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## ***STATEMENT OF PURPOSE***

St. Peter's Lutheran School exists for the purpose of glorifying God and making disciples of Christ. Life as a disciple of Christ is taught to the student not only through a program of religious instruction, but also through the entire school experience. Each classroom will be an environment in which faith is verbalized, personal conduct is examined in the light of law and Gospel, prayer, praise, and witness are integrated into a pattern of daily living. It is within this environment that Christian character is nurtured and developed.

St. Peter's Lutheran School will be a Christ-centered community. It will provide an environment where students will learn to trust, love, and care, thereby grow daily in their belief that Jesus is their Savior, that God has created and sustains us, and that we are all in His constant care. St. Peter's Lutheran School will engage in a Christian ministry which will enable the individual student to become all that God intends him or her to be.

St. Peter's Lutheran School will provide a means for the congregation to reach out to parents and students in our community. Each parent, whether a congregational member or not, will be required to be actively involved in the education of their children and will be expected to work to further the stated goals and objectives of the school.

St. Peter's Lutheran School will strive for excellence in the development and use of the student's God-given gifts. We believe that a "quality" education combines the elements of instruction (*skilled teaching*), curriculum (*active engagement of mind and body*), school climate (*a caring, Christian community*), and an active partnership with the parents of the students.

Each teacher, administrator, and staff member at St. Peter's Lutheran School will be a Christian. Each teacher will be expected to: 1) believe in the importance of academic success for each child at the school; 2) prepare thoroughly for each teaching assignment; 3) use effective teaching methods appropriate for the age group they are working with; 4) demonstrate confidence in each student's ability to succeed, regardless of the student's innate ability; 5) provide experiences that develop responsibility in the student.

In our preschool these philosophies will be acted out in "active" play; developmentally ready and appropriate activities using such strategies as "plan-do-review". Our goals will include helping children become good decision makers and critical thinkers.

As a mission of St. Peter's Lutheran Church, the school abides by all policies and procedures of the church.

## ***PLEDGE TO THE CHRISTIAN FLAG***

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands, one Savior, crucified, buried, risen, and who is coming again to bring life and liberty to all who believe.

## ***BIBLE VERSE***

**“but those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.” Isaiah 40:31 was chosen as the school bible verse. It reminds us that we are asked to soar above the common life and to rest in the Lord.**

## ***MASCOT***

The *Soaring Eagle* is the mascot of St. Peter's Lutheran School. The eagle was chosen because it is a biblical animal of strength and character. The eagle will soar above the world. It has been

eyesight and is deliberate and persevering in its habits. The original image of the “soaring eagle” as the emblem of the school was designed by LeRoy Lowry, a church and school board member. The revision was designed by Lila Wallrich, a parent in our school.

### ***SCHOOL COLORS***

The colors of royal blue and gold were chosen as the school colors. Blue was the color used in the temple and signifies royalty. Gold signifies preciousness and wealth (financially and spiritually) and refers to the crown or the treasures of heaven.

### ***THE NEWSLETTER***

The Aerie is the school newsletter. An aerie is the home or nest of the eagle. It represents a high place from which eagles descend. It also is defined as a “house or stronghold situated on high.” We hope that St. Peter’s Lutheran School will be the “aerie” from which our students or “little eagles” will soar. We will teach them that life in the high places is life in Christ.

### ***NON DISCRIMINATION STATEMENT***

St. Peter's Lutheran School admits students of any race, color, gender, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. The school does not discriminate on the basis of race, color, gender, national or ethnic origin in administration of its educational policies, admission policies, or other school administered programs.

### ***HARASSMENT POLICY***

This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Any form of harassment, including sexual harassment is absolutely prohibited. Harassment between employees, parents, students, volunteers, vendors, and visitors, and between students themselves is also prohibited. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. This policy is based on Title VII of the Civil Rights Act of 1964 and related court decisions.

### ***CONCILIATION POLICY***

The Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (see Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, any claim or dispute shall be settled by mediation, and if necessary, legally binding arbitration in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation. Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction.

## ***ENROLLMENT POLICIES AND PROCEDURES***

### ***A. PRIORITY & POLICY OF ENROLLMENT***

Priorities for enrollment are set by the School Board. Preschool enrollment does not guarantee a priority for kindergarten enrollment. Church families and current school families may enroll during the month of February. All tuition and fees must be paid and current in order to enroll. For 2010, enrollment will be open for members of St. Peter's Lutheran Church and current students, on Friday, February 1, 2010, at 7:30 a.m. and Tuesday, February 16, 2010, at 7:30 a.m. for members of the community.

#### **STUDENTS ENTERING PRESCHOOL AND GRADES 1<sup>st</sup> - 8<sup>th</sup>**

1. Returning students
2. All staff children (Church and school children only)
3. Siblings of returning students who ARE members of St. Peter's Lutheran Church
4. Siblings of returning students who are NOT members of St. Peter's Lutheran Church

Returning students will receive enrollment packets one week prior to February 1<sup>st</sup>.

#### **STUDENTS ENTERING KINDERGARTEN**

1. Staff (Church and school children only)
2. Siblings of returning students who ARE members of St. Peter's Lutheran Church
3. Siblings of returning students who are NOT members of St. Peter's Lutheran Church
4. Church members
5. Returning students

#### **REQUIREMENTS FOR PRESCHOOL AND KINDERGARTEN**

1. All students must be potty trained
2. Students must be 3 years by December 2<sup>nd</sup> to enroll in the three year-old program
3. Students must be 4 years by December 2<sup>nd</sup> to enroll in the four year-old program
4. Students must be 5 years by December 2<sup>nd</sup> to enroll in the Kindergarten program
5. Students must be 6 years by December 2<sup>nd</sup> to enroll in the 1<sup>st</sup> grade
6. Students must be 7 years by December 2<sup>nd</sup> to enroll in the 2<sup>nd</sup> grade
7. Students must be 8 years by December 2<sup>nd</sup> to enroll in the 3<sup>rd</sup> grade
8. Students must be 9 years by December 2<sup>nd</sup> to enroll in the 4<sup>th</sup> grade
9. Students must be 10 years by December 2<sup>nd</sup> to enroll in the 5<sup>th</sup> grade
10. Students must be 11 years by December 2<sup>nd</sup> to enroll in the 6<sup>th</sup> grade
11. Students must be 12 years by December 2<sup>nd</sup> to enroll in the 7<sup>th</sup> grade
12. Students must be 13 years by December 2<sup>nd</sup> to enroll in the 8<sup>th</sup> grade

Church members are considered those parents who have completed the membership class and have joined on a Sunday morning.

### ***B. TUITION DISCOUNTS***

There will be a discount available for those who prepay their full tuition by September 1<sup>st</sup> of the enrollment period. The discount is determined yearly by the School Board. The full registration fee must also be paid to receive the tuition discount.

**C. APPLICATION AND ENROLLMENT FEES**

There will be a one-time new student fee for each new student enrolled at St. Peter's Lutheran School. The amount of this fee shall be established annually by the school board and due upon application. The application fee is non-refundable.

There will be a yearly registration fee for each student enrolled at St. Peter's Lutheran School. The amount of this fee shall be established annually by the school board. The registration fee is non-refundable. Cash will not be accepted for payment of registration and application fees. Personal checks, money orders, and cashier's checks are acceptable forms of payment.

**D. PARENTAL SUPPORT AGREEMENT**

Each parent of a child enrolled at St. Peter's Lutheran School will be required to sign a Parental Support Agreement. The Parental Support Agreement is a statement that each parent will support the school in its efforts to instill the Christian faith in its students.

Continued, willful violations of the Parental Support Agreement are grounds for terminating the enrollment of a student. The matter shall first be reviewed by the school administrator. Recommendations for termination will be forwarded to the school board for review and approval.

**E. PARENTAL PARTICIPATION REQUIREMENTS**

Each parent shall be required to sign a contract with the school to the effect that he or she will be actively involved in the education of their children and that they will participate in various volunteer activities and programs at the school.

Parents will be required to participate in a predetermined number of hours each school year in various school programs and activities. The amount of hours for two parent families and single parent families shall be determined yearly by the school board. In lieu of participation, in such activities the parent may pay a set fee per hour. The amount of such fee shall be determined annually by the school board. For the 2009-2010 school year, it will be \$10.00 per hour. In order to facilitate tracking parent hours, please turn in your hours on a trimester basis. Parent hours for the first trimester will be due on November 18<sup>th</sup>, second trimester on February 26<sup>th</sup>. **No parent hour forms will be accepted after July 1, 2010.**

Day care for enrolled students will be provided during normal day care hours while volunteering for school functions. Prior arrangements must be made through the school office staff.

Failure to participate in school programs as required, or failure to pay the set fee in lieu of such participation, shall be grounds for termination of enrollment or refusal to enroll the student in the following school year.

## ***ADMISSION PROCEDURES***

1. Pick up an enrollment packet in the school office.
2. Fill in all the forms.
3. Return completed packet to the school office.
4. Pay the new student evaluation fee and the registration fee at the time of enrollment.
5. Schedule a time for testing those students entering kindergarten through eighth grade.
6. Provide copies of student's immunization record, health assessment, birth certificate, previous two years of report cards, standardized test scores and teacher evaluation.
7. Read and sign statements about personal rights and child abuse.

## ***TUITION POLICIES***

### ***A. FAMILY DISCOUNT***

The first child in a family will pay the full tuition rate. The second child will receive a 10% discount off the tuition. The third child will receive a 20% discount; the fourth and any other children from the same family will receive a 30% discount off the full tuition rate. The family discount only applies to five-day programs. There will be no discount for other fees. The maximum discount for the same family is 30%.

### ***B. TUITION PENALTY***

Tuition is late on the 11<sup>th</sup> of the month. There is a 10% penalty on the outstanding balance. Tuition that is 45 days late is grounds for terminating the enrollment contract. Cash will not be accepted for tuition payments. Personal checks, money orders, or cashier's checks are acceptable forms of payment.

Tuition must accompany monthly coupon and be sent to the post office box.

Tuition and day care are contracted for the school year and it is a total amount. It is divided into ten monthly payments due from August through May.

### ***C. DAY CARE***

Extended day care is available from 7:00 a.m. to 6:00 p.m. during the regular school year. Please see the school calendar for exact dates. The monthly payment is due on the first of the month and delinquent on the eleventh of the month. All children must be signed in and out of day care by a parent or other authorized person. All authorized persons must carry a valid I.D.

**A child who is left at school before 8:15 a.m. or after 3:10 p.m. (preschool and kindergarten full-day through 5<sup>th</sup> grade), 3:20 p.m. (middle school), 12:10 p.m. (minimum days and preschool half day), or 12:25 (kindergarten half day) will automatically be signed into day care and the appropriate fees will be assessed, even if they are not enrolled in day care.**

For health precautions, day care will not admit a sick child, including one with a fever.

The day care late pick up fee will be \$10 for every fifteen minute increment or any part thereof. **STUDENTS NOT PROPERLY SIGNED OUT MAY BE CHARGED FOR THE WHOLE DAY.** It is considered an abuse of day care to be late (after 6:00 p.m.) more than three times a year. A consistent problem could be considered grounds for cancellation of day care use.

Part-time day care is defined as twenty-four hours or less per month of scheduled day care. **(Part-time day care is calculated per hour. Any portion of an hour equals an hour.)** If more than twenty-four hours is used in a given month, the full-time rate will be charged for that month. **Part-time day care cannot be combined with any other day care program.**

Any occasional use of day care between 7:00 a.m. and 8:15 a.m. is a total charge of \$5.00. Occasional day care is limited to 4 times per month. Occasional day care should be scheduled in advance whenever possible. **Occasional day care is available for all programs.**

There will be a daily charge for all days in which the school is closed, but day care is open. The charge will be \$25 for the first child and \$15 for each additional child in the family. Full time day care pays only for 7:00 – 8:15 a.m. and 3:00 – 6:00 p.m. during normal school days.

*There will be a \$25 administration fee for any changes made in the type of Early Childhood or day care program after October 1, 2009. The fee will be charged each time there is a change made. All changes in the type of day care or Early Childhood program used must be given to the office in writing.*

## ***DISCIPLINE PHILOSOPHY AND POLICY***

Discipline is a part of the Christian life. Scripture tells us that God "disciplines those He loves and accepts as His son." *Hebrews* 12:6. At St. Peter's, discipline is seen as part of the learning process and should provide training in Christian characteristics and behavior. Discipline is law-Gospel oriented with the welfare of the child in mind. The goal of discipline is self-discipline.

Under normal circumstances, each classroom teacher will handle his/her own discipline problems. Communication between the school and the home is one of the most beneficial means to solving an individual discipline problem. The principal will be involved if the situation continues to disrupt the teaching/learning process, or as a third party is deemed to be helpful. Corporal punishment will not be practiced at St. Peter's Lutheran School.

Children will be helped to identify their inappropriate behavior; i.e. why it is inappropriate and what other options are available to them in that specific situation. Students will be asked to make appropriate restoration (*apology, replace property, etc.*).

Conduct at school or elsewhere which would reflect adversely on St. Peter's Lutheran School and which is detrimental to the good reputation of the school will be dealt with accordingly.

A student may be suspended, put on probation, or dismissed from school for any serious offense which is detrimental to the good order of the school. The decision to expel a student or to ask a student to withdraw from the school will be made by the administrator, after consultation with the school board. **Parents may appeal to the school board.**

## ***CO-CURRICULAR PHILOSOPHY STATEMENT***

### ***A. PHILOSOPHY***

Christian nurture and mission outreach are two primary objectives of St. Peter's Lutheran School. At our school, emphasis on quality and excellence shall always be guided by the Christian command

***“to do all things unto the Lord.”***

Co-curricular activities include: band, choir, and athletics such as: volleyball, basketball, and cheerleading. These activities should be nurturing, Christ-centered activities that allow our children to explore their God given talents.

***B. GOALS***

Based on this simple philosophy, multiple goals are set. First and foremost, we must ask ourselves why our kids want to be involved in co-curricular activities. Their typical answer is to “HAVE FUN.” They, as children, will not recognize the knowledge and personal life patterns that develop through co-curricular activities. So our goals then must be for our children, not ourselves, and they must be pleasing to God. Additionally, these goals must be consistent with the philosophy of St. Peter’s Lutheran School and must be maintained at all times.

In co-curricular activities, we should do all things with the goal of developing a child’s:

- Christian attitude
- Confidence in their individual God-given abilities
- Understanding of respect for others and respect for the co-curricular activity
- Self-confidence
- Leadership skills
- Self-discipline
- Concept of team work and co-operation
- Responsibility and accountability for actions

As a whole, the co-curricular activities should offer experiences to develop “Christian Character” in our children and prepare them for life.

***C. TACTICS (on the field)***

Sports by nature induce stressful situations. Christian character truly manifests itself during these stressful situations. In addition to coaches teaching the fundamental skills, character building actions will be expected by all participants (students, parents, coaches, referees and staff) at St. Peter’s. These actions include but are not limited to:

- Cheer **for** our team not against the other team
- Encourage our team and the other team
- Accept winning and losing positively
- Hustle at all times
- Practice during team practices
- Practice during one’s free time
- Practice even when tired
- Behave as a respected team player
- Sacrifice self-glory for the team
- Keep trying in winning and losing
- Demonstrate a positive Christian attitude in winning and losing
- Respect the coach’s decisions
- Be humble in victory and gracious in defeat

#### ***D. TACTICS (administrative)***

##### **Eligibility**

Every child must be considered eligible to participate in sports. However, scholastic achievement must take precedent over athletic achievement. A player is considered eligible who has maintained a "C" average in all subjects, with no F's. Eligibility for children with special needs will be evaluated by the coach, teacher and parents on an individual basis. Continued participation in any co-curricular activities cannot result in a decrease in the child's academic progress. If a teacher or parent notices a marked decrease in the child's academic progress while they are participating in any co-curricular activity, the child may be restricted from participation; until baseline progress is achieved. Children that do not maintain academic eligibility may appeal.

Parents or children should notify coaches in advance of planned absences. Absences from practices or games without prior notice will result in loss of play time in the next game. Students absent from school due to illness will not be allowed to play on the day the absence was recorded.

##### **Disciplinary Actions**

Any player may be benched temporarily or permanently as a result of disciplinary action. Appropriate disciplinary actions are at the discretion of the teachers, coaches, athletic director and administrator. Students must serve detention on the day and time assigned. Once detention is complete, the player is eligible to play.

If a child is unwilling to practice and give their all, or accept the coach's tactics, they may be released from the team. This decision will be at the discretion of the coaches, Athletic Director and administrator. Children should not be forced by parents or guardians to participate. A coach can only do so much to foster a child's love of sports with the limited practice and game time. A parent's responsibility and time commitment is much greater.

##### **Support**

Participating families are required to pay a fee for each child (per sport) to help pay for referees, equipment, and uniforms. In addition, parents are encouraged to drive to at least one away game or offer to help pay for gasoline.

##### **Commitment**

All coaches, parents and students will be required to sign an agreement in principle with the philosophy of the St. Peter's co-curricular activity program. Additionally, the coach's performance will be evaluated by the athletic director and administrator. All coaches will be fingerprinted before supervising players without staff present.

#### ***E. PARENT'S RESPONSIBILITY***

Parents will be held at a minimum to the same standards as the children. However, as parents, we must hold ourselves to a higher standard, and conduct ourselves as Christian role models, encouraging our children to develop solid Christian character.

## ***ACADEMIC STANDARDS***

### ***A. ACADEMIC PROBATION***

Students in 4<sup>th</sup> – 8<sup>th</sup> grades must show proficiency in all subjects. A student will be placed on academic probation for the following trimester or the first trimester of the following year if:

1. (S)he receives less than a 2.0 GPA (including all subjects) on any trimester report card; or
2. (S)he receives a final grade of an F in any core subject (Bible, Science, Math, English/Writing, Social Studies, Literature/Reading, P.E.).

Probation is an expression of concern that the student may have future difficulties, based on performance to date. It entails an individual contract which may necessitate tutoring, testing, counseling or other recommendations. This will be stated in a letter to the parents.

Student, parents, teachers and administrator will work together to devise a plan which will assist the student in attaining the necessary averages for academic success. This may include outside resources which are available to support the parent and student in achieving this goal.

Students who are on probation for two consecutive trimesters will be reviewed to determine whether St. Peter's Lutheran School is the best place for the student to be able to achieve his/her maximum potential. If the student remains on academic probation for any two consecutive trimesters, or fails to meet the conditions of probation as delineated by the probation contract, (s)he may be requested to withdraw from St. Peter's Lutheran School. At the end of 7th grade, a letter will be sent to parents of any student currently on probation stating that graduation is in jeopardy and reiterating the graduation requirements.

### ***B. EIGHTH GRADE GRADUATION***

In order for a student to graduate from St. Peter's Lutheran School, (s)he must show academic proficiency in all subjects. The student will not graduate from St. Peter's if:

1. (S)he receives less than a 2.0 cumulative GPA (including all subjects) for the full eighth grade year.
2. (S)he receives a final grade of an F in any core subject for any two or more trimesters in a school year; or
3. (S)he receives two or more F's in any trimester in core subjects.

At the time of progress reports for the final trimester, the school will notify the parents in writing that a student is in jeopardy of not graduating. Students and parents will be notified of the final status of graduation at least two weeks prior to the graduation service.

Students not graduating may not participate in graduation activities and ceremonies and will not receive a diploma. A notation will be made on the report card indicating failure to meet St. Peter's Lutheran School standards for graduation.

## ***HOMEWORK POLICY***

Homework is considered a part of the learning process. Homework used correctly will develop habits that will facilitate learning. Academically, it will provide better retention of knowledge, increased understanding, better study habits and skills, improved attitude toward school and more curriculum enrichment. Other values of homework include: responsibility, autonomy,

perseverance, time management, initiative, self-reliance and resourcefulness. In homework, each person has their responsibility.

- **The parent's job is:** establish a regular time for homework, and a regular place for homework, provide necessary materials, supplies, limited instruction and assistance and establish logical consequences for non-compliance and follow through.
- **The child's job is:** keep track of books and assignments, start on time and allow time to finish work, do his or her own work with only limited assistance, turn the work in on time and accept responsibility for grades or other consequences.
- **The teacher's job is:** provide instruction, materials, deadlines, encouragement and feedback regarding work returned.

At St. Peter's, homework is progressive. In the primary grades (1<sup>st</sup>-3<sup>rd</sup>), a homework packet is sent home on Fridays. The completed packet is due back the following Friday unless otherwise specified. Homework also takes the form of nightly victory drill practice, math drills, parents reading to their children and listening to their children read to them, weekly Bible verses and spelling words and other study items as they come up in class. This may take approximately 30 minutes an evening. In grades 4 and 5, there will be more daily work and projects assigned as homework and may take about an hour per day. In the middle school (6<sup>th</sup>-8<sup>th</sup>), more daily work and projects will be assigned and may take about 1½ hours per day. Length of time spent on homework is dependent on how well the student uses class time and on his/her individual habits and abilities. If homework is a problem at your house, please talk to your classroom teacher or the administrator. You may request homework for you child on the second day he or she is absent. Please notify the office before 11:00 a.m. Homework will be sent to the office by 3:30 p.m.

Daily assignment notebooks are maintained by the students in the upper grades. Parents are asked to check and initial these on a nightly basis as a means of monitoring their child's work.

## ***GRADING SYSTEM***

Kindergarten: Y - Yes, S - Sometimes, NY - Not Yet, NYT - Not yet taught.

Primary (1st – 3rd): M – Most of the time, S – Some of the time, R – Rarely

The second trimester of the third grade is a transition to the letter grading system, preparing students for 4th – 8th grades.

4th – 8th: Making the Grade software is used for recording grades. Grades A through F, Grades are based 50% on daily work and 50% on assessments. Students must maintain a 2.0 GPA to participate in co-curricular activities. They are placed on probation if they have an F or less than a 2.0. Progress reports are sent home on a scheduled basis so that students and parents are aware of progress.

Modifications are utilized when necessary. Teachers use informal and formal assessments and keep communication open between teachers.

A	93 - 100	A-	90 - 92	B+	88 - 89	B	83 - 87	B-	80 - 82
C+	78 - 79	C	73 - 77	C-	70 - 72				
D+	68 - 69	D	63 - 67	D-	60 - 62	F	59 or below		

## ***STUDENT DRESS CODE***

Our values are very often reflected by the clothes we wear. Scripture says, “let your moderation be known unto all men.” *Philippians 4:5*. Modesty, cleanliness, neatness, appropriateness and safety are key words in considering how to dress. It is important that students should gain not only an understanding of subject matter, but also a realization that becoming educated means developing acceptable patterns of conduct, dress and grooming. There is a standard of dress appropriate for any workplace. School is a child’s workplace. Any apparel or accessories depicting artwork, photos, or language which conflict with Christian principles are not permitted. Please label all clothing, especially outerwear.

### **A. PRESCHOOL AND KINDERGARTEN**

We feel that sand, dirt, water and a combination of these are important tools in the learning process. Our children leave with many evidences of a good day. Please send them in clothing they will be comfortable in and is free of complicated fastenings. **If your child comes to school in a dress, please put a pair of shorts on under the dress. This will protect them when playing in the sand and sliding down the slide.**

Children love climbing, kicking balls and running. Please protect your child’s feet with rubber soled shoes to avoid stubbed toes and slipping on equipment. Shoes must be fully enclosed and socks must be worn at all times. No bare feet, **heeled boots, flip flops, sandals or dress shoes.** should be worn. Please send a change of clothing to be kept at the school. Label them with the child’s name and put them in a labeled plastic bag.

### **B. ELEMENTARY AND MIDDLE SCHOOL grades 1-8**

All students must wear tennis shoes or some other type of fully enclosed shoe (i.e. no jellies or sandals). Socks must be worn at all times. Footwear that makes excessive noise or is unsafe on play equipment (such as heeled boots) should be left at home. All clothing items must be clean, neat, mended and sized appropriately for the student. Oversized clothing limits physical activity. Clothing that is too small becomes immodest.

#### **PANTS & BOTTOMS**

- Slacks or jeans (must be of denim, corduroy, cotton or gabardine materials.) They must be plain, without overalls, stripes, embroidery, appliqué, fraying, paint etc. They must be a solid color and fitted and worn at the waist. Stitching on jeans and pants must be functional. Pockets must be plain except for stitching holding the pocket to the pant. A plain belt, in the belt loops with the clasps in the front may be worn.

#### **SHIRTS AND TOPS**

- All tops must be a solid color without any printing or screening or design. Shirts **must** be collared, crew, t-shirts, turtleneck or oxford. Boys white t-shirts must have a St. Peter’s logo.
- Oxford shirts must be buttoned and are not considered outerwear.
- All shirts and tops must reflect modesty. This would include covering midriffs (even when arms are raised), no low cut tops, and at no time should undergarments be seen.
- Crew neck, cardigan or v-neck sweaters or sweater vests, sweatshirts and polar fleece tops may be worn in the classroom or outside and must be a solid color.
- All shirts must be sized appropriately, not too tight or too large

- School logo shirts may be worn.
- School logo denim shirts can be worn as an outer shirt, over a solid color shirt.
- Un-tucked shirts must be no longer than the bottom of the back pocket of traditional pants or no shorter than just below belt loops.

### **SKIRTS, SHORT, JUMPERS AND DRESSES**

- Skirts, shorts, skorts, jumpers and dresses must be mid-thigh length or longer. (Mid thigh is determined by a measure between the knee and the top of the thigh bone when sitting or standing, not the waist.) Shorts, skorts, and skirts must be of denim, corduroy, cotton or gabardine materials, and a solid color, fitted and worn at the waist. No sport or gym shorts allowed.

### **OUTERWEAR**

- Jackets, sweatshirts with zippers and/or hoods are appropriate for outdoor clothing. These items are not to be worn in class.

### **C. UNACCEPTABLE**

- Tank tops, sleeveless shirts or bare midriff shirts (including any shirts which bare the midriff when arms are raised), “V” neck and scooped necklines.
- Casual pants such as sweatpants or nylon pants.
- Mesh fabric (see through or not)
- Short shorts
- Sport or gym shorts
- Beachwear
- Bike shorts or leggings, except under skirts & dresses
- Undershirts worn by themselves
- Undergarments at no time should be seen
- Roller shoes
- Any fraying

### **D. OTHER – APPLIES TO ALL GRADE LEVELS**

1. Any hats, hoods or other head coverings may only be worn outside.
2. Girls may wear one pair of post earrings. This is for safety. On small girls, loops can be caught and pulled during playground play.
3. Small loop earrings are acceptable for girls in middle school (*grades 6, 7 & 8*) only.
4. Earrings for boys are not allowed.
5. Facial or body piercing is not allowed.
6. Moderate make-up is allowed for girls in the middle school (*grades 6.7 & 8<sup>th</sup>*). Make-up and fingernail polish must be left at home, with the exception of lipstick.
7. Hair must be of a God given hair color – all one color.
8. Hair worn in front of the face (bangs) must be above the eyebrows.
9. Appropriate and safe athletic shoes must be worn for P.E.
10. No oversized belts, pocket chains, cell phones or pagers are allowed.

Because a specific item is not mentioned does not mean that it is therefore acceptable. The administrator will be the final authority in making judgments regarding the interpretation of the dress code.

## **GENERAL POLICIES & INFORMATION**

### **A. MEDICATION POLICY**

Below is listed Educational Code 49423. It sets forth procedures which must be followed if school staff are to accept responsibility for the administration of medication: “Notwithstanding the provision of Section 49422, any pupil who is required to take during the regular school day, medication prescribed for him by a physician, may be assisted by the school nurse or other designated school personnel if the school receives 1) a written statement from such physician detailing the method, amount; 2) and a statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician’s statement” (E.C. 49423). (*See Authorization for the Administration of Medication by School Personnel form.*)

Students requiring prescription medications at school must have the “Authorization for Administration of Medication by School Personnel” form completed and signed by the student’s physician and on file in the school office.

Students requiring non-prescription medications at school must have the “Authorization for Administration of Medication by School Personnel” form completed and signed by the student’s parent or legal guardian. This includes the use of sunscreen. If the non-prescription medication is or becomes an ongoing need, the form must be signed by the student’s physician.

Sunscreens are considered medications and the same procedures must be followed for administration at school. We strongly urge parents to apply sunscreens to their children at home before coming to school, so they are well protected.

The dosage of non-prescription medication must be within normal dosage limits according to the manufacturer’s recommendation or a physician’s note will be required.

All student medication must be in the original container clearly labeled with the student’s name and must be delivered to and stored in the office. *Students may not carry medication on their person, in their backpacks or in cubbies*, although an exception may be made for students who need medicine for potentially life threatening conditions. Such exceptions require physician, parent and administrator’s authorization.

### **B. EMERGENCY FIRST AID**

If your child becomes ill at school, you will be called to make arrangements to pick him/her up. It is required that we have names, addresses and phone numbers of persons authorized to pick up your child. We must also have physician and hospital information. You will be asked to transport your child, unless an emergency vehicle is deemed necessary. Please remember to update the emergency information in the office.

If your child is injured at school, immediate first aid will be provided by the staff. St. Peter’s Lutheran School staff are trained and certified in CPR and First Aid. First Aid will consist of cleansing wounds with antibacterial soap and hydrogen peroxide. *Please let the office know if your child is allergic to either of these cleansers.* A band aid or bandage may be used to cover a wound. A written report will be sent home the day of the injury.

If your child is ill, please keep him/her home until the illness is over. Students with a temperature of 99.5° are considered ill. Students must have a normal temperature for 24 hours before returning to school. If your child is placed on antibiotics **for any reason including conjunctivitis (pink eye) and strep throat**, he/she must have completed a full 24 hours

before returning to school. Upon being hospitalized or having one of the following diseases, Measles (*rubella*), Fifth Disease, Rubella (*German Measles*), Mumps, Pneumonia, Pertussis (*Whooping Cough*), Pinworms, Scabies, Ringworm, Impetigo, **Roseola** or Hepatitis **or others**, a child must have a written note from the physician to return to school and activities. If a child cannot participate in P.E., he/she must have a note from his/her parents for the first two days. After that, a physician's note may be required. **Please notify the office if your child has been diagnosed with any of the above diseases or with conjunctivitis or strep throat.**

### **C. MEDICAL FORMS**

You are required to submit your child's current medical and immunization forms prior to your child attending the school. The immunization program must be completed and dates on file in the office, no later than the 30<sup>th</sup> day of school, or the child will be excluded from school until the program is completed. It is important that your physician and hospital of choice be listed with the school office.

### **D. SECURITY MEASURES**

In the Early Childhood Center it is important that you bring your child into the school and sign them in with the appropriate teacher. Also when you pick your child up, you must sign your child out. In preschool through 5<sup>th</sup> grades, if your child is at school before 8:15 a.m. or after 3:10 p.m. (grades 1-5), 12:10 p.m. (minimum days and preschool half day), or 12:25 (kindergarten half day) you must sign your child in or out with the day care provider. Between 3:00 and 3:10 p.m. (grades 1-5), or between 12:00 and 12:10 p.m. on minimum days, please sign your child out with their classroom teacher. In the middle school, if your child is at school before 8:15 a.m. or after 3:20 p.m., you must sign your child in or out with the day care provider. Your child can be released only to adults (*18 years of age or older unless they are a sibling of the student who is 16 years of age or older*) designated by you in writing or in a phone conversation with the staff. Identification may be requested from the designated person. (*Only adults may sign the check out sheets, not children*). If students are not signed out appropriately you may be charged for the whole day.

Children will not be released to any one "obviously under the influence of alcohol or other drugs," or when the safety of the child is a concern.

It is the policy of St. Peter's Lutheran School that all children arrive and leave the school premises in proper vehicle child restraints. Also, we ask that you do not leave children unattended in your vehicle or leave your vehicle running while you are taking your children into school or picking them up.

Please feel free to visit the school at any time. We ask that you sign in with the office so that we are aware of who is on campus.

Dogs that visit on campus must be on a leash, **held by an adult**, at all times.

We are required by law to report suspected child abuse to the proper authorities.

Additional: For the security and safety of all, **students may not put pictures or information on the web that pertain to the school, its activities, students or families without specific permission from the person.** This would include pictures of the facility, playground and students on campus or off.

**Cell phones and other digital means of communication or storage of information devices (PDA, cameras, MySpace, Facebook, emails, personal websites etc.) may be examined and/or confiscated. Inappropriate material may result in further consequences.**

**All backpacks, lockers, books, desks, shelves and other personal belongings may be examined and/or confiscated.**

**Please do not solicit school families for personal business using the directory, class list or family emails.**

### ***E. FIELD TRIPS***

The purpose of off site field trips is to enhance and/or extend the classroom learning experience. These trips should be appropriate to the age and curriculum being taught. Each child must have a school field trip permission form filled out for each field trip. Transportation may be provided by a charter bus or volunteer parent drivers. It is the responsibility of the parent chaperone to supervise the children in his/her care. Drivers are required to drive directly to and back from the designated destination. No other stops are allowed. Because of safety and space it is frequently inconvenient and unsafe for siblings to go on field trips. Any driver for the field trip must have a AUTO USAGE FORM completed and on file in the school office. This includes proof of insurance. **Only students enrolled in St. Peter's Lutheran School may attend field trips.**

Seat belts are required. The law requires that children be properly restrained in a child safety seat until they are either 6 years old or weigh 60 pounds. The seat must be installed in the back seat. Do not put undersized or underage children in seats with airbags. For identification and safety, all students are required to wear royal blue school shirts or sweatshirts as their outer garment. Please do not cover the school shirt with another type of jacket, so all students can be seen easily by the teachers and drivers.

Videos shown in your car while driving for school purposes must be G rated. Also, make sure the music played is appropriate. Please comply with this policy while transporting St. Peter's students in your vehicles.

### ***F. CHAPEL***

Chapel will normally be on Wednesday at 8:40 a.m. for the elementary school. Parents are invited to attend all services. Our opening day chapel will be on Wednesday, August 26<sup>th</sup> at 9:00 a.m. Coffee will be served for parents in the Fellowship Hall before chapel that day.

Chapel is a worship service. We encourage and teach that respect for the sanctuary and for worship is very important. Please do not take flash pictures or in any way disrupt the chapel service. At some events such as programs, kindergarten promotion, etc. taking pictures would be appropriate if it does not disrupt other people.

### ***G. SCHOOL NEWSLETTER***

The school will publish a bimonthly newsletter, The Aerie, with current information about the school and church programs. Included will be a monthly calendar of events. **THIS WILL BE A VITAL INFORMATION LINK BETWEEN THE SCHOOL, PARENTS, AND STUDENTS. PLEASE READ IT THOROUGHLY AND POST THE CALENDAR IN YOUR HOME.**

### ***H. REPORT CARDS***

St. Peter's will be using the trimester system, therefore, report cards in the kindergarten and elementary will be given three times a year. Progress reports will be scheduled and sent out

during the trimester. In grades 4<sup>th</sup>-8<sup>th</sup>, progress reports will be sent home 3-4 times during the year. Please sign one copy and return it to the classroom teacher. If you have any questions, please contact your teacher. Reports cards are looked at as an evaluation tool. They show what is taught and what progress is being made in learning. It must be remembered that all children develop at a different rate and that growth and progress are the goals. Progress reports will also be given in the preschool in the fall and spring.

Report cards and records may be withheld until all tuition or fines are paid and the account is cleared.

## ***I. PARENT CONFERENCES***

Parent conferences are held a minimum of twice a year in the elementary grades and once a year in the preschool. The first conference is held after about four weeks of school. The purpose of this conference is for the teachers to meet the parents and for the parents to tell the teacher about their child and to ask any question that might be of concern. The second conference is at the end of the second trimester and is to discuss academic and social progress. Parents should feel free to ask for a conference with the teacher any time during the school year. Parents can do this by calling the office and scheduling an appointment.

## ***J. SCHOOL HOURS***

School starts at 8:25 a.m. with the first bell. The tardy bell rings at 8:30 a.m. This means students must be unpacked and in their seat and working at 8:30 a.m. In grades 3<sup>rd</sup>-8<sup>th</sup>, students who arrive after 8:30 a.m. are asked to go to the office to get an admittance slip to class. Preschool ends at 12:00 noon, half-day kindergarten ends at 12:15 p.m., elementary (grades 1-5) ends at 3:00 p.m., and middle school (grades 6-8) ends at 3:10 p.m. All students on campus before 8:15 a.m. and after 3:10 p.m. (preschool through 5<sup>th</sup> grade), 12:10 p.m. (minimum days and preschool half day), 12:25 (kindergarten half day), and 3:20 p.m. (in the middle school) will be signed into day care and will be charged.

## ***K. ATTENDANCE***

Good school attendance is vital in developing good study habits. Please notify the school before 9:00 a.m. if your child is staying home. Upon returning to the school after an absence, a written note stating the reason for the child's absence must be presented to the student's teacher. If a child has been diagnosed as having a contagious disease, kindly notify the office, so that precautions can be taken and notifications sent home. If your child is not well prior to the beginning of the school day, you are requested to keep the child at home. Students will be marked with an unexcused absence if they leave campus during class time for any reason other than illness, family emergency, or a doctor's appointment.

Developing the habit of promptness is not only of great value in school but also a great habit to develop for life. Children arriving at school after the class has started are a disruption to the whole class. A student is considered tardy if they are not in their seat and ready to work when the 8:30 a.m. bell rings.

Tardies and absences will be considered excused for family emergencies such as a death, illness and/or doctor visits, if accompanied by a note from the parent or doctor. All other tardies and absences are considered unexcused. Excessive tardies or absences may result in non-promotion or discontinuation of enrollment. Tardies hinder all of the children in their learning and show a disrespect for the education process.

Please notify the office by 9:00 a.m. each day that your child is absent. If you know ahead for a planned absence, please send a note to the classroom teacher explaining the absence. If the office has not been notified and a previous note has not been sent, it is required that to send a note stating when and why the student was absent, to the classroom teacher. Notification of an absence does not necessarily excuse the absence. (See above)

#### ***L. ABSENCES FROM SCHOOL PREMISES***

At no time during the daily session are pupils allowed to leave the school grounds, even during recess or lunch, except by previous arrangement with the parents and teachers. If a student needs to leave and appropriate arrangements have been made the parent or legal guardian must come to the school office (*not the classroom*) before the child is released. Please send a signed note to the office, if someone other than the parent or guardian is picking up the child. This must occur before the child will be released. In an emergency, you may call the office with pickup information. The school assumes no liability in cases where students leave the premises in violation of this policy.

#### ***M. ADDRESS OR TELEPHONE NUMBER***

It is necessary that you notify the school office in writing when there is a change in your address or phone number. This is extremely important so that we keep our emergency information up to date.

#### ***N. LOST AND FOUND***

Please mark all clothing items and lunches. Lost articles may be claimed after school in the lost and found box. At certain times during the school year this box will be emptied and the contents given away.

#### ***O. VISITING THE SCHOOL***

The school staff welcomes adult visitors. It is helpful to the daily routine of the school if parents can make arrangements in advance to visit the classrooms. Parents should check in with the school office before going to the classrooms. Child relatives, of elementary age, visiting in the home may visit the school, providing the visitor is of school age and will visit the grade in which he/she is enrolled or may visit another classroom at the discretion of the administrator. It is understood that the visitor will adhere to all school rules and not disrupt the classroom activity.

#### ***P. GENERAL STUDENT RULES***

- Gum chewing and/or sunflower seeds are not acceptable in the classroom or on the school grounds.
- Students are not allowed in the classroom at any time without adult supervision.
- Fighting or "play fighting" is prohibited.
- No weapons, toys or real, are allowed on the campus.
- No cell phones – students who bring cell phones on campus, must leave them in the office during the school day and during day care.
- No glass containers are allowed on campus.

- If school or church property is damaged, either on purpose or by an accident, the student and his/her parents are responsible for restitution. This would include other student's property also.
- Tobacco products, alcohol, and drugs of any kind are prohibited on campus or at any school functions.

#### ***Q. SCHOOL BOARD***

St. Peter's Lutheran School is a mission of St. Peter's Lutheran Church. The school is operated under the policies and constitution of the church. The school board is the elected governing body for the school. The nine members of the board are elected by the members of St. Peter's Lutheran Church. The board sets policies and procedures for the school which are then subject to review by the church council and the congregation. The school board meets the fourth Thursday of each month at 7:00 p.m. and is open to parents. An agenda is posted in the school office. Please speak to the principal if you have something for the school board agenda.

#### ***R. TOYS***

Elementary children may bring limited amounts of toys to school. No electronic games, virtual reality pets or radios are allowed. Please check with teachers regarding individual rules. Watch for "special" days when children are asked to bring appropriate toys. Do not bring valued and special items to school.

#### ***S. PROBLEMS/CONCERNS/COMMUNICATION***

If you have a question, a problem, or a concern we would like to talk to you. Our school communication thrives on direct constructive communication. If you have an issue to discuss, please take it directly to the person or group it most directly involves. Usually, for concerns about your child, talk to the teacher or caregiver about your concern. If this is not satisfactory, please talk to the program supervisor or to the administrator. Finally, the church Pastor and the school board are forums for decision making and policy writing. Please be aware that keeping your concerns to yourself or sharing them informally with a small group is usually counter productive in the long run. There is no problem or issue that could be inappropriate for discussion and dialog. The goal behind all of our communication remains to create and maintain the best possible learning environment for your child. To do this, we depend on your ideas and input.

If you need to reach a teacher during the school day, or would like to leave a message, each home room teacher has a voice mail box. Follow the directions on the voice mail message after hours, or the secretary will connect you with their voice mail box.

Each classroom teacher also has an e-mail address. It is their first initial, last name @splseagles.org. Teachers will check their e-mail once a day and respond when they can.

#### ***T. TUITION GRANTS***

Tuition grants are made as funds are available and according to need. The process is initiated by a letter from the responsible party to the school administrator requesting a Tuition Assistance form. The request is reviewed by a special committee of the board. Written notification of action taken will be sent to the applicant.

#### ***U. STANDARDIZED TESTS***

The Stanford Achievement Test is used in grades K through 8<sup>th</sup>. These tests are normally given in the Spring. The Otis Lennon Mental Ability Test is given to specific grades at the same time. Results of both tests are available toward the end of the year. Results will be mailed home with final report card.

#### ***V. INVITATIONS***

As parents, please be sensitive to other children in the class. Do not send any type of invitation (*birthday etc.*) to the classroom unless it is for everyone in the class, or for all the girls or all the boys. Please handle these situations outside of the classroom environment.

#### ***W. LUNCH AND SNACK***

What your child eats for snack and lunch does affect his/her behavior and learning in school. Please do not send candy or soda pop to school. Please watch the content of your child's lunch. Try to send items from each of the food groups. Allow your child to help in the selection of lunch foods. Snack should be healthy with low sugar. Lunches should contain very little sugar. For an elementary child half of a sandwich, a piece of fruit and chips or small dessert is sufficient.

#### ***X. LIBRARY***

Elementary students will visit the library during the week. They may check out 2 books. The books are due back in two weeks. Overdue fines are 25 cents per book for each week the book is overdue. Returned books may be dropped off in the school office if the library is closed. Parents are encouraged to use the library. We have a large selection of Christian and family videos available. Videos/DVD's may be checked out to students with their parent's written permission and are due back in one week.

#### ***Y. QUALITY OF LIFE (Raleys)/SHARE (Savemart) CARDS***

Please ask the office for a Quality of Life or SHARE card. These cards may also be used by family and friends. The cards are swiped at the grocery store and a percentage of your purchase comes back to our school.

#### ***Z. BOOK PURCHASES***

Middle school students are required to purchase some of their own textbooks. Books can be purchased in the school office.

#### ***AA. WEB SITE***

Our web site is [www.splseagles.org](http://www.splseagles.org). Please visit the web site for information regarding the school. There are standard office forms such as the Field Trip Permission Form and Enrollment forms that can be printed for your convenience. We also post weekly Friday class notes and the Aerie during the school year.

***BB. HALLOWEEN***

As a school, we do not celebrate Halloween. As is appropriate with the curriculum, some classes celebrate harvest, fall, and All Saint's Day. Please do not send in Halloween treats.

***CC. NEW FAMILY INCENTIVE PROGRAM***

If you refer a new family to St. Peter's Lutheran School, you may receive a \$100.00 discount on your own tuition. The credit is intended for current families who actively encourage a new family to enroll. It does not apply if a new family already planned to enroll.

To receive this discount, the current family must:

- A. Be responsible for the new family's enrollment by introducing them to the school in some fashion: by inviting them to a tour or other event or by encouraging them to stop by the school or call for an application packet. It is helpful if the new family mentions to current family as the source of the referral.
- B. Complete the Finder's Discount Card and submit it to the office.

Once a new family is enrolled, you will receive a credit on your December tuition for their full-time status.\* If the new family enrolls mid-year, you will receive a pro-rated credit based on the percentage of time the family is enrolled.

If more than one family introduces a new family to the school, the credit will be divided among those families who complete the Finder's Discount Card.

***\*This incentive does not apply to half-day or part-time ECC programs.***

**Please see the office for a referral form.**