



ST. PETER'S LUTHERAN  
S C H O O L

**2019/2020**  
**HANDBOOK**

**Mission Statement:**  
**Connect to Christ; Grow in His grace;**  
**Share Him with others.**

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## ENROLLMENT AND TUITION POLICY

### **Enrollment Policy**

St. Peter's Lutheran School has been established by St. Peter's Lutheran Church for the religious and educational training of children.

In order to enroll in Kindergarten in the State of Indiana (Indiana Code 20-33-2-7), students must be 5 years of age by August 1.

- Any child, who transfers into the district, is 5 years old, and meets eligibility for Kindergarten or 1<sup>st</sup> grade in another state will be allowed to enroll as a "continuation" if he/she attended an accredited public or private kindergarten program for a minimum of 12 weeks immediately prior to enrolling in St. Peter's Lutheran School. First grade students must attain the age of six (6) years on or before August 1, following enrollment. Kindergarteners are given a "readiness" test battery to determine their readiness for Kindergarten.

Applications for enrollment must be approved by the principal and may be reviewed by pastors or School Board. Cumulative records will be requested from the previous school by the principal. Indiana law requires that a student's health and immunization records must be present at school before the student may attend classes.

### **Tuition Policy**

- St. Peter's Lutheran School is supported by the contributions of the members of St. Peter's Lutheran Church. Members of St. Peter's Lutheran Church are expected to support the church and school through regular church contributions.
- Children of Concordia Seminary students are charged the member tuition rate. It is our prayer that Seminary families will seek opportunities to contribute to the ministry of St. Peter's through use of their time and talents.
- Congregational scholarships are available for St Peter's members who are in good standing. This scholarship reduces tuition to the "Member Tuition" rate. To qualify for this scholarship, members must sign and adhere to the requirements of the Attendance Policy.

If you are interested in learning more about membership at St. Peter's, please contact the church office. New member classes are offered twice per year, on Tuesday evenings during the fall and on Sunday mornings in late winter/early spring.

If you have special financial needs, please contact the school office. Parents who are not members of St. Peter's are strongly encouraged to attend the Adult Information Class (aka new member class), even if you do not intend to join the congregation at this time. During this 8-10 week course, you will learn all that St. Peter's professes and teaches as a member of the Lutheran Church Missouri Synod. This class will help you better understand the religious instruction your child will participate in while at St. Peter's.

**Tuition and Fees**

No diplomas or report cards will be issued until all matters of discipline, bills, damaged books and/or property, etc., have been properly disposed in a satisfactory and acceptable manner.

New Student Application Fee	\$25.00
Enrollment Fee (per family)	\$150.00
Member Tuition	\$2809.00
Non-Member Tuition	\$6463.00
Technology Fee	\$75.00

**Athletic Fees**

Volleyball	\$70
Soccer (Boys or Girls)	\$70
Cheer	\$70
Basketball (Boys or Girls)	\$70
Wrestling	\$70
Track	\$70

**Clubhouse Hours & Fees**

Before and After School Care

7:00 am – 8:30 am & 3:00 pm – 5:30 pm

\$1.75 per child, per half hour or any portion of a half hour

Clubhouse and Clubhouse Snack must be pre-funded into FACTS account

In the event of a school delay, Clubhouse will be open from 8:00 am – 9:50 am

**Lunch Fees**

Grades P-8	\$2.95
Parent/Adult	\$3.75

Lunch money must be prefunded into FACTS account.

**Federal Free or Reduced Lunch Program**

To apply for the Free and Reduced Lunch Program, contact the Director of Finance.

**St. Peter’s Lutheran School Class Limitation**

Class size in grades K-8 will be limited to no more than 26 students. This rule will be in place for the Kindergarten class of 2014/2015, and every class thereafter. All present 2013/2014 St.

Peter’s students shall be grandfathered. In a case where there are more than 26 applicants the following priority will be given:

Priority for enrollment is as follows:

- 1) Students and families currently enrolled in Grades K -8
- 2) Preschool Member Families (only for going into Kindergarten)
- 3) St. Peter’s Church Families
- 4) Preschool Non Member Families (only for going into Kindergarten)

## 5) Families that do not fall in the first four categories

However, under extenuating circumstances, there is a possibility of adding a student to a class roster above the 26 student limit. For this to come about, great efforts will need to be made to get approval. This decision will be made by St. Peter's School Board and Principal in consultation with the prior school year teacher and upcoming school year teacher.

St. Peter's Lutheran School admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities afforded or made available to students of the school. St. Peter's does not discriminate on the basis of race, color, nationality, and ethnic origin in the administration of our educational policies, administration of our admission policies, athletics, and other school administered programs.

### **ATTENDANCE POLICY**

*Amended April 8, 2019*

#### **Philosophy of Attendance**

Regular attendance is essential if a student is to make use of the educational opportunities the school offers. We believe that, in order for our children to receive the full benefits of St. Peter's program, our children need to be present on each scheduled school day. Regular attendance develops dependability and responsibility in the student and contributes to his or her academic achievement. Learning not only includes factual subject matter, but also attendance habits, work habits, attitudes, and ideals. Reading the material and performing satisfactorily on tests does not compensate for the loss of insight earned during class discussion, explanation, or supervised activities. Every absence interrupts a student's understanding of the material being presented and weakens his/her interest in the continuing program. A student who misses a day of school, misses a day of education that cannot be retrieved in its entirety. Chronic absenteeism negatively affects several important elements of a child's growth and development in addition to academic considerations. Those elements, which are inherent in St. Peter's mission and philosophy of Christian education, include:

- Recognition that the student is an important factor in the total class environment, not just for self, but for *others*.
- Social interaction and relationship building occurs by being present consistently.
- School spirit is supported and enhanced by the community of students, each student's presence *daily* being significant to our school climate.
- Success is not based on a student's academic ability (i.e. to make up work), or to sustain high academic standings with a significant history of absenteeism; it is defined through each student's *daily* interaction within the community of St. Peter's, fostering trust, interdependence, and positive relationships.
- Nurturing the faith in our children requires constant care. We believe our pastors and synodically trained teachers are equipped to provide the needed *daily* role modeling and instruction to accomplish these goals.

One of the primary purposes of an education is developing good habits. Being prompt is an important habit to develop as it not only has an impact on early education, but future occupations have high expectations of employee promptness. In the school setting arriving to school on time or early allows a student to be prepared for the day, without the stress of being hurried. On the contrary, being late increases the stress on the student. They have a greater tendency to forget things and also tend to have less confidence in themselves as a result.

## Definitions

- **Illness**

- A student needs to be fever free, without the use of fever reducing medications, for 24 hours before returning to school. Please keep your child at home when he/she is ill, for your child's sake and for the sake of other children. Never send your child to school with a fever or a contagious condition.
- The school personnel will take care of any student who is ill at school. Parents will be asked to pick up ill students if they have a fever of 100° or more. There may be times that a parent will be asked to pick up a student when their temperature is less than 100° if the student is having other symptoms that indicate they should not be in school.

- **Medical Appointments**

- We feel that an honest effort should be made to schedule such appointments for after school hours or Saturdays. If an appointment must be made during school hours, please inform the school before your child's absence.
- These appointments will be counted as excused absences with verification from the doctor's office.
- Parents are to come into the school office to sign their child out and in. The child will be called to the office upon your arrival.

- **Truancy**

- Habitual truancy is defined as students absent 10 days or more from school within a school year without being excused. Chronic absenteeism includes students absent from school 10% or more of a school year for any reason. The principal shall report any child who is habitually absent from school in violation of IN code to the juvenile court or the department of child services. The intake officer or child protective services shall proceed from this point. [www.doe.in.gov](http://www.doe.in.gov)

## Absent Policy/Definitions/Procedures

- **Absent** – Students who are not present for an entire school day

- All official recording keeping will be done through the school office. All students not in attendance require contact with the school office.
- Teachers may have their own policy and disciplinary action regarding classroom tardies.

- **Tardy**

- Arriving after 8:10 AM, before 8:40 AM

- **1/4 day absent**
    - Arriving between 8:40 AM – 10:40 AM.
    - Leaving school for 1-2.5 hours
    - Leaving between 12:45PM – 2:45 PM
  - **1/2 day absent**
    - Arriving or leaving between 10:40 AM – 12:45 PM
    - Leaving school for 2.5-3.5 hours
  - **3/4 day absent**
    - Arriving after 12:45 PM - 2:45 PM
    - Leaving school for 3.5-5 hours
    - Leaving between 8:40 AM – 10:40 AM
  - **Full day absent**
    - School attendance of less than 2 hours
  - **Early Departure**
    - Leaving after 2:45 PM, before 3:15 PM
    - Early departure will count the same as a tardy.
- **Excused Absence** – Absences may be excused by contacting the school prior to, or on the day of, the absence.
  - A parent/guardian may excuse up to eight (8) absences per school year. This includes, but is not limited to, illness, legal appointment, family vacation.
    - All absences are excused that accompany a doctor’s note. If the illness requires several days of recovery, ask your doctor to write a note which indicates the estimated time of recovery.
    - Absences beyond the eight (8) parent/guardian excused absences without a doctor’s note will be considered unexcused.
    - Exceptions to the eight (8) parent/guardian excused absences will be made at the discretion of the principal.
    - Assignments and/or tests may be made up for excused absences. Arrangements should be made with your child’s teacher to make up incomplete work.
    - Under certain circumstances (see Indiana Code), students may be excused from school and recorded as present and will not be penalized in any way. To review this statute in entirety, visit [www.doe.in.gov](http://www.doe.in.gov)
- **Unexcused Absence** – Absences will be unexcused if a parent/guardian does not make contact with the school prior to, or on the day of, the absence or if they have exceeded the eight (8) parent/guardian excused.

**Procedure per unexcused absence:**

- 3rd Meet with the principal and possibly the pastor
- 4th Homework from the day of the absence will be graded, but no grade will be recorded for this and any future unexcused absences

- 5th Meet with the school board to discuss student's status in the school
- 10th Principal shall report child to juvenile court or the department of child services.  
Removal from the school may occur.

- **Excused Tardy/Early Departure**

- Tardy/early departure may be excused by contacting the school prior to, or on the day of, the tardy/early departure
- All tardy/early departures are excused that accompany a doctor's note
- Tardy/early departure may be excused at the principal's discretion, with emergencies, inclement weather, and/or if a parent/guardian contacts the school with prior notice.

- **Unexcused Tardy/Departure**

- Tardy/early departure from school without an approved excuse

**Procedure per unexcused tardy**

- 8th Meeting with teacher, principal and parents
- 9th Recorded as one unexcused full day absence
- Every 5th thereafter Recorded as one unexcused full day absence (15<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup>, etc.)

**ARRIVAL PROCEDURES**

School doors will be unlocked at 7:50 am. Any children who arrive before the 7:50 am designated time will go directly to Clubhouse (in the cafeteria) where they will remain until they are dismissed to their classrooms. Any child arriving after 8:10 am will be recorded as tardy/absent pending parent contact with school office.

**PARENT PICK-UP OF CHILDREN AFTER SCHOOL**

Our school day ends at 3:15 pm each day. You may pick up your children in either of two ways:

1. Go through the car line in the front of the school. Student names will be called over the public address system as parents come through this line.
2. You may park your cars in the church lot, come into the building and pick your children up at their classrooms after the 3:15 pm closing prayer. Teachers will not release students unless their name is announced over the public address system or a parent comes to the room to pick them up. Please pick up your children no later than 3:40 pm. Any child not picked up by 3:40 pm will be sent to Clubhouse.

**BOOKS AND SUPPLIES**

- All textbooks are on a rental basis. This is part of the tuition fee. Students are held responsible for the books they rent and are expected to take reasonable care of them. Cost of workbooks and other teaching materials is also included in this fee.



- Each child in grades 4-8 must have his/her own Bible. A bible will be provided to incoming fourth grade students and new students in 5-8.
- Students are expected to have the necessary supplies at all times, as stated on the supply list.
- Each student must have separate shoes for PE and indoor recess.
- Students in grades 5-8 must purchase the required PE Uniform to be worn twice weekly during PE class.

### **CALENDAR**

A school calendar listing all holidays, vacations, special days and other important events is available on FACTS. In order to maximize students' learning experiences, please plan family events and trips during scheduled school vacations. Please make arrangements with teachers for missed assignments.

### **CURRICULUM**

Our curriculum is based on the Word of God. Students have the opportunity to hear God's Word taught on a daily basis in all its truth and purity by professional teachers. The truths of the Bible permeate ALL teaching, including inculcating into the hearts and minds of our students a truly Christian philosophy of life that will attempt to interpret and evaluate every experience from the Biblical viewpoint.

Each class begins the day with a brief devotion and includes instruction in Bible study, Christian doctrine and memory work. The primary purpose of our curriculum is to lead the child from a knowledge of his sins to grace through faith in Jesus Christ to a sanctified life in the Spirit. Our academic curriculum is based on an up-to-date course of study and includes the latest textbooks and methods of teaching. We pursue a solid and well-rounded educational program which attempts to challenge every child in the classroom.

### **DAMAGES**

School and church buildings, furniture and equipment must not be willfully defaced, marred or damaged by students. Violators will be charged for such damage or asked to make repairs or restore items to original condition. Students will also be responsible for textbooks or any other instructional materials willfully or carelessly damaged, lost or destroyed.

### **DISCIPLINE**

In matters of discipline, we follow the example of our Savior in showing love toward all people. Misdeeds cannot go unpunished as our Savior Himself shows us in His Word, yet all procedures in school should reflect Christian love. Parents can cooperate in this matter by accepting the measures taken by the school and by encouraging their children to do what is right and proper at home.

## **Philosophy of Discipline**

The proper discipline in any situation is that which uses the Law/Gospel method. The Law is issued when an individual fails to see and realize that his thoughts, words, and/or actions are in violation of God's holy will. Upon realization and confession, the Gospel must be shared with the violating individual so that he/she may be comforted and reassured that his/her sins are forgiven by God the Father through Jesus Christ and also by the other individuals involved in that particular case. This motivates an individual to refrain from wrong thoughts, attitudes, words and actions and also to evoke a God-pleasing response in his/her daily relationships with God and with his fellow men.

## **Guiding Principles of the staff of St. Peter's Lutheran School:**

- We believe every attempt should be made to maintain the dignity of both adults and students.
- We believe students should be guided and expected to solve the problems they create without making problems for anyone else.
- We believe students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
- We believe that students should have the opportunity to tell their side of the story (due process hearing) when consequences appear to be unfair.
- We believe there should be a logical connection between misbehavior and resulting consequences.

GENERAL VIOLATIONS – to be handled by the classroom teacher.

**SERIOUS VIOLATIONS – the teacher is to consult with the principal.**

### Procedure:

- 1<sup>st</sup> offense - Send home pink slip and receive a detention
- 2<sup>nd</sup> offense - Meet with parent and principal, teacher and student
- 3<sup>rd</sup> offense - One day in-school suspension
- 4<sup>th</sup> offense - Three day in-home suspension
- 5<sup>th</sup> offense - Students and parents meet with the School Board to consider expulsion from school

Any student who receives 4 pink slips in a school year is considered to be on probation for the following year. A probationary student is allowed only 1 pink slip in that year which results in a one day in-school suspension. The second pink slip may result in expulsion.

A pink slip should be treated with great seriousness. Please speak with your child about its consequences. Also feel free to contact the teacher issuing the pink slip. Pink slips are intended to be warnings. The teacher issuing the pink slip may opt to assign a punishment in addition to the pink slip. Due to the serious nature of some offenses, the procedure may immediately involve more than one of the steps listed above. All assignments must be completed and parents will meet with the principal when the child returns to school. Students will be required to make up any work while suspended. Damages caused from vandalism offenses are to be paid by the student causing the damage.

## **POLICY FOR BULLYING BEHAVIOR**

*June 2010*

St. Peter's Lutheran School prohibits acts of harassment or bullying. A safe and caring environment in school is necessary for students to learn and to achieve high academic standards as well as to be consistent with a Christ-like life. Harassment or bullying, like any other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and the school's ability to educate in a safe environment too. Demonstrate appropriate behavior, treat others with love and respect, and to refuse to tolerate harassment or bullying. It is expected of administrators, employees and students. Students are also responsible for their own behavior toward others.

"Harassment or bullying" is any gesture or written, verbal, graphic or physical act (including electronically transmitted acts – i.e. internet, phone call, media devices or wireless hand held device) that attempts to intimidate, threaten, belittle or ostracize. St. Peter's will not tolerate harassment of any person or staff member or student relating to but not limited to the persons sex, race, color, religion, age or handicap. The term "bullying" includes but is not limited to physical bullying such as hitting, kicking, pushing, choking or punching; verbal bullying such as threatening, taunting, teasing, starting rumors, hate speech, cyber bullying; and systematic exclusion from activities. Such behavior is considered harassment or bullying during any school activity or function.

If a person wishes to report an act of bullying or harassment, a parent or legal guardian should contact the principal immediately. Parents of all students involved in the complaint will be contacted immediately by the principal to set a meeting time to discuss the problem and reach a solution.

### **DETENTION POLICY**

Violations of school rules make students eligible for detentions. Detentions are one-hour supervised periods to be used for work or study. Detentions are served the next school day after they are assigned (exceptions are made for days with faculty meetings). Students who receive detention may not participate in school extra-curricular activities the same day as the detention. Students may receive detentions for these and other types of violations: tardiness (a student is considered late to class if he/she is not in his/her seat immediately prior to the designated time or bell); disruptive behavior (talking in class without permission, teasing, etc.); misuse of study time; incomplete homework; and minor infractions (gum chewing, running in the halls, throwing snowballs, etc) The principal has the right to move a detention time for special circumstances.

#### **School Rules**

- All students are expected to treat others with Christian love, courtesy and respect.
- Foul, inappropriate or disrespectful language will not be tolerated.
- Students are not to bring soda pop to school.

- Conduct should not disturb other classes.
- No running or throwing of objects.
- Upon arrival, students must go to the designated room and may leave only with permission.
- No gum chewing at any time.
- Any Object that becomes a nuisance (causes a disturbance at school) will be confiscated and may not be returned to the students.
- School telephones may be used at teacher discretion. Students must obtain a telephone pass from the teacher.
- No rubber bands, paper clips, etc. are to be flipped.
- No loitering in the halls or restrooms.
- Electronic devices are not to be brought unless for teacher specified reasons.
- Cell phones may be brought to school but they must be turned off and not seen during the school day. It is recommended that any cell phone brought to school be given to the teacher or principal. It would then be returned to the student at the end of the day.
- No fighting.
- All weapons are strictly forbidden.

#### **Playground Rules**

- No tackle football.
- No baseballs.
- Play only in assigned areas.
- Bicycles (to and from school) are not to be ridden during school hours.
- Motorized vehicles of any type are not permitted.
- No throwing stones, snowballs or dangerous objects.
- No sliding on ice.

#### **Restroom Rules**

- No loitering or loud talking
- Paper towels are to be placed into wastebaskets.
- The washroom is not to be used as a storage place for personal or school items (with the exception of gym clothes).
- No pencils, pens or crayons are allowed in washrooms.

We pray for the necessary cooperation between teachers, parents, and students so that all may have a pleasant time throughout the school year.

#### **DRESS CODE**

*Amended May 10, 2016*

Students at St. Peter's Lutheran School are expected to dress neatly, modestly and in good taste. Student dress should reflect the fact that you and your family take education seriously. Sometimes the current fads and trends are in conflict with what is appropriate for school. If the

principal and teacher agree, the student will be asked not to wear the inappropriate item again. In some instances, students who are inappropriately attired may be sent to the principal's office until proper clothing can be brought to school.

### **Pants/Shorts/Capris/Skirts**

- All Pants/Shorts/Capris/Skirts must be solid in color (no patterns, stripes, plaids, graphics, sparkles, etc.)
- Pants/Capris must be chinos (Dockers or similar brands) in one of the following colors tan (khaki or stone), navy blue, black, or gray. Students may wear traditional blue denim jeans. Spandex, leather, and leather-like material is not allowed.
- Skirts and Shorts must be chinos (dockers or similar brands) in one of the following solid colors tan (khaki or stone), navy blue, black, or gray. Traditional blue denim shorts and skirts may be worn. Spandex, leather, and leather-like material is not allowed.
- Skirts like the following are not allowed.



- Pants, shorts, capris or skirts that are deemed by the teacher to be tight, baggy or short are not allowed. Shorts and skirts are determined to be too short if when standing and the student puts their hands straight down at their sides that their fingertips go past the bottom of their shorts/skirt.
- Pants, shorts, capris or skirts must have a finished leg (cuffed or hemmed) and have no frays, tears or slits.
- Solid color leggings and tights are to be worn only under shorts, pants, capris, or skirts. They must be black, blue, navy, gray, or white.

### **Belts**

- Belts are required for students in grades 3-8.
- Belts are optional in grades K-2.
- Belts must be solid black, brown, tan (khaki or stone), navy blue or grey with a buckle. No patterns, graphics, and sparkles.
- Belts must be inserted through belt loops whenever belt loops are naturally present on pants, slacks, denim jeans, shorts or skirts.

### **Shirts**

Must be purchased through the school's approved vendor:

<http://www.stpeters.dkmlogo.online/>

- Shirts must be tucked in.
- Crested collared shirts must be worn under any crested sweatshirt.
- Turtleneck shirts can be worn under a collared shirt.

- Any shirt worn under a collared shirt must be solid in color with no patterns and should be any color of the collared shirts we offer, ex: black collared shirt should be worn with a black, red, grey or white shirt underneath.
- Bare midriffs are not appropriate when students twist, stretch or bend. No bare skin at the waist shall be visible at any time.

**Sweatshirts**

- Monday - Thursday crested sweatshirts can be worn over a crested collared shirt. Crested sweatshirts are purchased through the approved vendor.
- 1/4 zip crested sweatshirt available through the approved vendor.
- No hooded sweatshirts inside. Hooded sweatshirts are allowed to be worn outside only.

**Footwear**

Must have heel backs or heel straps that secure the shoe to the foot.

**Coats, hats, gloves, and scarves are to be worn OUTSIDE ONLY.**

**FRIDAYS ONLY – Any St. Peter’s Spirit Wear shirts, past VBS shirts, and any non-hooded St. Peter’s sweatshirt may be worn.**

**Clothing/Accessories NOT Allowed:**

- Items of clothing and jewelry that are offensive, inappropriate for school or not conducive to proper learning, including those that refer to alcohol, drugs, obscene gestures, sexual suggestions, violence, vulgarity and suggestive messages or any symbol of the same.
- Sweaters
- Dresses
- Jeggings or Jegging type pants
- Athletic shorts, jerseys, warm-up suits and sweatpants
- Hip-hugger, super low rise, or flare-bottom pants

**GRADES & ACADEMIC ACHIEVEMENT**

Teachers at St. Peter’s use the following grading scale:

100 = A+	81-80 = C+
99-94 = A	79-72 = C
93-92 = A-	71-70 = C-
91-90 = B+	69-68 = D+
89-84 = B	67-62 = D
83-82 = B-	61-60 = D-

St. Peter’s awards the following Honor Roll divisions at each grading period for grades 5-8:

- Honor Roll – For students who receive all A's on their report cards in the core subjects and passing grades in all other subjects. Core subjects: Math, English, Spelling, Literature, Social Studies, Science, Religion, Memory.
- Honorable Mention – All A's and B's on a student's report card in the core subjects and passing grades in all other subjects.

Each year the top five graduating eighth grade students are chosen to give the greeting, the class address, the class history (two students) and the class Bible passage at their graduation. These speeches are assigned without regard to rank in the class.

### **HEALTH SERVICES**

Our school enlists nurses and health aides who maintain health records for every child in our school and conduct screenings for hearing (grades K, 1, 4 and 7), vision (grades K, 1, 3, 5 and 8).

### **HOME-SCHOOL COOPERATION**

The Christian home and the Christian school can best guide the lambs of Jesus Christ by working together. To this end, St. Peter's Lutheran School affords a number of specific helps:

- Formal reports on the work and progress of each student are issued four (4) times a year.
- Two reports are supplemented with scheduled parent-teacher consultations (please see school calendar). At these conferences, you have the opportunity to discuss the home and school life of your child, as well as weaknesses and abilities and plans for cooperative action. Although conferences are not scheduled the remaining two reporting periods, parents are always welcome to make appointments.
- Parents of students receive mid-term reports each quarter.
- Parents are invited to make appointments with the teacher and/or principal to discuss any matter pertaining to the welfare of their child. Classroom visits can be requested through the principal.

### **HOT LUNCH PROGRAM**

St. Peter's serves delicious and nutritious hot lunches every school day. These meals, prepared by excellent cooks in our own kitchen, meet the requirements and standards set by the federal government. Menus are distributed every week. St. Peter's participates in the Federal Hot Lunch Program for Free and Reduced Meals. If your income falls within federal guidelines, you may qualify for this program. Application forms are available during Registration and at Wildcat Night.

Lunch accounts are to be prefunded through FACTS.

If an account is negative or zero, an alternate lunch will be provided until account balance is brought above zero. Accounts designated for an alternative lunch plan will receive a

predetermined meal consisting of a sandwich, fruit, vegetable and milk as the only option for lunch. Because there are no choices, substitutions or add-ons to the alternative lunch, the same meal may be served each day.

In order to provide a cheerful and enjoyable atmosphere during the lunch period, all students are required to follow the common rules of courtesy and table manners. To assist students in observing these rules, teachers and/or volunteers will supervise them during the lunch period.

### **Lunch Rules**

- Teachers will encourage but not force students to eat everything on their plates.
- Teachers will encourage proper manners at lunch time. Each class is responsible for cleaning up its area before leaving the lunch room.
- Students are not allowed to have soda pop at lunch.
- Students are not allowed to have restaurant food brought to the cafeteria at lunch.

### **IMMUNIZATION POLICY**

All children must comply with Indiana state law for immunizations prior to the start of the school year.

A written immunization history must be completed and returned to school by the day your child starts school.

A written permit from the doctor is required when a child returns to school after recovering from diphtheria, infectious hepatitis, scarlet fever, strep throat or any communicable disease which requires a doctor's care.

### **MEDICATION**

Students who must take medication during the school day must bring the medication in the original marked container and give it to the school secretary. Parents must fill out a medication form before sending the medication to school or send a note.

### **LIBRARY**

St. Peter's maintains a library for grades K-8 which is supervised by volunteers, giving students access to it several times a week.

### **Library Rules**

- Students who damage books or other media material are required to pay for replacements.
- If a book or other media material is lost, the student is responsible for the replacement cost of the material.



## **MUSIC OPPORTUNITIES**

### **Children's Choir**

The St. Peter's Children Choir is an elective for students in grades 5-8. This choir rehearses at school each week. Faithful participation and cooperation is required of all students who become choir members. The Choir sings in worship services approximately once a month during the school year. Students who are not members of St. Peter's are welcome to join the Choir, but must abide by the rules of the choir. Students who choose to be in St. Peter's Choir must maintain faithful cooperation and participation. Absence without an excuse, lack of cooperation or poor attitude (no more than two violations per semester) will jeopardize their continued membership in the children's choir.

### **Handbell Choir**

The Handbell Choir is an elective for students in grades 5-8. It is highly recommended that a student have some musical background (voice, band, piano, etc.) that will assist them in the transition to handbell ringing. Knowledge of notes and note values should be a prerequisite for handbell consideration and participation. Each beginning handbell ringer will be on probation for an eight-week period. During this period, instruction will be given and reviewed in basic bell ringing and note theory. Following the probation, the successful ringer has the opportunity to remain with the handbell group.

### **Band and Strings Instruction Program**

The Band and Strings programs are designed to give children the opportunity to learn and develop the skill of playing a musical instrument. All children in grades 4-8 are eligible for the band program. Instruction is available in flute, clarinet, saxophone, cornet, trumpet, trombone, French horn, baritone, and drums. The choice is left to the child and parents, with the guidance of the band director. All children in grades 3-8 are eligible for the strings program. Children under grade 3 may enroll, but with careful consideration and discussion with the strings instructor. Instruction is offered in violin, viola, cello and string bass. The choice is left to the child and parents, with the guidance of the strings director. Instruments are to be supplied by the children and their parents. A trial purchase plan is available through local music stores. Instruction is in small groups, offered during school hours. The lessons lead the child through an orderly development of music skills. Instruction is available for beginners, intermediate and advanced students. An instruction fee is paid directly to the school through FACTS, although the programs are administered through the CLHS Instrumental Music Office.

## **OFFICE HOURS**

Each day that school is in session, the office is open from 7:30 am until 3:30 pm. When school is not in session (holidays, Christmas break, spring break, summer break, etc), please call ahead to see if someone is here. If you have any questions, please call 749-5811.

## **PARENT NEWSLETTER**

“Pieces of the Rock” is a weekly publication of St. Peter’s to keep you informed about events and activities at school. These newsletters are sent out every Friday during the school year via email. Other news items may come home from individual teachers.

## **PARENT-TEACHER LEAGUE**

All parents of students attending St. Peter’s Lutheran School are automatically members in our PTL. Any interested members of our congregation are also eligible to join. You will receive a PTL Handbook outlining all PTL activities for the year.

## **PHYSICAL EDUCATION**

Physical education classes are scheduled for all children at St. Peter’s. Full participation is expected of each child unless a statement from the family physician would indicate otherwise. Students in grades 5-8 must bring a written excuse from home on days when they cannot participate. All students in grades 5-8 are required to purchase and wear St. Peter’s PE Uniform. Gym shoes are required for gym use for all grades. All gym clothing and towels must be laundered each week.

## **SECLUSION AND RESTRAINT**

St. Peter’s Lutheran School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. The purpose of this policy is to insure all students and staff are safe in school, and students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child’s behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Parents can access a full copy of our school’s plan by requesting in the school office or by logging into our school FACTS Family Only site.

## SEVERE WEATHER DELAYS/DISMISSAL

St. Peter's Lutheran School will delay, dismiss early or cancel classes whenever the Fort Wayne Lutheran Schools must do so due to severe weather (fog, snow, ice, etc.). School delays/dismissals/cancellations are announced under the name FORT WAYNE LUTHERAN SCHOOLS, not St. Peter's Lutheran School. In case of an emergency situation which involves only St. Peter's, the name ST. PETER'S LUTHERAN SCHOOL OF FORT WAYNE will be announced. Text alerts will also be sent. Text alerts will come from 22383 STP ALERT.

## SEXUAL HARASSMENT

Sexual harassment of a person by staff or a student is illegal and will not be tolerated. Not only is sexual harassment a violation of school policy, it is also a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendment of 1972. All complaints will be promptly investigated.

## SOCIAL MEDIA

Social media which was once considered merely conversations between "friends" and status updates is now accepted as mainstream newsfeeds. Social media offers people new opportunities to engage family, friends, co-workers, and educators in a variety of ways. While social networking is fun and valuable, there are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional. The damage that can be done to a person, both professional and emotional, is a real threat and we ask staff, parents, and students to consider these things when posting on social media.

Any post made by a student, or parent/guardian that slanders, bullies (refer to the school bullying policy), or threatens another student, parent/guardian, or employee could affect the status of the family in the school. The school does not have the time or resources to "police" social media, but we will act if things are brought to our attention. We encourage all families that have a complaint or problem to please use Matthew 18 and go directly to the person you have a problem with instead of posting on social media.

- **Be responsible** – Members of St. Peter's are *personally* responsible for their posts.
- **Be smart** – A blog or community post is visible to the entire world. Remember what you write will be public.
- **Be respectful** – If you disagree with others, do so with civility. Respect your audience, express your views with appropriate language, and be respectful of the Church and its teachings. Respect the confidentiality of matters that are shared with you in confidence, or that are meant to be kept confidential by the nature of your work, ministry or volunteer mission.

## **SPECIAL EDUCATION SERVICES**

St. Peter's Lutheran School employs a resource room teacher to provide additional support and assistance for students at all grade levels who are experiencing difficulty in learning.

## **SUICIDE POLICY**

It is the responsibility of St. Peter's to provide a safe, supportive, and culturally responsive school environment for all students. The St. Peter's School Board believes that suicide is a preventable public health problem and acknowledges that all students have the right to be protected from those indicators that put students at higher risk for suicide. The board thus acknowledges the necessity of this policy to ensure school personnel are able to recognize and report students at risk of suicide.

Parents can access a full copy of our school's plan by requesting in the school office or by logging into our school FACTS Family Only site.

## **TESTING PROGRAMS**

St. Peter's will perform the following testing on a regular basis:

- State mandated ILEARN testing grades 3-8
- IREAD 3 (state mandated) reading assessment grade 3.

## **TORNADO WARNINGS/FIRE DRILLS/LOCK DOWN DRILLS**

In case of a tornado warning, students will be directed to the "safe" areas in our facility. Should a tornado warning be received toward dismissal time, students will be kept at school until the "all clear" signal is received. Fire escape routes are posted in each room of the school. Students practice safe evacuations through monthly fire drills when a Tornado Drill or Lock Down Drill are not practiced. Students and teachers practice safety during Tornado Drills (once a semester) and Lock Down Drills (once a semester).

## **VOLUNTEER/FIELD TRIPS**

Parent volunteers on field trips and in the school are an important part of our school. We appreciate all the help that parents provide to help keep overall costs down. To provide a safe and secure experience for everyone, any person that is volunteering to help in the school during the school day or attending a field trip must be 18 years or older and clear a volunteer background check. We are also requesting that if you are volunteering during the school day or attending a field trip, that you do not bring any children under the age of 18 with you. Exception can be made with prior approval from the Principal. Students in the class attending field trips are exempt from this rule.

## WORSHIP OPPORTUNITIES

On Wednesday mornings, all students assemble in church for weekly children's worship services. All services are conducted on the students' level and are led by the pastors, principal and guest speakers. Each class will have an opportunity to lead chapel each year as well. Family and friends are always welcomed and encouraged to attend chapel services.

St. Peter's views the spiritual growth of its students to be a partnership between the parents and the church/school. Parents are encouraged to maintain their side of the partnership through regular involvement in such activities as:

- **Worship** – St. Peter's valued worship. It is our main activity. We seek to offer a variety of worship opportunities and styles to bring God's Word and sacraments to His people. Bringing children regularly to worship is a crucial element in their spiritual development. Several worship opportunities are available each week:
  - **Saturday** at 5:00 pm
  - **Sunday** at 8:00 and 10:30 am
  - **Monday** at 7:00 pm (June – September)
  - **Wednesday** at 7:00 pm (during Advent and Lent)
  - **Wednesday** at 12:00 pm (during lent)
- **Bible Study** – St. Peter's values God's Word. It is foundational to who we are and what we do. We believe that the Word (as it is confessed in the Lutheran Confessions) not only brings us salvation, but guides us in all matters of faith and life. We grow in our faith and understanding of God's Word through regular Bible study. Several opportunities for group studies are available each week or materials for home study are also available. For more information, contact the church office.
- **Family Devotions & Bible Study** – Families are encouraged to pray together and to study God's Word together. Resources are available through the church office if you need help getting started.

## INTERSCHOLASTIC SPORTS PROGRAM

The interscholastic athletic program of St. Peter's offers many opportunities. Staff and/or volunteer coaching is provided. Facilities, equipment and special times are set aside to help develop skills, teamwork, strengthen bodies and enjoy special fun, recreation and recognition. Because of these privileges, the athlete also has certain responsibilities. Each athlete must be in attendance at least the second half of the school day in order to participate in any practice or competition scheduled that same day. They are to remember that they are representatives of their Savior and their school.

As a member of the Lutheran School Athletic Association, St. Peter's offers participation at the Varsity (grades 7 & 8) and JV (grades 5 & 6) levels in boys' soccer, basketball, wrestling and track and girls' volleyball, basketball, track, soccer, and cheerleading (grades 7 & 8). Fourth grade boys may participate in wrestling and third grade with limited participation. Fourth grade boys and girls may participate in track.

## ACADEMIC ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Participation in extra-curricular activities is a privilege. St. Peter's students are expected to meet both grade and behavior standards to remain eligible to participate.

- Eligible = the student may participate in any extra-curricular activity including events, practices, games, and tournaments.
- Probation = the student's progress is closely monitored while the student continues to participate in extra-curricular activities including events, practices, games, and tournaments. This period begins the day of midterm or report card distribution through a minimum of two weeks (including all weekends). It ends on the second Monday morning after the date it was issued.
- Ineligible = the student's progress is closely monitored; however, the student does NOT participate in any extra-curricular activities. This period begins the day of midterm or report card distribution until the next grading period/report card distribution (including all weekends).

Grade Standards –All students who have at least one “F” or two “Ds” or one or more “I” - incompletes (or the equivalent percentages) in subjects or one “U” (unsatisfactory) in electives will be placed on probation, will be declared ineligible, or will continue their ineligibility according to the procedure that follows.

All students are eligible for extra-curricular events until the **Midterm 1** report. At that time all students who do not meet grade requirements will be placed on probation.

At the conclusion of probation students' records will be reviewed. Those students who meet minimum grade standards will be taken off probation and will become eligible. Those students who have not improved will be declared ineligible to participate in extra-curricular events until the **Quarter 1** grade report.

At the conclusion of all other grading periods (**Midterm 2, 3, or 4 or Quarter 1, 2, 3**) students, except those who are currently ineligible, who do not meet minimum grade or behavior standards will be placed on probation. (Students who are currently ineligible and still do not meet the minimum grade or behavior standards will remain ineligible until the next grading period.) At the conclusion of probation students' records will be reviewed. Students who meet grade and behavior standards will be taken off probation and will become eligible. Students who do not meet grade or behavior standards will be declared ineligible until the next grading period.