high school placement tests in the appropriate districts during the school year.

TUITION AND FEES

All tuition fees are due upon enrollment. A late fee of \$25.00 will be assessed for tuition payments not received by the 15th of each month. There is a \$25.00 charge for a returned check due to insufficient funds. An account is considered past due after 30 days. If an account is past due for two or more months, follow-up is made for further action. Appropriate action may include termination of enrollment.

Other fees may include: hot lunch charges, band/music supplies, athletic uniforms/equipment, and extended care program fees. Report cards, diplomas, transcripts, and yearbooks will be held until all fees are paid in full.

VACATION TRIPS

Vacation trips are strongly discouraged while school is in session. Such absences adversely affect the quality of a student's education. If a trip must be taken, classroom teachers must be notified in writing. **It is not expected of teachers to provide assignments prior to vacation trips.** Immediately upon a student's return, it is his/her or the parent's responsibility to request all make-up work. Students may have to stay after-school following a trip to receive follow-up on instruction missed. Students are given one day for each day of absence to make up assignments EXCEPT for any previously assigned work/tests/papers/projects which had due dates delineated prior to the absence.

In the event that work is obtained in advance (at the discretion of individual teachers), it will be due on the day that the student returns to school. IF THE WORK IS NOT DONE, it will be graded as late and handled as any other late assignment. Any other missed work will also be provided to the student upon return and will be allotted the same number of days to be completed as school days that were missed. After that point, work will be graded as late and handled as any other late assignment.

VOLUNTEERING AT ST. PETER LUTHERAN SCHOOL

We love school volunteers! We also love our kids and are committed to their safety. Our check-in system at our reception desks runs an immediate background check on occasional volunteers and visitors during school hours.

But those who volunteer in positions of greater trust or greater frequency undergo our full protection screening process and are fully rescreened every 10 years.

The full screening process must be completed by parents and others who help in these ways:

- those who go on field trips
- those who help in the classroom on a regular or frequent basis with such things as setting up for parties, putting art on the walls, running off copies, assisting the teacher, etc.
- any who will be responsible for students when teachers are not present
- coaches and assistant coaches
- chaperones on overnight trips

The 6 Steps of Our Full Screening Process

All steps must be completed before serving. Allow a minimum of one week. For links to the application, the online class and further information, go to www.FullLifeinChrist.org (click on Get Involved, then Protection Ministry).

- 1) **Application:** The Confidential Protection Application is available on our website and in the church and school office. When completed, return it to the church or school office in a sealed envelope labeled "Confidential Protection Application."
- 2) **References:** You are involved in the reference checking process. Within a few days of submitting your application, we will send you an email. Watch for it! The instructions will explain that you are to forward this email to your 3 references, who then reply to us.
- 3) **Interview:** After turning in your application, please call Isabel Peterson at 224-387-3857 to schedule an appointment for your interview. Interviews take about 15 minutes.

4) **Training Class:** Go to the St. Peter website: www.FullLifeinChrist.org. Click 'Get Involved', then 'Protection Ministry', then 'Protection Training Class.', then 'launch online class'. *After viewing the class, go back to the 'Protection Training Class page, click 'training class questionnaire.'* Answer the questions and submit the form at the bottom of the page.

5) **Background Check:** We will obtain a criminal background check.

6) **The Six-Month Rule:** Volunteers must be members or documented participants at St. Peter for six months before serving. This rule is waived for day school parents volunteering for their child's activities.

NOTE: The sensitive, private information we ask for will be held in the strictest confidentiality. We take this responsibility very seriously. It is our Christian duty, and it is the law.

WEBSITE

St. Peter has a website located at www.stpetermyschool.com. Various types of information can be located on links within the website including calendar dates, special events, admission information, campus life, news highlights, faith in action, alumni, ways to get involved, forms, school newsletters, and lunch menu. Online registration for preschool through eighth grade as well as extended care and summer camps can also be found on the school website.

WITHDRAWAL FROM SCHOOL

1. Parents must notify the Director of Enrollment by email at least one week prior to withdrawal. It usually takes a week to process papers.
2. The student must clear all textbooks and school materials with the teacher with the assigned form and signature.
3. All outstanding balances are to be paid prior to or at withdrawal. If a student is withdrawn on or before the fifteenth of the month, half of that month's tuition is charged. If withdrawn after the fifteenth of the month the family is charged for the full month.
4. No report card or transcript will be forwarded to another school until all the above is completed.

WORSHIP SERVICES

Parents are reminded that faithful church attendance for their children, and for themselves, is necessary for individual spiritual welfare, as well as being supportive of the educational and spiritual mission of the school.

Students and their families are encouraged to attend weekly worship services.

All families are welcome to attend worship services at St. Peter.

ST. PETER LUTHERAN SCHOOL FOOD ALLERGY GUIDELINES

1. **St. Peter Lutheran School cautions that it is necessary for everyone to understand that an ALL ALLERGEN-FREE environment is impossible to achieve, and to expect it is to harbor a false sense of security.**
2. Each student/family is treated individually to maintain the least restrictive environment for a student with a food allergy. The parents/guardians and the teacher will meet to establish individual guidelines.
3. Due to the student privacy policies, St. Peter School cannot divulge who has an allergy to the classroom, however, the parent/guardian is encouraged to write a letter to the classroom. Sample letters can be provided to the parent/guardian.

4. St. Peter School will provide an *Allergy Free Lunch Table* at lunchtime if needed. All *special* lunch tables are cleaned before and after each use.
5. **Sharing of any food is prohibited in the lunchroom.**
6. Daily classroom snacks will be **Peanut and Tree Nut Free**. The **classrooms** will remain **Nut Free at all times**. Snacks **must** be chosen from the *St. Peter School Food List*. This list of food choices can also be found on the St. Peter website. Foods brought to school for daily snacks NOT on this list, will be sent back home.
7. When special curriculum events involving food occur at school, all foods must be nut free and/or free of all allergens of students within that class. Alternate locations may be required for these events.
8. A celebratory event day can be arranged (special organization events, school-wide events, etc.) with adequate notice (one week) and approval. Celebratory treats may include items not on the list that are purchased only and will be shared in areas outside of the classroom setting. There will be allergen free items available for each event. (Example: Donuts with Dads; Muffins with Mom; Community Open House; Movie Night)
9. Read the label each and every time you purchase a treat from the **FOOD LIST**, as ingredients may change without notice.
10. Edible birthday treats will not be allowed during regular school hours. In lieu of birthday treats, donations towards a special yearly mission project may be made or sharing an item such as stickers, pencils, erasers, etc., may be done.

ST. PETER LUTHERAN SCHOOL FOOD LIST

- 1) The foods listed below **WILL** be allowed in the classroom for snacks and special classroom parties.
- 2) Pre-packaged items are required for celebratory parties; either individually wrapped or large factory sealed bags/boxes . . . the teacher will open and distribute the treats to the class . . . i.e., a large bag of cheese cubes (cheddar) & large box of Ritz crackers.
- 3) Please read the ingredient label **BEFORE** buying a food item. If there is mention of **peanuts/tree- nuts** (cashews, almonds, walnuts, etc.) anywhere on the ingredient statement or made in a facility that processes nuts **DO NOT BUY!!**
- 4) Any food that is not on the list but **clearly labeled “nut free”** will be allowed in the classroom.

Because of cross-contamination concerns, there can be absolutely no home baked goods allowed in the classroom.

ST. PETER SAFE FOOD LIST

Below is a list of allowable foods for classroom snacks. Please buy only brands listed as many generic brands are not safe. At this time, these foods provide allergen statements that exclude nuts. You should be aware that manufacturers can change the product or add a line to production that includes nuts. Always read the label first! When in doubt, don't buy the product and choose a product with a clear allergen statement.



ST. PETER

2023-2024 SAFE FOOD LIST

ALLOWABLE FOODS FOR CLASSROOM SNACKS.

Please buy only brands listed as many generic brands are not safe. Always review ingredients before purchasing as they may change.

FRUIT

- Fresh
- Single serve fruit cups or pouches
- Apple sauce

VEGETABLES

- Fresh

CHEESE

- Hard cheese
- Cottage cheese
- String cheese

YOGURT

- GoGurt
- Individual yogurt cups (no toppings)

CRACKERS

Nabisco:

- Ritz (Not Ritz Bits)
- Saltines

Keebler:

- Wheat Thins

Pepperidge Farms:

- Goldfish Crackers (original, cheddar, or pretzel)

Kraft Handi-Snacks:

- Breadsticks 'n Cheese Dip
- Mister Salty Pretzels 'n Cheese Dip

Annie's:

- Cheddar Crackers
- Classic Crackers
- Graham Crackers
- Bunny Crackers

PRETZELS/HEALTHY CHIPS

- Rold Gold Pretzels
- Sensible Solution Veggie Straws
- Sun Chips

POPCORN

- Pirates Booty
- Skinny Pop

DRESSING

- Hidden Valley Ranch (original)

SWEET TREATS

Honey Maid:

- Graham crackers (original)
- Teddy Grahams

Pudding:

- Snack Pack Pudding (vanilla or choc)
- Jell-O Individual Cups

Kellogg:

- Rice Krispie Treat (original)

Nabisco:

- Nilla Wafers
- Oreo Cookies (original)
- Barnum Animal Crackers

Keebler:

- Vanilla Wafers
- Scooby Doo Graham Crackers

CELEBRATION TREATS*

**The items listed are for an occasional sweet treat, and should not be used for a daily snack*

- Fruit Roll Ups
- Fruit Gushers
- Fruit By The Foot
- Fruit Snacks
- Dum Dum Pops
- Life Savers (Including Gummies)
- Skittles
- Starburst
- Twizzlers

MIDDLE SCHOOL SUPPLEMENT

ACADEMIC AWARDS PROGRAM

The academic awards program is a process whereby students at St. Peter Lutheran School earn medals for academic achievement. These medals are determined by grades earned in core subjects during the seventh and eighth grade years. Bronze, silver, and gold medals are awarded at the end of the year awards ceremony to our graduating eighth graders.

The core subjects are English, literature, math, science, and social studies. By maintaining a 90% average in a subject for one school year, one credit is earned. Credit maximums are based on class structures within those 7th – 8th grade years and credits are figured according to a sliding scale to award bronze, silver, and gold medals.

ATHLETIC OVERVIEW

St. Peter is a member of the **Mid-Suburban Middle School Athletic Conference** and **Northwest Suburban Lutheran Conference** in affiliation with the **Illinois Elementary School Association (IESA)** and **Lutheran Sports Association (LSA)** which hosts Illinois statewide competition with Lutheran Schools in basketball, cross country, cheerleading, volleyball, and track & field. The Saints Athletic program offers the following sports for Boys and Girls in Grades 6-8 and Grades 4 and 5 where noted.

Cross Country / Jr. Running Club – Fall Season

Volleyball – Fall Season

Basketball – Winter Season

Cheerleading – Winter Season

Track & Field – Spring Season

ATHLETIC PHYSICALS

In order to participate in St. Peter athletics, each student must have a certificate of physical fitness issued by a licensed physician not more than 395 days preceding any date of participation on file at the school (IHSA School By-Law).

EIGHTH GRADE CLASS TRIP

An eighth-grade class trip to the Washington DC area occurs the 4th quarter of the school year. Meetings are held with parents during the year. Funding for this is the responsibility of the parents. Fundraising opportunities are available.

ELECTIVES PERIOD

During the eighth period of the day, students may choose to participate in any elective class that fits into their schedule. Enrollment in these fine arts classes is for either a full year or a semester. Study periods are also available each day of the week.

- Students will make requests for electives classes. Class placements will give priority to 8th grade, then 7th grade, and then 6th grade.
- 6th grade students may take a maximum of 2 elective classes each semester.
- 7th / 8th grade students need to take a minimum of 2 elective classes each semester, unless given permission by administration.

ELECTIVE DESCRIPTIONS

ART (Semesters - Tuesdays or Wednesdays) Students will gain experience with a variety of art mediums and techniques while exploring their creative talents.

BAND: (Full Year - Tuesday and Thursday, witham/pm sectionals) Band members with 2+ years experience are eligible to participate in the Wind Ensemble. They will perform at the winter & spring concerts with some additional performance opportunities.

CHOIR: (Full Year - Mondays and Thursdays) Students receive experience and training in choral music and part-singing. The Youth Chorale is a great opportunity for new and experienced vocalists alike. Students will perform at the winter & spring concerts with some additional performance opportunities.

HANDS & FEET OF JESUS: (Semesters 1&2 - Fridays) Students will have the opportunity to plan, coordinate and serve others through various school and community service projects. They will build compassion and empathy as they learn others' stories and needs, along with collaboration and leadership as they carry out the service projects.

MUSICAL THEATER: (Semester 1- Friday) - This class focuses on developing fundamental theatrical and musical skills, including acting, movement, singing, and improvisation. Students will learn the art of storytelling, how to present themselves confidently, and how to engage an audience.

ORACLE: (Semesters 1 & 2 - Mondays and/or Fridays) Students will gain experience in various aspects of producing a school newspaper, including collaborative planning, layout, interviewing skills, writing / proofing articles, creative design elements, and more. Students produce several Oracle publications throughout the year.

PERCUSSION ENSEMBLE: (Semester 2 - Fridays) Percussion Ensemble will utilize a variety of pitched and unpitched percussion instruments to rehearse and perform music together as a group. Students will learn a wide range of music concepts while exploring new repertoire. This elective is open to students of any experience level - students who are also enrolled in Wind Ensemble will learn more advanced techniques, and beginners will develop fundamental skills.

PRAISE BAND: (Full Year - Wednesdays) This is for students who enjoy singing or have experience playing guitar, bass, piano, or drums. Students will build their musical skills while preparing to lead others in worship through song. Students will have the opportunity to lead during chapel and may have additional performance opportunities.

SPANISH 1: (Semester 1 - Wednesday and Friday) Open to grades 7 & 8 only. This class provides an introduction to the Spanish language and builds foundational skills.

SPANISH 2: (Semester 2 - Wednesday and Friday) Open to grades 7 & 8 only. Students must complete Spanish 1 (or Spanish during 22-23 school year) to participate. Students will build on previous foundational skills and be exposed to more advanced language applications.

STRENGTH AND CONDITIONING: (Semesters 1&2, Thursdays and/or Fridays) This course is designed for the student-athlete. Students will learn different methods of strength, resistance, and plyometric training and how these different types of exercise encourage and support muscle growth. Students will participate in these different types of workouts and conclude the course designing a workout plan tailored to their needs. PE clothes are to be worn for class.

TECH: (Semesters 1&2 - Mon. Tues. Wed. Thurs. - **Choose 1 day**) The makerspace lab is an environment that blends high-tech and low-tech tools, fostering creativity and innovation. It offers cutting-edge technologies alongside traditional craftsmanship, addressing a diverse range of interests and skill sets. Makers have the freedom to explore both advanced machinery and basic hand tools.

YEARBOOK: (Semesters 1&2 - Fridays; Wednesday after school option also available) Students will gain experience in theme design, page layout, photography elements, Canva & eDesugn software, production process and more. They will help document the school year's history and happenings through final production of the school yearbook.

YOUNG DISCIPLESHIP LEADERS: (Semesters 1&2 -Mondays) This elective will explore the Bible, digging deeper into God's word and discovering how to be effective huddle leaders. We will be reading and discussing God's word often and trying to figure out together HIs will for us.

ACADEMIC EXPECTATIONS

Academic expectations are high for all students at St. Peter and our teachers strive to see students achieve heights beyond their reach. Middle school teachers determine assignments and assessments that are critical to student learning in each particular subject matter. There is an increase in the level of academic rigor, extended time requirements for some assignments and a need for students' commitment to a stronger work ethic regarding projects.

ACADEMIC DETENTION

To assist in student performance and overall grade improvement, students may be assigned an academic detention when daily homework is not completed. Parents will be notified via phone by the teacher. Students will serve academic detentions either during the lunch period or after school within the regular detention setting but will spend the time completing the missing work. Late credit will be awarded when work is submitted, to maintain eligibility, while instilling in students a need to be diligent in their studies.

Ineligibility Form

St. Peter Lutheran School (Arlington Heights, IL)

Reason for Ineligibility – See highlighted reasons/classes on report.

- III This student is failing one or more classes (below 60%).
- III This student has two or more D's (60-69%).
- III This student has received an incomplete on his/her report card.
- III This student has a discipline record to support it.

Ineligibility Period

- III 5 Days from the Monday after date of issuance (Applies on INCOMPLETES & Mid-Quarter Checks)
- III 10 Days from the Monday after date of issuance (Applies on Quarter Report Cards)

The student may **not** participate in extracurricular activities or in school-sponsored events including, but not limited to, athletics, Oracle, Student Council activities, drama, clubs and out-of-school competitions during the ineligibility period.

-----This portion of the form is to be filled out by the student and parent----- Student Name: _____ Date: _____ Grade: _____

I understand my extracurricular limitations at St. Peter until the academic requirements are met, the form is signed by all parties and the ineligibility period is completed.

This form must be returned to the principal to regain full eligibility.

Student Signature _____ Date: _____

Parent Signature _____ Date: _____

---This portion of the form is to be filled out by the teachers of the highlighted classes---

Class	Current Grade	Effort	Teacher	Teacher Signature

SOCIAL MEDIA GUIDELINES

St Peter Lutheran School recognizes the rights of students who want to participate in online social networking. Our guidelines are designed to create an atmosphere of good will, honesty, and individual accountability. St Peter students should always keep in mind that information produced, shared, and retrieved by them is a reflection on the school community and is subject to the school's policies. When accessing, creating, or contributing to any blogs, wikis, podcasts, or other social media for classroom or, in most cases, for personal use, we expect students to keep these guidelines in mind. Failure to meet or follow these guidelines may result in disciplinary action.

STUDENTS: SOCIAL MEDIA GUIDELINES

In accordance with The Saints Pledge, we expect St Peter students to set and maintain high ethical standards in their use of social networking. Since social media reaches audiences far beyond the community, students must use social sites responsibly and be accountable for their actions. If a student sees anything of concern on a fellow St Peter student's social networking page or account, they should immediately contact the school administration.

- In the online environment, students must follow The Saints Pledge and school guidelines and conduct themselves within that framework online as in school.
- Think before you post. St Peter asks students to use discretion when posting to the Internet.
- St Peter reserves the right to request school-related images or content posted without permission to be removed from the Internet.
- Do not misrepresent yourself by using someone else's identity.
- Social media venues are public, and information can be shared beyond your control. Be conscious of what you post online as you will leave a long-lasting impression on many different audiences.
- Do not post or link anything (photos, videos, web pages, audio files, forums, groups, fan pages, etc.) to your social networking sites that you wouldn't want friends, peers, parents, teachers, college admissions officers, or future employers to access. What you present on social networking forums represents you forever.
- When responding to others, remember to be respectful and avoid comments that may be hurtful. Do not use profane, obscene, or threatening language.
- Only accept invitations to share information from people you know. Utilize privacy settings to control access to your network, web pages, profile, posts, blogs, wikis, podcasts, digital media, forums, groups, fan pages, etc.
- Online stalkers and identity thieves are a real threat. Never share personal information, including, but not limited to, Social Security numbers, phone numbers, addresses, exact birth dates, and pictures with parties you don't know or on unsecure sites.
- Users should keep their passwords secure and never share passwords with others. If someone tampers with your blog, email, or social networking account without you knowing about it, you could be held accountable.
- Cyberbullying is considered an act of harassment. See the Student Handbook for detailed information.

PARENTS: SOCIAL MEDIA GUIDELINES

Social networking sites are many and as pre-teens and teenagers, parental guidance and monitoring can go a long way. Parents must consistently check all social media accounts held by their child to assure the safety of the students and of our entire school community. Parental accountability for such is an expectation, as it can become a liability for our school. In general, know what is going on in your child's life. Even if they object, middle school students don't have a right to privacy when it comes to the parent/child relationship. You should know their Facebook password, so you can monitor their account. Take their cell phone regularly and check to see if you approve of their text messages. Cell phones and Facebook provide multiple temptations for bad choices. It is incredibly easy to text or post something you know you would never say to someone face to face. For a twelve and thirteen-year-old, this is a temptation that is extremely difficult to overcome. They are going to mess-up. But it is our job as parents to use those incidents as teachable moments to talk about what it means to *live for Christ* and most importantly to be *forgiven by Christ*. We pray that our school can partner with you as we teach our young people how to live, work, and play together.

GRADUATE AWARDS AND HONORS

AMERICAN LEGION CITIZENSHIP AWARD

As determined by the faculty, the recipient is the student who best exemplifies the qualities of courage,

honor, leadership, patriotism, scholarship, and service.

CHOIR DIRECTOR'S AWARD

The Choir Director recognizes an eighth-grade student who has shown musical talent and leadership ability in the choral music program. The student's name is inscribed on a plaque that is located in the choir room.

INSTRUMENTALIST AWARD

The music department gives an award(s) based on outstanding talent, dedication, participation and leadership in the instrumentalist program.

FRED MARTIN ATHLETIC AWARD

This award is presented to the male student who is an outstanding athlete in the sports program. Athletes are nominated by coaches throughout their 8th grade year and are chosen by the athletic director and school administration. Nominees should demonstrate strong moral character, leadership, dedication, and excellence in their athletic participation, academic performance, and interaction with the whole school community.

HELENE BARTZ CREATIVE ARTS AWARD

Candidates are recommended by the art teacher, band director, choir director, middle school drama director, and Oracle faculty adviser. This student should demonstrate strong moral character, leadership, dedication, and use of God-given talents in these areas of participation.

JEAN RUNGE MEMORIAL AWARD

The recipient is selected by the middle school faculty and principal using a written ballot. The student must have a grade average of 80% or better in the first three grading periods of eighth grade; church attendance must be 70% or better. Also taken into consideration are character, cooperation, friendliness, respect, dependability, trust, service, and school spirit.

JUDY SATIKAS MEMORIAL ATHLETIC AWARD

This award is presented to the female student who is an outstanding athlete in the sports program. Athletes are nominated by coaches throughout their 8th grade year and are chosen by the athletic director and school administration. Nominees should demonstrate strong moral character, leadership, dedication, and excellence in their athletic participation, academic performance, and interaction with the whole school community.

LISA GRESENS SERVANT OF CHRIST AWARD

The recipient, chosen by the ministerial staff, is the student who best displays Christian character and conduct including faithful and active involvement in worship, Bible study, and service to the Lord and His people.

LUTHERAN LAYMEN'S LEAGUE AWARDS

The Lutheran Laymen's League, a serving organization, is noted for its close involvement with youth and its dedication to Lutheran education, recognizes those students who have a servant heart demonstrated by serving in multiple ways through their years at St. Peter both in organization as well as in an "assisting" role wherever and whenever there is a need. They have led well by their example.

ST. PETER ART AWARD

An eighth-grade student(s) is recognized for exhibiting a high-quality level of talent, creativity, and motivation in the utilization of his/her God-given talents in the visual arts. An artwork by the student will become part of a permanent display at St. Peter.

SCHOLAR/ATHLETE AWARDS

The St. Peter Booster Club presents an award to two 8th grade student-athletes (male & female) who have demonstrated excellence through their athletic participation and academic accomplishments while they were in middle school.

VALEDICTORIAN AND SALUTATORIAN

The Valedictorian(s) and Salutatorian(s) are chosen by determining the highest-grade point averages for all of grade seven and the first three grading periods of grade eight. To receive, a student must be enrolled at St. Peter from 7-8th grade.

HONOR ROLL

At the end of each quarterly marking period, the middle school Honor Roll is determined. Honor roll status is determined by averaging the percentages of core subjects: English, literature, math, science, and social studies. The student is also required to have no grades below a 70%/C- nor have an N(Needs Improvement) or U(Unsatisfactory) in any course evaluated on the report card. The Senior Honor Roll consists of students whose grade point average is 93% or higher. The Junior Honor Roll consists of students whose grade point average is between 83 - 92%.

IMPACT OF EXCESSIVE ABSENCES

Middle school students who miss five or more days in an academic quarter without a doctor's excuse will be ineligible for academic honors (senior/junior honors role)

LATE WORK

The following guidelines are intended to offer a consistent approach when accepting and grading late work from students.

- 1 day late: 25% off
- 2 days (or more) late: 50% off

Late work must be completed and submitted:

- Before the end of a unit of study
- Prior to a unit assessment(quiz or test)
- Before the end of an academic quarter

Teachers discretion will be used case-by-case to determine the final due date for student work. This due date will be clearly communicated and documented with the impacted student(s).

LOCKERS/LOCKS

A hall locker and gym locker are assigned to each student. The school assumes no responsibility for the safety of any personal property lost, damaged, or taken from the lockers, but takes reasonable measures to keep this from occurring. Lockers are to be kept orderly with only school locks allowed. Students are issued combination locks, and lockers are to be kept closed and locked. The school reserves the right to open and inspect lockers at any time. Locker combinations are not to be shared with other students. The charge for a lost lock is \$10.00. Scotch tape and stickers are not to be used on the lockers.

Physical Education locks are provided by the school without charge. At no time should students change locks with someone else, give out their combinations, or use a non-school lock. If a lock is lost the student needs to see the instructor for a replacement lock. Students are required to pay \$10.00 for a lost lock. With proper use of lockers and locks, theft and locker room problems should be eliminated.

NATIONAL JUNIOR HONOR SOCIETY

St. Peter Lutheran School is a member of the National Association of Secondary School Principals, the National Junior Honor Society division. Membership in this prestigious national organization broadens the school's base of recognition for students who are outstanding in scholarship, citizenship, service, leadership, and/or character. Students in grades seven and eight must meet the requirements for membership as established and stated in the NJHS handbook, show the above stated characteristics and maintain a 93% cumulative grade average in order to be considered for and maintain membership in the National Junior Honor Society.

Scholastic eligibility is based upon the following time periods: grade seven- first semester average of core subjects; grade eight - grade average for all of seventh grade and first semester of eighth grade. An induction ceremony is held annually.

OUTDOOR EDUCATION

As part of the education curriculum, all sixth-grade students spend a week in October at an overnight camp with their peers and St. Peter staff. A Parent Orientation meeting is held in late August/early September to outline the details and cost of this outdoor education experience.

TEST/ASSESSMENT RETAKE

Test/Assessment retakes are afforded to students at the teacher's discretion. In these circumstances when a retake is offered, a student is eligible to retake the test/assessment only if he/she meets the following criteria:

- Original student score is below 80%
- Student gets the Retake Slip signed by a parent or guardian and submits it to the teacher by the designated date
- Student confirms his/her assigned time to retake the test/assessment and arrives promptly and prepared

A student's final grade will be determined by taking the average of their two test/assessment scores.

PHYSICAL EDUCATION GRADES 6-8

DAILY PARTICIPATION

All students are expected to dress every day for class. If a student is not able to fully participate on any given day, a note from home must be brought to be excused for that day. A doctor's note is required for any extended excuse from gym activity (4 or more days). Whenever possible, excused students are included in such activities as score keeping, refereeing, handling equipment, etc. Any exceptions to the above must be discussed with the teacher. If a student has a medical problem, it should be discussed with the teacher.

If a student is excused from participation from P.E. because the student is not feeling well or because the student is hurt, the student may not participate in after school athletic practices or games.

LOCKER ROOM & FACILITY EXPECTATIONS

Students should dress quickly and behave in an orderly manner in the locker room. No student is permitted in the equipment "cage", locker room office or P.E. Office without the teacher's permission. If equipment is broken through misuse or inappropriate actions the student is charged for the replacement of the equipment.

UNIFORMS

Students in grades 6-8 are expected to wear the following in gym class: St. Peter P.E. uniform, socks, and gym shoes. P.E. uniforms are to be worn for gym class each day and are not to be worn to any other class. If students do not have gym shoes, they are not allowed to participate in gym class. Students must wear their own gym uniform and their name should be written clearly in the nameplate on their shorts and shirt. In the late fall or early spring, students will go outside in cooler temperatures. On these days, students will be permitted to wear sweats and a sweatshirt over their P.E. Uniform.

For good hygiene, it is important that uniforms be clean. It is suggested that uniforms are to be taken home often, washed, and returned.

HEALTH CLASS

Students in middle school will have health class in place of their PE class for one academic quarter each year. All middle school students will focus on the structure and function of the systems of the body. Sixth grade will investigate nutrition, disease and illness. Seventh grade will explore nutrition and mental health. Eighth grade will investigate the effects of alcohol & drugs. This format will allow students and their instructor the opportunity for lesson continuity and the ability to build on previous knowledge and instruction in a concentrated 9-week period. Students will receive a separate grade for Health on their report card.

Preschool Supplement 2023-2024

ADMINISTRATIVE ACCOUNTABILITY

The early childhood programs operate under the auspices of the Governance Board of St. Peter Lutheran Church and School. Daily supervision of these programs are made by the Leader of Preschool with the support of the School Principal.

AGE GROUPS FOR ENROLLMENT

The preschool program is designed to be Christ-centered, full and part-time learning environments appropriate for young students at St. Peter Lutheran School. Age groupings for preschool classes in the 2023– 2024 school year will include:

- 2s Half Day AUGUST start 8:30 – 11:30 AM 2 year olds (2 by **12/1/23**)
- 2s Full Day AUGUST start 8:30 – 2:30 PM 2 year olds (2 by **12/1/23**)

- 2s Half Day JANUARY start 8:30 – 11:30 AM 2 year olds (2 by **3/1/24**)
- 2s Full Day JANUARY start 8:30 – 2:30 PM 2 year olds (2 by **3/1/24**)

We have 2 rolling start dates for our 2 year old program. Children who turn 2 before December 1, can begin the program in August. Students who turn 2 between December 2, and March 1, can begin the program in January. If you don't turn two until March you will need to wait until the following school year

- Mon/Wed/Fri. Half Day 8:30 – 11:30 AM 3 & 4 year olds (3 by **9/1/23**)
- Tues/Thurs. Half Day 8:30 – 11:30 AM 3 & 4 year olds (3 by **9/1/23**)
- FLEX Days 8:30 – 2:40 PM 3 & 4 year olds (3 by **9/1/23**)
- Mon-Wed-Fri. Full Day 8:30 – 2:40 PM 3 & 4 year olds (3 by **9/1/23**)
- Tues/Thurs. FULL Day 8:30 – 2:40 PM 3 & 4 year olds (3 by **9/1/23**)
- Monday through Friday 8:30– 2:40 PM 3 & 4 year olds (3 by **9/1/23**)

ARRIVAL AND DISMISSAL

Regular, prompt arrival and attendance at preschool is important for all students. Please strive to arrive at 8:15 AM (AM & full day classes) so your child is fully prepared at the start of school each day without interruptions in the class' activities. Families arriving after 8:30 AM will find all outside doors locked. Please proceed to doors #2 where admittance to the building will be allowed through electronic keyed doors. Parents/Guardians will need to walk their child to the attendance window where he/she will be checked in for the day and will then be escorted to their respective classrooms.

[2023-2024 Preschool Arrival Dismissal Map](#)

Arrival Times, Entrance Locations & Parking:

****Extended Care morning program:***

Times: 7:00 – 8:15 AM

Parking: Park in the east St. Peter lot on Vail Street. Proceed to the south end of the lot by the playground and/or flags.

Entrance: Bartz Hall, drop off takes place at door #10 a Extended Care Teacher will be there to greet your child and escort them to Extended Care

ALL PRESCHOOL

ARRIVAL at 8:15am doors open

Bartz Hall:
2s Classes (Berg/Cummins/Leyden/Nunez)
Flex Samaan
2HD & 3FD Staehlin
3HD Grissom
3HD Lebron

LC "Circle Drive" Doors:
5FD Burrow
5FD Ugorek
5FD Sendelbach
Flex Axelrood
TK Sustr

Dismissal Times, Locations, Doors & Parking:

Half Day PRESCHOOL

DISMISSAL at 11:30am

Door 23:
2HD Staehlin

LC "Circle Drive" Doors:
2s Half Day (Berg/Cummins/Leyden/Nunez)

HIGHLAND STREET Doors:
MWF Grissom 3HD
MWF Lebron 3HD

Full Day PRESCHOOL

DISMISSAL at 2:30pm
LC "Circle Drive" Doors:
2s Full Day (Berg/Cummins/Leyden/Nunez)

DISMISSAL at 2:40pm
Bartz Hall:
Flex Axelrood
3FD Staehlin

LC "Circle Drive" Doors:
5FD Burrow
5FD Ugorek
5FD Sendelbach

HIGHLAND STREET Doors:
Flex Samaan
TK Sustr

***Extended Care afternoon program:**

Times: 2:30 – 6:00 PM

Parking: Park in the east St. Peter lot on Vail Street. Proceed to the south end of the lot by the playground and/or flags

Entrance: Bartz Hall – come in through Door 10 and let the security member sitting at the window know who you are picking up, your child will be escorted to Bartz Hall

ABSENCE REPORTING

Regular attendance and participation in school activities is essential for the development of growth in students. All parents/guardians are encouraged to document absences by 8:00 AM through Skyward when applicable. Using the attendance portal through Skyward notifies both the school office and the classroom teacher that your child will not be in school/will arrive late to school/will leave early from school. As a secondary means, parents may call the school office, message through Seesaw or email their child's classroom teacher each day their child is going to be absent. Students arriving after 8:30 AM (AM or full day classes) should enter through the main entrance for a tardy slip and will be escorted by staff to their classrooms.

CHAPEL

The 3s-4s preschool classes go to chapel weekly on Wednesdays with the full school. 2s and students who don't attend on Wednesdays will participate in a monthly preschool chapel on either Tuesday or Thursday rotating every month. 2s also will participate quarterly in full school chapels.

CLOTHING POLICIES

Families are encouraged to send their children to school properly dressed and ready for a variety of experiences. These experiences include:

- art experiences with a variety of mediums
- out play (weather permitting)
- indoor motor activities

Please make sure that your child can dress with independence. It is also recommended that each child bring an extra set of clothing to school. These clothes will be kept in your child's backpack in case of a spill or accident. **Each piece of clothing should be clearly labeled with the child's name.**

DAILY ACTIVITIES

A typical day in the preschool program will include opportunities for many of the following activities:

- Group time with Jesus time, stories, songs, musical instruments, finger plays, weather, calendar, and thematic activities
- Learning centers with math, science and reading readiness activities
- Technology integrated into many of these daily activities
- Story and book writing/illustrating
- Zoo Phonics
- Heggerty
- Learning without Tears
- Books and related literacy activities
- Puzzles
- Dramatic play
- Art activities
- Block play
- Snack
- Large motor activities

This wide variety of activities will be organized around a theme or project approach for the week. They will be presented and implemented in a developmentally appropriate style. The daily classroom schedules will vary slightly for gross motor activities, and recess times.

DISCIPLINE POLICY

The faculty and staff of the preschool and Extended Care programs strive to foster Christ-centered classrooms and school environments through the use of the "Saints Pledge". Faculty and staff members along with this pledge promote an atmosphere of love, self-control, and forgiveness through various activities. Young children enjoy the effects of being loved and showing kindness. Positive reinforcements,

praise and limit settings are used as much as possible to promote positive behaviors. Since most young children are still learning the meaning and effects of positive self-control, many opportunities will be given to promote positive habits.

If challenging, repeated and/or major outbursts occur and self-control is lacking, the staff will work closely with the home to discover and use effective discipline strategies and techniques for common use. Forgiveness, redirection, reinforcements of positive behaviors and gentle guidance will be elements of these strategies. No use of physical punishment is ever permitted in the classroom by staff, parents, or visitors. In order to better understand the child's behavior, it is often helpful to report any upsetting experiences, etc. to the child's teacher. Open dialogue and cooperation between home and school often assists children through times of behavior issues. If negative behaviors escalate school leaders defer to the flow chart listed in the [Biting Policy \(Aggression Policy\)](#).

FIELD TRIPS

Field trips are planned twice a year to enrich the thematic activities and learning in the classroom. Parents wishing to participate in preschool field trips will need to have completed the Protection Ministry Screening program. Transportation plans will be announced, along with other specific information about the trip. Parents will be asked to sign a consent form for off site field trips. St. Peter is mindful of planning field trips that enrich the learning experience but don't break the banks of our parents. Most field trip experiences are included in your yearly tuition and fees; however, in the instance of any additional costs to parents, we would communicate that information ahead of time. Students in 2s Preschool will have alternative in-building field trip activities.

HEALTH POLICIES

ILLNESS PROCEDURES: Please use discretion in sending your child back to school after a bout with the flu, sore throat, cold, or other communicable diseases. **Children must be fever-free, without fever-reducing medication, and free of vomiting/diarrhea for a 24-hour period before returning to school.** Children must have a temperature of less than 100.4 degrees to be considered fever-free. Children taking antibiotics should have completed a 24-hour cycle before returning to school.

INJURIES: Minor injuries at the school are handled by school staff. Soap, water, band-aids, and ice are the extent of minor first aid rendered. An "ouch form" is filed for each injury and a copy will be given to parents. They will be notified in cases of severe bumps, cuts, bites, etc. In case of critical emergencies, where the school staff consider it necessary to call for medical help, the procedures are as follows:

1. Call paramedics (911) and render care as determined by the specific case
2. Call parents
3. Log accidents and incidents requiring special attention

HOME-SCHOOL COMMUNICATIONS

The St. Peter preschool program believes that a strong bond and high level of communication between home and school is of key importance in the early childhood years. The preschool program strives to provide regular electronic communications in the following formats:

- "SAINTS UPDATE": Weekly school newsletter
- CLASSROOM NEWSLETTERS: teacher's preference (daily, weekly, bi-weekly)
- SEESAW: an invitation link to join child's classroom is sent in the beginning of the school year

Regularly scheduled Parent-Teacher conferences are planned:

- 4 Year Old Students (Kindergarten eligible in Aug. 2025): **Week of October 30th**
- 3 Year Old Students: **Week of January 29th**
- 2 Year Old Students: **Week of February 26th**

*additional follow up conferences may be scheduled as needed &/or requested

REFERRALS AND SUPPORT SERVICES

Our preschool program offers support service referrals. Many are free, some may be fee-based. If you have concerns about your child either in the classroom or at home, please consult your child's teacher for this additional information.

SNACKS AND MEALS

SNACKS: The snack program in the preschool is supported through the efforts of the preschool families. A calendar will be sent home with directions concerning which students are assigned to the various school days. Each classroom teacher will notify the families of the current classroom enrollment for better snack planning. A [Safe Food List](#) has been developed based on St. Peter's Allergy Plan will give families some ideas of healthy, safe snacks that work well in the preschool setting. All snack items must be from this approved list. Students with extreme food allergies may be asked to bring their own daily snacks in order to prevent negative allergic reactions.

LUNCHES: Children attending the full day preschool programs will have lunch from **11:15 to 11:45 AM** each day. On scheduled school days, a hot lunch program is available in our cafeteria, where all the children eat their lunches except the 2s students who have a family style lunch in their classrooms.

Full day preschool children may choose to eat a hot lunch or bring lunch from home. A la carte cartons of milk are also available. Participants in the 2s program are required to be a part of the daily hot lunch program. Menus for the hot lunch program are sent out monthly with the SAINTS UPDATE and are on the school's website. Hot lunch is ordered weekly for the following week. Orders must be in by Thursday of the prior week.

Healthy lunch items are highly encouraged within this program. Refrigeration of lunches from home is not available.. Sharing or exchange of lunch items is not allowed. Nut-free tables are available. Students are not allowed to bring in carbonated beverages in cans or bottles to school.

TOILET TRAINING

All preschool students, except those in the 2s classes, **should be potty trained by the start of school.** Being in "Pull-Ups" does not constitute being fully potty trained. The children must feel comfortable and be able to care for their bathroom needs with only occasional assistance by adults in the classroom. Easy to manipulate clothing with few zippers, belts, and buttons are most helpful to young children learning to use the bathroom more independently. Preschool teachers will work closely with parents of children who are having frequent bathroom problems to discover the best techniques to assist the child in being successful with this developmental issue. At the beginning of the year we give a grace period until Labor Day to families with students that are struggling to consistently use the restrooms with independence. If a student continues to struggle with independently using the restroom a meeting with the school administration and classroom teacher will be scheduled to discuss the appropriate next steps.

A potty trained student:

- Has awareness of when he/she needs to go to the bathroom
- Communicates when he/she needs to go to the bathroom **BEFORE** they have to go
- Independently uses the bathroom
- Independently wipes or cleans themselves to keep proper hygiene
- Manipulate clothing to use the bathroom independently

2s POTTY TRAINING SUGGESTIONS FOR SUCCESS

- Please work on pulling pants and underwear up and down independently, the first few weeks loose pants are preferred until your child is showing mastery of the skill.
- Requesting to use the bathroom unprompted. If you ask every 30 minutes that is great to know, but until they can ask to go and eliminate successfully we would not consider them trained. They should also be able to wipe themselves.
- Handwashing-playing in water can be so fun and reinforcing after using the toilet. Work on one pump of soap, scrub and then rinse. We also work on the amount of paper towels here at school.
- Please have at least 2 sets of clothing in your child's backpack (shirt/pants/underwear/socks)

- after 2 accidents we will put your child in a pull-up.
- Practicing using public bathrooms is also very important so that children are used to the environment and sounds they may hear.
 - Just a reminder that we have 14 friends in class daily. While we love the ambition of potty training, if your child requires a lot of assistance, that takes away from supporting the rest of the class and the routine. These items are a guide on how to help your child be successful at school as well as more comfortable using the bathroom in settings not at home.

TOYS AND OTHER ITEMS FROM HOME

Children should only bring toys to preschool when they are for a “scheduled” class activity (i.e. Show & Tell) anything brought to school will be kept in the child's backpack until the time allotted to share with the class.

