

PREFACE

This Parent Handbook is intended to be of help to parents by informing them of school policies with regard to religious attitudes, academic performance, school conduct, respect, recognition, and extra curricular activities at St. Peter Lutheran School. We urge all parents to read it carefully. Parents new to St. Peter will find this handbook a useful tool in becoming acquainted with our general educational philosophy and curriculum. We hope this handbook will also serve as one means of fostering better home and school relations. We look forward to the continued blessings of the Lord in the training of your children with you.

ST. PETER LUTHERAN SCHOOL PHILOSOPHY

St. Peter Lutheran School exists as a ministry of St. Peter Lutheran Church. We believe in God the Father, Son and Holy Spirit and are committed to carrying out the Great Commission of our Lord Jesus Christ to make disciples of all people. We believe that we are saved by God's grace through faith in Jesus, our Savior. We believe we are part of the body of Christ, with Christ as our head.

St. Peter Lutheran School was established to assist parents and the Church in carrying out God's command to make people "wise unto salvation through faith in Jesus Christ" (2 Timothy 3:15) and to bring up children "in the nurture and admonition of the Lord". (Ephesians 6:4). We trust God's promise found in Proverbs 22:6, "train up a child in the way he should go and when he is old, he will not depart from it." This Christian training is drawn from the Scriptures as demonstrated in the Lutheran Confessions.

St. Peter Lutheran School views each child as a unique creation of God and encourages the child to see him/herself as a part of God's plan. All who are associated with St. Peter Lutheran School feel a strong responsibility for promoting our children's spiritual, academic, emotional, physical and social growth and development.

St. Peter Lutheran School will help the student master, to the extent of his/her abilities, the basic academic skills and knowledge. We provide opportunities for children to develop their God given talents to their greatest potential. Building on a solid academic core, children are provided with activities and experiences to stimulate curiosity and motivate life long learning. All this is done in a Christian climate of care and acceptance.

Just as God views us as unique creations, children at St. Peter Lutheran School are encouraged to accept their uniqueness and to view others as equally unique. Socially, St. Peter Lutheran School provides opportunities to develop Christian values, healthy attitudes towards oneself and positive relationships with other children and adults.

The dedicated Christian Staff at St. Peter Lutheran School is commissioned by God to teach the Gospel. Through the example of the teachers in relationships among the staff, and as the students personally are shown forgiveness, they are encouraged to forgive others as freely as God has forgiven them.

At St. Peter Lutheran School, our children are encouraged to witness their faith, to live in fellowship with one another, to desire an active worship life, and to serve others following Christ's example. We pray our students will be able to meet the pressures and challenges in their future and be contributing Christian citizens in God's world.

.....**FROM THE PRINCIPAL'S DESK**

The Lutheran School is a very unique institution and occupies a very important place in our church, community and nation. Parents and educators today are concerned with the education of the "whole child". By the time a person reaches eighth grade, much of the total learning, including formation of attitudes, has taken place.

The Bible, in describing how Jesus grew, states that He "...grew in wisdom, in stature, and in favor with God and man." St. Peter Lutheran School strives to help a child grow mentally, physically, spiritually, and socially, as did Jesus Himself. St. Peter provides not only mental, physical, and social education, which is necessary and important to a child's development, but also religious instruction, which is necessary in completing the education of the "whole child."

Parents take an active part in their child's education, because education is not simply a school time operation. Every person is learning every minute of their life. As in all Lutheran schools, we have a close working relationship between school and parents. It is a teamwork situation which benefits the children very much, and is a blessing of God for which we are all thankful. Indeed, parents who make financial and working sacrifices so their child may be trained properly and brought up in the nurture and admonition of the Lord, may be counted as a blessing to God's church and to our nation.

God guides and directs all our activities. He guides us as parents and as teachers. Without His help, our work would be meaningless. May we always look to Him for help in our daily activities, and never lose sight of His tremendous love for us. May we always remember and teach the Gospel message so that all may come to the saving knowledge of His grace. And may we, as parents and teachers, continue to be about our Father's business.

Roger A. Kirsch

.....A MESSAGE FROM THE SENIOR PASTOR

Dear Parents:

What a joy and privilege it is to be in a church where Christian Education plays such an important party. Having been a “product” of Lutheran Education from kindergarten through seminary, I am very much a supporter of Lutheran Schools.

When our two children were born, we were concerned that there was no Lutheran School closer than fifty miles away for them to attend when they reached the age to begin kindergarten. We brought this concern to the Lord in prayer many times. What a joy that only two months after our eldest son began kindergarten, I received a call to serve St. Peter Lutheran Church and SCHOOL! Our prayers had been answered. Both boys attended St. Peter Lutheran School and are now doing well in college and beyond..

It is being said that we are living in the “post-Christian” era. In this kind of atmosphere, there is no substitute for a good and solid Christian beginning during the early years of our children’s life. During these years, they need to learn the basics of the Christian faith. These basics are all wrapped around the wonderful good news that God in His mercy sent His only son Jesus to offer the love of Christ being shared with each child in a caring way by teachers and staff at St. Peter. These basic truths are the foundation for the rest of life.

By God’s working, we at St. Peter, the teachers, principal, pastors and you the PARENTS have been given a great responsibility “to train up a child in the way of the Lord...”. That same Lord promises that “when they (our children) are old, they will not move away from it.

If there is any way that we can further assist you in this challenge, please let us know! At St. Peter Lutheran Church and School, we continue to build on the past as we grow into the future to share the caring Christ.

I look forward to working with you in the realm of school activities and in the worship life of the church. If you have no church home of your own, why not consider making St. Peter your own church home.

In His Service,

Pastor David P. Hudak

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ABSENCES

It is important that your child attend school regularly. If your child will not attend classes, please be sure to call *St. Peter Lutheran School's Absentee Line – 847-885-7636, ext. 305*. You may call between 2:30 p.m. (the day before) and 8:30 a.m. (the day of the absence). If the child has a communicable disease, it must be reported to the school office immediately (within 24 hours of confirmation). Illness of the pupil or illness or death in the family shall be considered the only legitimate excuse for absence or tardiness.

ACCELERATED READER REQUIREMENT

Accelerated Reader is a program in which students read grade leveled books and then take a comprehension test on the computer. Each book has been assigned a point value and students earn points as they complete each test. The student's total number of points and comprehension scores are calculated each time a test is taken.

There are different Accelerated Reader requirements at each grade level. The requirements are as follows:

Kindergarten – No requirement

First grade – No requirement

Second grade – 1 book at child's level/month with passing score.

Third grade – 1 book at child's level/month with passing score

Fourth grade – 1 book at child's level/month with passing score

Fifth grade – 1st trimester student must earn 10 points, 2nd & 3rd trimester, 15 points each.

Middle School: Accelerated Reader points will be tied to a Reading/Literature grade in grades 6-8. A minimum of 15 points per trimester is required in 6th grade. A minimum of 18 points per trimester is required in 7th grade. A minimum of 20 points per trimester is required in 8th grade. AR points are entered as a percentage of the minimum and given a test value in the grade book. Students who do not complete the minimum requirement at the end of the trimester are assigned a reading time during lunch in the library. If the incompleteness becomes chronic, students are assigned a reading detention until the minimum for the trimester has been satisfied.

Awards for a paper Accelerated Reader Certificate will be given as follows:

1st grades: Students may receive awards for achieving 10 points or higher.

2nd -4th grades: Students may receive awards for achieving 25, 50, 75 or 100 points (or higher)

5th grade: Students may receive awards for achieving 50, 75, 100 or 150 points (or higher).

6th - 8th grades: Students may receive awards for achieving 75, 100 or 150 points (or higher).

ACHIEVEMENT TESTING

In addition to regular subject matter testing, standardized achievement tests are given to students in grades Kdg. through eight with IQ tests given in grades two, four and seven. Achievement Testing is done through MAP Testing (Measures of Academic Progress). The children are tested 3 times a year using the computer. Results are immediate and aid the classroom teacher with individual instruction. The test results are to be used as another measurement of the child's academic growth. Parents are given a report after each testing. The testing information is confidential and used in a professional manner.

ACCREDITATION

National Lutheran Schools Association
Northern Illinois District, Lutheran Church-Missouri Synod
Non-Public School Recognition through the State of Illinois

St. Peter Lutheran Church has operated a complete elementary education program ever since 1847. It has, throughout these many years, placed as a high priority that this school be spiritually supportive to church and family, and that this school constantly strive for academic excellence. With this in mind, St. Peter has maintained the school to be at least as good as the public schools, striving to comply with state codes.

The St. Peter Day School Ministry invited an accreditation team to visit us for an evaluation in 1977. Since that time, St. Peter Lutheran School has enjoyed full accreditation status. Every five years St. Peter is visited by the accreditation agencies. The every five year visitation schedule gives the St. Peter faculty the opportunity to study and update curricular areas between visits.

St. Peter operates a very fine school, one whose teachers and pastors are dedicated to the task of presenting the love of Jesus on a daily basis.

ADMINISTRATION

The School Ministry Team serves as an advisory board of our day school. The school is to remain Christ centered in its approach and operation.

In general this ministry shall:

1. Establish and review the policies of the school according to its credo and objectives to meet the needs of pupils and teachers in the educational program so that their spiritual and academic life may be enriched.
2. Establish and review policies for the selection of new school personnel.
3. Establish and review policies for the admittance of students to the school.
4. Review the physical needs of the school, and make corrections when changes are needed.
5. Give guidance and direction to the school so that it remains a part of the total St. Peter ministry.
6. In consultation with the St. Peter Ministry, advise the Mission and Ministry Council as to the establishment of new programs as the need arises.

Specifically this ministry shall:

1. Advise the Mission and Ministry Council as to school personnel contracted or called.
2. In consultation with the Pastor(s), grant tenure to qualified called faculty and submit candidates for tenure to the Mission and Ministry Council.
3. Serve as admissions committee for the school.
4. Establish class size.
5. Review the curriculum with the principal and make recommendations and suggestions.
6. Review new textbook and curriculum materials as selected by the principal and faculty.
7. Give counsel and direction to the PTL and any other organizations established to support school programs.
8. Review and examine matters pertaining to school finances including the setting of tuition and school fees.
9. Prepare a school budget in consultation with the principal and submit it to the Church Council.
10. Work with the principal in regards to teachers and other school personnel.
11. Review to determine that all requirements of state and federal agencies are met and implemented.
12. Consult with Northern Illinois District and the LCMS on educational goals and objectives.

13. Review and inspect to determine that all health standards are met and that adequate insurance for personal liability and property damage is provided.

ADMISSIONS POLICY

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

St. Peter Lutheran School is a school primarily for the children of the members of St. Peter Lutheran Congregation and for the un-churched children (see 2 below) of our community. However, children of sister synodical congregations will be considered and also children of non-Lutheran denominations. Enrollments will be considered in the following order:

1. Children of St. Peter Lutheran congregation when one or both parents are members.
2. Children of parents who are neither communicant members or contributing members of another denomination.
3. Children of sister congregations.
4. Children whose parents are members by contributions and attendance at other churches.

In regard to number 3 and number 4 above, enrollments of this nature come to us unsolicited with the approval of their pastor and they are accepted on a year to year basis.

Application for admission to St. Peter Lutheran School may be made by consulting with the Principal.

Students at all levels are admitted on a six week probationary basis. Final determination for continuance will be made within thirty (30) days at the end of the six (6) week probationary period by the Day School Ministry upon the recommendations of the principal and the classroom teacher(s).

AGE REQUIREMENTS

Children entering Kindergarten must reach the age of five and children entering first grade must reach the age of six before September 1st of that school year. Any pupils wishing to be enrolled with advanced standing, will be asked to present a transfer and report card from the last school attended. Physical examinations with immunizations must be presented by pupils who transfer with advanced standing. Pre-School age requirements are that children must reach the age of three or four, depending on which class they attend, and must be potty trained before September 1st of that school year.

ANTI-BULLYING POLICY

Bullying is defined as “repeated and systematic harassment whereby student(s) are being targeted by written, verbal and/or physical attacks. In John 13:34-35 Jesus shares these words with us...”A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another.” Bullying goes against God’s word and will be dealt with according to age appropriate procedures.

Bullying includes, but is not limited to the following actions:

- Any intentional, written, verbal, graphic or physical act that a student or group of students or school personnel exhibits, toward another particular student more than once in which the behavior causes mental, emotional or physical harm to the other student and is so sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.
- Any electronically transmitted acts, such as Internet, cell phone, personal digital assistants (PDA) or wireless hand-held device that a student has exhibited toward another particular student more than once in which the behavior causes either mental or physical harm to the other student and is so sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Harassment, intimidation, or bullying behavior by any student/school personnel at St. Peter Lutheran School is strictly prohibited and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

The goal of this policy is to ensure that students learn in a supportive, caring and safe environment without fear of being bullied. St. Peter Lutheran School disapproves of bullying in any form and considers it a most serious offense that is unacceptable and will not be tolerated.

Students and/or parents should report any instances of bullying to the classroom teacher and/or the principal. An investigation will be conducted. If bullying is verified, disciplinary action will be taken according to age appropriate procedures. Parents and/or Guardians of all students involved will be notified.

Any allegations of criminal misconduct will be reported to law enforcement..

Faculty will be encouraging students in how to deflect bullying behaviors with positive techniques.

ATHLETIC ELIGIBILITY POLICY

This policy affects any athletic extracurricular activities. However, participation is dependent upon academic achievement and conduct. It is understood that special circumstances may affect this policy. The principal may give approval for special circumstances.

A student will be placed on probation for a period of two weeks by recommendation of the faculty if the student receives grades lower than a C- in two or more subjects, OR the student has a recurring discipline problem. During this two week probation the student is eligible to participate in the extracurricular activity while working to correct the deficiencies. One probationary period is granted per athletic season.

After the two week probationary period if the deficiencies have not been corrected the student will become ineligible for the period of one week (beginning the following Monday for the period of seven days). The student's academic performance will be reevaluated at the conclusion of the seven days by the principal, faculty and/or athletic director. The student will not be allowed to practice or participate in games during the ineligibility. If the deficiencies remain for a total of four weeks at any time during the season then the student forfeits playing on that team for the remainder of the athletic season.

When a student is placed on probation or becomes ineligible parents and coaches will be notified in writing from the school.

In addition each coach/director may set their own criteria in alignment with or above the school standard, in writing, with the principal's approval, for eligibility in dealing with playing time, suspension, or removal from the team or organization. These criteria will be provided to parents prior to the start of the extracurricular activity.

AWARDS POLICY

St. Peter offers a wide variety of activities to promote the intellectual, personal, social, physical and spiritual development of the student. Recognition of involvement in, support for, and effort towards a high level of excellence in our school and its activities is important and genuine effort will be recognized and will promote a sense of pride in our school.

Recognition is awarded daily in a variety of ways. Achievements are identified and acknowledged by staff and peers. Verbal praise is given in both academic and non-academic areas. Frequently plaques, ribbons, and trophies are awarded in competitive situations. Student assemblies and exhibits are held to recognize these achievements.

At the end of each school year, the achievements of the year are reviewed and summarized at the closing chapel service.

Awards Policy...continued

Students are praised for their participation and achievements in the following areas:

A. Attendance Awards

1. Perfect Church/Sunday School (and/or combination of both) attendance during all three trimesters of the current school year.
2. Perfect School attendance during all three trimesters of the current school year.
3. Commendable Church/Sunday School attendance awarded to those students missing Church and/or Sunday School no more than 1 time per trimester for the school year.

B. Academic Awards (Honor Roll and High Honor Roll)

1. An award for outstanding academic achievement is awarded for an 8.0 or better GPA (grade point average) during each of the three trimesters of the current school year. (Honor Roll 8.0-9.9; High Honor Roll, 10.0-12.0)

A+ = 12	B+ = 9	C+ = 6	D+ = 3	F = 0
A = 11	B = 8	C = 5	D = 2	
A- = 10	B- = 7	C- = 4	D- = 1	

2. Eighth Grade Valedictorian – This honor is awarded to the student with the highest GPA (grade point average) during the seventh and eighth grade school years. The student must have attended St. Peter for the full eighth grade year. In the event of a tie, the tying students will be honored.
3. Eighth Grade Salutatorian – This honor is awarded to the student with the second highest GPA (grade point average) during the seventh and eighth grade school years. The student must have attended St. Peter for the full eighth grade year. In the event of a tie, the tying students will be honored.
4. American Legion Award – This honor is awarded each year to outstanding eighth grade student(s) who exhibit the qualities of courage, honor, leadership, patriotism, scholarship, service as determined by their peers and faculty.
5. Jan Gill Award – (Grade 8) This honor is awarded each year to recognize a maximum of two students in each homeroom that show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects. Students demonstrate academic dedication and excellent effort but do not meet the criteria for the President’s Award for Educational Excellence.

Awards Policy....continued

6. Wildcat Award – (Grade 8). This honor can be awarded each year to one girl and one boy who have shown excellence in the classroom and in athletics. The students must have participated in at least two athletic seasons during the 8th grade year.
 7. President’s Award for Educational Excellence – (Grades 4-8) This honor is awarded each year to recognize academic success in the classroom. The criteria for the award is a grade point average of 10.0 or higher for the first two trimesters and to the mid-point of the third trimester of the current school year. Also, the student must have an achievement in the 85th percentile or higher in math or reading on the most recent standardized achievement test.
 8. President’s Academic Achievement Award – Extra Effort – (Grades 4-7) Awarded to the student who demonstrates academic dedication and excellent effort. They must show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects.
 9. American Citizenship Award – (Grades 6-7) This honor is awarded each year to recognize two students in each homeroom that make a positive contribution to the school or community. Students participate in school and/or community service, show a positive attitude toward classmates, school and community, display an understanding and appreciation of civic responsibility, possess strength of character and the courage to do what is right, promote citizenship within our school or community through other activities.
- C. Non-Academic Awards – These awards are based on participation and achievement as recommended by the faculty advisor and determined by the staff. Pins and bars will be awarded beginning at 5th grade. Activities may vary from year to year, but may include the following:
1. Band – faithful participation for the year
 2. Choir – faithful participation according to director’s requirements
 3. Music ensembles – faithful participation throughout the year
 4. Service Club – faithful participation
 5. Basketball – participation according to coach’s requirements
 6. Cheerleading – participation according to coach’s requirements
 7. Computer Club- participation according to advisor’s requirements
 8. Gymnastics – participation according to coach’s requirements
 9. Pom Poms – participation according to coach’s requirements
 10. Track – participation according to coach’s requirements
 11. Volleyball – participation according to coach’s requirements
 12. Wrestling – participation according to coach’s requirements
 13. Newspaper – participation according to advisor’s requirements

Awards Policy...continued

14. Cross Country – participation according to advisor’s requirements
 15. Geography Club – participation according to advisor’s requirements
 16. Chess Club – participation according to advisor’s requirements
 17. Science Club-participation according to advisor’s requirements
 18. President’s Physical Fitness- participation according to advisor’s requirements
- D. Accelerated Reader Awards – 1st 10 points & higher, 2nd – 4th grade students may receive awards for achieving 25, 50, 75 or 100 points (or higher). 5th grade students may receive awards for 50, 75 or 100 points (or higher). 6th-8th grade students may receive awards for 75, 100, 150 points (or higher).

BAND PROGRAM

The St. Peter Band Program is for 4th – 8th grade students who wish to learn a band instrument or continue playing an instrument.

All students in the band program receive two forty-five minute periods per week. Students are required to participate in various band performances during the school year. Band members are also encouraged to serve the congregation in areas of worship and at special church presentations.

The cost of the band program is paid for by each family.

CALENDAR

The calendar of St. Peter Lutheran School is planned in accordance with the calendar of Schaumburg School District #54. We will conform to the requirements of the State of Illinois in regard to the required number of school days or the required number of teaching hours.

CHAPEL SERVICE

Christian stewardship is an important element in Christian living. Our children are trained at an early age to share with the Lord the gifts that He has given them. In accord with this principle, our congregation resolved to establish an envelope system. Envelopes are distributed to the children and are to be used for chapel services and/or regular church contributions. All chapel offerings go to a different designated mission offering each month. An accounting of each child’s giving (to chapel) will be shown on the report card each trimester.

CHURCH SERVICE

Since the religious instruction of the school is a part of the affairs of St. Peter Congregation, it is extremely important that all pupils attend church services over the weekend. As parents, we all must keep in mind the commandment of God to remember the Sabbath Day to keep it holy. Attendance at church can only benefit all those who attend.

Sunday School can also be of extreme benefit to our students. Our children can learn even more about God's plan for them and all people through regular attendance.

Church and Sunday School attendance is recorded by the homeroom teacher each week and is listed on the student's report card and permanent record.

COMMUNICATION

Every other Friday School Notes are e-mailed to families. The School Notes are a very important communication of scheduled events, dates and times. School Notes are also available to families on the St. Peter website. Paper copies are available to those who do not have internet access.

Each classroom teacher will also prepare a weekly letter to parents that will be distributed on Friday through e-mail.

CONFIRMATION

Since all children have been brought to St. Peter Lutheran School for a thorough Christian training, and since all children must be given the same Christian training, whether they be children of members or non-members, it will be expected that all children will be involved in the necessary membership training period commonly called Confirmation Instruction. This training is under the direct supervision of the Pastors and the instruction begins in the sixth grade. All pupils will attend this training, but not all need to be confirmed.

CURRICULUM

The curriculum and course of studies at St. Peter Lutheran School complies with the standards of the State of Illinois Department of Instruction and the standard of curriculum suggested by the Board of Parish Education of the Lutheran Church Missouri Synod. The faculty is constantly working to improve and revise the curriculum. The areas of learning are:

SOCIAL STUDIES: Geography, History, Government, Citizenship, Economics, Sociology, Anthropology, Consumer Education

Curriculum...continued

LANGUAGE ARTS: *Reading, Phonics, English, Spelling, Literature, Vocabulary, Handwriting, Writing, Grammar*

SOCIAL SCIENCE: *General Science, Health, Earth Science, Biology, Chemistry, Physics, First Aid, Health, Environment Studies*

MATHEMATICS: *Number Theory, Problem Solving, Computation, Estimation, Measurement, Algebraic Concepts, Real-World Application, Probability/Statistics, Geometry.*

RELIGION: *Worship, Daily Devotions, Bible Study, Catechism, Confirmation Instruction, Memory Studies, Church History, Service Opportunity, Retreat Opportunities*

RESEARCH: *Seventh & Eighth Grade students will be given the opportunity to research and present their findings through various topics. Results will be presented through a variety of media.*

ARTS: *Music – classroom music, general music education, choirs, band
Drama – Musicals and dramatic productions
Art – projects, variety of media used, styles of great artists studied
PE – movement exploration, team and individual sports*

ELECTIVES: *Students in grades 6-8 will pick from a variety of subjects in the areas of Fine Arts, Computer Electives, Free Electives, Government and Health.*

FOREIGN LANGUAGE: *Students in grades K-5 are taught conversational Spanish once a week. Students in grades 6-8 are taught an academic course of Spanish.*

St. Peter uses textbooks that are often found in public schools, however, all subject areas are taught by Christian educators, therefore, the Christian faith is promoted throughout the curriculum.

DENTAL EXAMINATIONS

All children in kindergarten, second and sixth grades are to have a dental examination and present proof of this examination to the school, prior to the first day of school. Parents may obtain a waiver from the Department of Public Health or provide objection to the dental examination on religious grounds.

For all other students, a recent dental exam is advisable and so are regular visits to the family dentist so that necessary dental work can be taken care of before conditions become so severe that teeth cannot be saved or that valuable school time is lost during the year. Parents are urged to have dental work done in the summer months if possible. We will greatly appreciate any appointments necessary during the school year, be made for other than during school hours.

DISCIPLINE

Jesus said to St. Peter, “Feed My sheep....Feed My lambs!”

What He said years ago, He repeats today to the members of St. Peter congregation, “Feed My sheep...Feed My lambs!”

Discipline - continued

His concern was not only for the big people who gathered around Him to hear His message, He also had an eye for the little ones. “Let the little children come to Me and forbid them not...for of such is the Kingdom of God.”

In that spirit, we as Lutheran Christians have joined together to bring our children to their Savior Jesus Christ. No knowledge in all this world is of greater value than that which pertains to the spiritual welfare of eternal souls. Children have not only bodies to be fed, not only minds to be taught, but also eternal souls to be saved.

Therefore, Christian parents, teachers, and pastors have designed a program of Christian education that is aimed at the total child – body, mind and soul. Through the cooperation of our home, school and church, we wish to develop the entire personality of the child. It is our desire to inform and inspire our children to become Christian citizens who will serve their church and country for the welfare of their fellow man and the glory of our God.

To all who are committed to this task of rearing their children in the fear of God and in honor before all men, we invite you to join us in this glorious venture with our prayers, our service, and our sacrifice.

The greatest monument we can build is a child who knows and loves and serves God.

Let us then...feed His lambs.

This is the discipline of a Christian! Knowledge is discipline – Law and Gospel!

Our Goal....

It is the specific objective of our faculty to prevent the occurrence of behavior problems through:

1. A positive classroom atmosphere
2. A well organized and stimulating course of studies
3. Meaningful assignments with achievable success
4. A constructive, supportive, and positive relationship with each child.

PHILOSOPHY:

St. Peter Lutheran School is a Christian setting in which God seeks to accomplish His good and gracious will. This occurs through the power of the Holy Spirit leading students toward Christian maturity.

The first step toward Christian maturity is the recognition that the Law condemns and the Gospel saves – that under the Law, the student, like any other child of God, is a sinner and deserves eternal death, but that thanks to the Gospel, the student who repents of sin and believes in Christ as the Savior, is a saint and receives God’s love, mercy, forgiveness, and the promise of eternal life.

One of the most important functions of the St. Peter staff, as ministers of God’s word, is to lead students to Christian maturity through recognition of the Law/Gospel distinction and inseparability. This is accomplished through the Holy Spirit being at work in the formal teaching of religion classes, the setting of Christian examples by the staff, and the use of appropriate levels of discipline when necessary.

It is also realized that the task of leading students toward Christian maturity must be a continuous process, involving the parents in the home setting as well as the staff in the school setting. It is unrealistic to have little or no growth at home and still expect growth at school. Parents and the staff must unite in a close partnership to enable the child to make progress toward Christian maturity. The basic procedures outlined below could easily be used by parents in the home setting.

SELF-DISCIPLINE:

One of the most important lessons Christian education should teach us is self discipline. While it does not appear as a subject, it underlies the whole Christian training that develops self-control, character, and efficiency. It is the key to good conduct and the proper consideration of others. With the understanding of the purpose of discipline in a school, students will form a positive attitude toward it, and not only do their part in making the school an effective place of learning, but will develop the habit of self-restraint which will make them better students and persons.

METHODS OF DISCIPLINARY ACTIONS:

Detention: This is a one hour period during which the student is supervised by the teacher and is expected to be quiet. This is used for violations of minor classroom and school rules. It is a deterrent, not a cure for behavior. If numerous detentions occur, parents, teachers, and administrators will work together to resolve the problem. Failure to serve a detention results in a double detention to be served on two days. Often teachers will keep students in their own rooms for the detention period to talk about the situation and how to handle it.

Discipline...continued

In-School Suspension (ISS): This is usually a one or two day period during which the student works on his/her regular class assignments and any back work that has not been completed. It is a positive approach in that students are kept in school doing their work and supervised by teachers. Isolation from friends is usually very effective as a deterrent to repeated behavior problems.

Out of School Suspension (OSS): This may include from one to ten days out of school with a mandatory parent conference with parents, student, teacher(s) and principal before the student may return to class. This is used for serious offenses and misconduct. Also, students who cannot handle ISS will be suspended out of school.

Expulsion: This is obviously a very serious step used primarily for acts amounting to gross misconduct. Gross misconduct, which may lead to the suspension or expulsion of a student pursuant to this policy, shall include any activity or behavior which might lead school authorities to forecast substantial disruption or material interference with school activities or which, in fact, is a substantial disruption or material interference with school activities, and may also include, but not be limited to, the following types of activities or behaviors:

1. Insubordination to any school or church personnel.
2. Possession of, use, of, or distribution of, any substance which is otherwise unlawful for a student to possess, use, or distribute.
3. Excess truancy or tardiness after warnings.
4. Possession of any weapon.
5. Fighting with, or assaulting any person.
6. Intentional damage to, or destruction of school property or property of other students.
7. Serious verbal abuse.
8. Stealing
9. Tampering with fire alarms or fire extinguishers.
10. Gang related dress or activity.
11. Endangering students in any way.
12. Possession of objects which are inappropriate for school premises (e.g. beepers, magazines with sexual content, etc.)

A School Ministry Team hearing, including the presence of the Administrative Pastor, may be held if expulsion is recommended.

Before any child is suspended or expelled, parents will be notified of their right to due process.

Discipline...continued

GENERAL PREMISE:

Although teachers have their own class rules, all students at school activities are expected to:

1. Show respect and courtesy to all students and adults in the building.
2. Demonstrate care for the building and equipment.
3. Behave in a manner that maintains a proper learning environment.
4. Use language befitting a Christian person.

Overt misbehavior shall be dealt with immediately by the teacher and principal according to established policy. A loving concern for students as children of God means using firm, corrective measures when necessary.

STUDENT CONDUCT AND DISCIPLINE:

Each teacher has developed a plan for dealing with classroom problems. This will be discussed thoroughly with the students at the beginning of the school year.

Where repeated misconduct occurs, the student will be sent to the office. This allows the principal to interact with the student and teacher. After this discussion, the student will receive a warning or detention. Parents will be notified. Detentions will be served within several days under the supervision of a teacher. Failure to report for the detention will result in an additional detention.

All detentions earned will be recorded. After the third detention in a four week period is recorded, the following procedure for each additional detention will go into effect:

Step 1: Parent contact and in-school suspension to be served on the day following the infraction with no participation in any extra curricular activities on the day of the in-school suspension.

Step 2: The principal may require a parent to pick up the student from school immediately. A meeting will be held at school with parent(s), teacher(s), student, principal and a pastor if available. After the meeting, the principal will determine if the child will receive an out-of-school suspension.

Step 3: Parents must pick up the student from school immediately. The student is recommended for expulsion. A hearing is set up before the School Ministry Team.

The principal may accelerate or repeat these steps at his/her discretion considering particular circumstances.

If the student who received a detention is not sent to the principal's office again within twenty school days from the date on which the detention was given, the student's record of detentions is cleared.

Discipline...continued

SPECIFIC GUIDELINES:

Damage to School Property: Students must pay for damage or defacement to school property if it is done deliberately or through carelessness. Books should be treated with care since someone will use them later. Any damage beyond normal wear and tear must be paid by the student. We must request the cooperation of students and parents in the area of respect for school property, material, furnishings, equipment and the building itself.

Chewing Gum: Students are not allowed to chew gum at school.

Dismissal from Class: Students are asked to remain seated and quiet until dismissal.

The principal or a staff member so designated shall be responsible for seeing to the implementation of this discipline policy.

DISMISSAL POLICY

Each teacher should see that the students of their class leave the building promptly at the time of dismissal, except those who have special permission to remain or those who have been asked to stay for special work.

Students detained after regular dismissal for any reason must be under supervision. Teachers are responsible for students after school hours until they are picked up by parents, dismissed to their bus or to Child Care. Students remaining in the building after regular dismissal are required to report to their supervised after school activities.

As a rule, no student should remain inside the building after 2:30 p.m. except with the knowledge of the parent or for a school sponsored activity. Any student not picked up by 2:30 p.m., without prior arrangements being made, will be sent to Child Care and a fee will be assessed the parents.

Any student that leaves early must be signed out by the supervising adult, and the child will be called from the classroom by a secretary.

When children are being picked up by someone other than those previously approved, communication is needed from the parent prior to pick up and that person must show proof of identification.

Early Childhood hours are the following:

Half-Day A.M. Pre-School 7:45-11:00 Half-Day A.M. Kindergarten 7:45-11:30

Half-Day P.M. Pre School 11:45-2:15 Half-Day P.M. Kindergarten 11:30-2:15

(Wednesday, 1:45 p.m.)

Full Day Pre-School 7:45-2:15

Full Day Kindergarten 7:45 – 2:15

Grades 1-8 hours are the following:

7:45 a.m.. – 2:15 p.m. except Wednesdays when dismissal is 1:45 p.m.

DRESS CODE

St. Peter Lutheran School is interested in the growth of the whole child including spiritual, intellectual, physical, social, emotional and creative growth. As a Christian community, our school encourages and expects proper speech, dress and manners from its students. We strive to project a distinctive and positive image to each other and to the community.

The purpose of these guidelines is to set a standard of acceptable dress and grooming for St. Peter students. Our goal is to maintain an atmosphere conducive to serious educational pursuits. Within the limits of these guidelines, students have the opportunity to express themselves as unique creations of God through various styles of dress.

The basic consideration for student dress is that clothing should be decent, in good taste, neat and clean and should not be distracting to the learning situation. Clothing should be worn in such a manner as to present a positive Christian image.

On Chapel days, children are to dress “up”. This would include shirts with collars (for the boys). T-shirts, athletic pants/shorts, sweat pants/shorts or blue jeans pants/shorts are not allowed on Chapel days. Our goal is to show respect for God’s house and worshipping Him.

General Information: The following are not permitted: Clothing with open back or midriffs, or an overall revealing nature; spaghetti straps, tank tops, muscle shirts, T-shirts with distasteful pictures, inappropriate cartoon characters, emblems, or slogans, (For example: music group pictures, beer or other advertising, suggestive or distasteful wording,), jeans with holes in them; pants with words across the student’s bottom, pajama bottoms; shoes or boots which leave marks on the floor, or hats (unless part of a uniform – Cub Scouts, Brownies, Girl Scouts, etc. or special dress day i.e. hat day), or other items as deemed inappropriate by the faculty or administration.

Shorts are allowed when weather permits but must come to mid thigh. Girl’s skirts must also come to mid-thigh.

Shoes and socks are required for gym class and recess.

Consequences for Non-Compliance:

First Offense: (Warning) A letter will be sent home alerting parents to the violation made by the student.

Second Offense: Parents will be called, requesting that appropriate clothing be brought to school for the child to change into.

Third Offense: Parents will be called, requesting that appropriate clothing be brought to school for the child to change into. The child will also receive a detention and a meeting between the parents and school personnel will be scheduled to review the dress code policies.

ELECTRONIC POLICY

Students are allowed to have cell phones at school, however, they are to be turned off and kept in backpacks and/or lockers during the school day (7:00 a.m. – 2:15 p.m.). The loss of cell phones is not the responsibility of St. Peter Lutheran Church and School.

CD-players, headphones, i-pods, electronic games, etc. are not allowed at school nor on the school bus.

This same policy applies to after school Child Care unless special permission is given by the Child Care Director.

EMERGENCY CARDS

Every student must have an emergency card on file in the school office. The card must be completed by the parent or guardian and returned to the school office by the first day of the school year. Emergency cards may be obtained any time at the school office. A new card must be filled out for each school year. Failure to do so may result in the child not being admitted until the card is on file in the office. The school must be notified immediately in case of change to any pertinent information. The emergency card also includes a statement granting permission for the child to participate in field trips and school sponsored activities as well as permission for the child's picture to be taken.

EMERGENCY SCHOOL CLOSING

In the event of inclement weather, it may be necessary to close school. If this happens, an announcement will be carried over radio and television and on our school website. (www.stpeterlcms.com). The classroom phone tree will also be activated upon the closing of school. St. Peter will follow District #54 regarding school closings. If District #54 closes schools, please understand that St. Peter will automatically be closed.

ENRICHMENT ELIGIBILITY POLICY

Students in Grades 1-5 are selected from the previous year's MAP test scores. A score at or above the 90th percentile in reading or math on the spring test or an average score at or above the 90th percentile on the fall and winter tests is required. Students must also have one of the following: an IQ of 120 or higher, a score at or above 90th percentile on the SAGES P test given by the Enrichment Teacher or other qualified source, or by teacher recommendation. Written notification will be sent in May to the parents/guardians of students who qualify for the following school year.

Kindergarten students are selected in November based on teacher recommendation and an initial MAP test score at or above the 90th percentile in reading or math.

Enrichment Eligibility...continued

Students participating in the Enrichment Program must maintain their regular school work and grades. If the student's work, grades, or behavior show signs of consistent decline, the student's placement in the program will be reassessed by the enrichment teacher, the classroom teacher and the principal.

EXTRA CURRICULAR ACTIVITIES

St. Peter offers extra curricular activities that afford the child a variety of experiences. These activities practice and perform outside school hours. The child needs parent support in order to faithfully attend all scheduled rehearsals and performances.

Choirs:

Alpha Beats	Pre-School
Sonbeams	Kindergarten
Cherub Choir	Grade 1
Kids of the Kingdom	Grades 2-3
Sonshine	Grade 4-6
Chosen	Grades 7-8

Sports:

Basketball	Volleyball
Cheerleading	Pom Pons
Track & Field	Cross Country

(Physical examinations are required prior to tryout.)

EXTRA-CURRICULAR UNIFORMS

St. Peter Lutheran students are active in extracurricular activities. For this we are most grateful. Many of these activities require some type of uniform.

All extra-curricular activities that require uniforms will be purchased by the families. This would include basketball uniforms, cheerleading, pom pons, choir T-shirts, chess T-shirts etc.

All uniforms required for Physical Education classes in grades 6-8 will also be purchased by the families.

FIELD TRIPS

All children attending field trips must have their parents' signed permission. This permission is granted when you fill out the emergency card. Prior notification of field trips will be given in the school notes or in a letter from the teacher.

FOOD ALLERGIES

If your child has a life-threatening food allergy, please stop by the school office and pick up an "Allergy Action Plan" to be filled out by your Doctor and brought back to the school. The complete Food Allergy Policy is available upon request.

GRADING SCALE

A+ = 99% - 100%	B+ = 90% - 92%	C+ = 80%-82%	D+ = 70%-72%
A = 96% - 98%	B = 86% - 89%	C = 76%-79%	D = 66%-69%
A - = 93%- 95%	B- = 83% - 85%	C- = 73%-75%	D- = 63%-65%
			F = 0%-62%

HEALTH SERVICES

Our school has the assistance of a volunteer nurse who forms our Health Committee. Under the direction of this nurse, and with the help of volunteers, vision and hearing tests are conducted annually. Our nurse works closely with the Cook County Board of Health and with the County Nurse in safeguarding the physical health and welfare of our children. We urge parents to co-operate in these matters concerning the health of their children.

HOMEWORK

Homework is designed to extend, enrich or reinforce classroom learning. If a specific assignment is not made, homework times should be used to review (spelling, math facts, historical dates, concepts learned, etc.). Students should have a minimum of one half-hour set aside at home each night for homework. Some books should be brought home daily. No subject should be habitually neglected. Studying in a quiet place at home is a necessary self-discipline that will benefit an individual throughout life. In cases where a child seems to bring home a large amount of homework, parents should arrange to discuss that problem with the teacher. Parents should show an interest and concern in the child's work by frequently checking and discussing it with the child. Children should be urged to prepare their work neatly and accurately and to submit the assignments on time. If your child consistently says he/she has no homework, this is a danger signal. Please take the responsibility to contact the teacher involved to correct the problem.

Homework...continued

In addition to regular homework, students will have long-range assignments that are longer and more difficult (term papers, science projects, themes, etc.). They are intended to be completed at home, at the public library, or some other location away from school.

Any incomplete assignment(s) or any assignment(s) done far below a child's capabilities, will have to be completed or redone.

The same day the child had difficulty completing his/her homework assignment(s), a pink slip will be sent home informing the child's parents of the difficulty that day. A parent will then sign the note and the child will return the note with the completed assignment to school the following day. The note is meant to be one more tool to communicate between home and school of a weakness a child may be having in a particular subject.

If the child returns to school the following day with neither the signed note, nor the completed assignment, the child's teacher will take further appropriate action. This will be explained to both the parent(s) and the child(ren). The action will be both age and child appropriate as determined by the teacher and the principal.

Students having excused absences are given one day for make-up for each day of absence. Work assigned prior to absence is due upon return. It is the student's responsibility to find out which assignments he/she missed and to turn them in on time. Special arrangements may be made in case of extenuating circumstances.

Some families may take vacation trips at times when school is in session. Although this is not encouraged, we realize that at some times it is unavoidable. We request that parents contact the homeroom teacher well in advance so that arrangements can be made for the child's homework. The student's assignments are due upon return, but he/she has one additional week to make up tests, quizzes, or additional assignments.

HONOR ROLL

The Honor Roll for grades four through eight is calculated on a twelve-point scale with the following values being assigned to each letter grade:

A+ = 12	B+ = 9	C+ = 6	D+ = 3	F = 0
A = 11	B = 8	C = 5	D = 2	
A- = 10	B- = 7	C- = 4	D- = 1	

Honor Roll....continued

Grades 4 and 5:

Certain subjects are combined in the figuring of grade point average. Comprehension and Study Skills in the area of Reading are averaged as one grade. Religion and Memory are averaged as one grade. The subjects of Handwriting, Music/Band, PE and Computer are not part of the GPA.

Grades 6-8:

Certain subjects are combined in the figuring of grade point average. Religion and Memory are averaged as one grade. PE, Computer and Art are each given ½ credit. Band and Electives are not part of the GPA.

The award of high honor roll is given to any student who has achieved a GPA of 10.0 to 12.0 during a trimester. The award of honor roll is given to any student who has achieved a GPA of 8.0 to 9.9 for any given trimester.

Valedictorian and Salutatorian will be determined by the Mid-Term of the third trimester based on the 7th and 8th grade work.

A student is automatically considered ineligible for either high honor roll or honor roll if a grade of D or F is received in any subject area. A student will also be considered ineligible for either honor roll for a grade of Incomplete for reasons other than illness.

To be eligible for invitation to the Honor's Breakfast, a student must be on both the first and second trimester honor roll or high honor roll.

HOURS

Students are not supervised before 7:30 a.m. or after 2:15 p.m. (1:45 p.m. on Wednesdays) and should not arrive before or stay later than that time unless they are participating in a scheduled event. Students needing to arrive early or stay late should take advantage of our Child Care Program. Bus riders arriving between 7:15 a.m. and 7:30 a.m. are to report directly to the cafeteria to be supervised until the 7:30 a.m. dismissal to the classroom. Car riders arriving before 7:30 a.m. are to wait either by the north door, or stay in the car with their parents until the doors open at 7:30 a.m. **Parents are asked to drop their children off at the door, or in the front entryway and not to walk their children to the classroom.** There are certain instances when we understand it is necessary to do this, but as a rule, parents should not be in the classrooms in the morning. **Parents picking up after school are to sign their child's name for announcement and wait near the front door for dismissal.** Parents are asked not to wait by the classrooms in order to keep the hallways clear for bus dismissal. **Unless it is**

Hours...continued

an emergency, parents are asked to wait for dismissal at the end of the day and not to pick up their children prior to buses leaving the parking lot. If a parent needs to talk with a teacher after school, we ask that you wait until the hallway is clear before heading to the classroom.

INCLEMENT WEATHER

The principal will use his/her own discretion in determining if children are to be outside during recess periods. Students will be supervised whether inside or outside. Children are required to go outside unless arrangements have been made with the teacher in writing for times other than inclement weather. Here at St. Peter, no child will be compelled to go outside when the temperature is 15 degrees F. or lower – actual temperature or wind chill.

INSURANCE

Every student is encouraged to participate in an inexpensive accident insurance plan covering accidents while he or she is engaged in any school-sponsored activity or accidents occurring between home and school. A letter explaining this plan is available to all parents.

INTERSCHOLASTIC ATHLETICS

All students who will participate in interscholastic sports will be required to have a special health form filled out by their physician prior to tryout. This regulation is in keeping with the public schools and is in effect in order to insure maximum safety for our pupils.

LIBRARY

A large variety of materials are housed in our Library. This gives the teachers and students a great selection to choose from for a wide range of interests to help aid in academic success.

Twice a year a Book Fair is held to help raise funds for the Library and to make books available to the children and their families.

LUNCHES

The children eat their lunches in the Cafeteria or Great Room (or alternate eating once a week in their classroom.) Milk is available for purchase.

MEDICAL EXAMINATIONS

The regulations of the State of Illinois require all children entering Pre-School, Kindergarten and Sixth Grade to receive a complete physical examination before they enter school in the fall of that year. Forms for this will be issued to such persons upon request. For the well being of our children, and for the sake of meeting our state requirements, examinations and immunizations must be completed prior to the opening day of school – or you may show evidence of a doctor’s appointment. Please be alerted to the fact that your child may not be permitted to start school unless you comply with the state code.

A sports physical is also required prior to tryouts for any athletic participation. It would be advisable to have this done in the summer after June 1st since the exam is applicable for one year.

Dental examinations are also required for students entering Kindergarten, Second and Sixth Grade prior to the first day of school.

Vision examinations are required for all children entering Kindergarten or upon first entry into an Illinois school beyond Kindergarten and must be done prior to the first day of school.

MEDICATION

The Administration, School Ministry Team and Faculty of St. Peter Lutheran School is of the opinion that the responsibility for administering medication rests solely with the parents. However, it is recognized that at times, medication must be given during the school day. In such cases, the administering of medication to students is subject to the following guidelines:

1. St. Peter Lutheran School does not have a full time school nurse, therefore it is the responsibility of the principal, school secretary or their designees to distribute the medication to the students.
2. Medications should be limited to those required during school hours which are necessary to maintain the student in school and those needed in the event of an emergency. **These guidelines do not prohibit any school employee from providing emergency assistance to a student.**
3. Permission for long-term medication shall be on file with the school office. These must be renewed yearly or in the case of a change of drug or dosage in current medication. Permission forms are available in the school office and must be filled out by the parent and physician.
4. Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber. The prescription medication shall display

Medication...continued

the following: Student's Name, Prescription Number, Medication Name and Dosage, Administration Route or Other Directions, Date and Refill, Licensed Prescriber's Name, Pharmacy Name, Address and Phone Number, Name or Initials of Pharmacist.

5. Over the counter medication shall be brought to the school office with the manufacturer's original label with ingredients listed and the child's name affixed to the container. Parents are required to provide a note listing the date, dosage and parent signature before over the counter medication will be administered.
6. Parents are required to notify the school office when their child is bringing any type of medication to school (including aspirin, Tylenol) to be administered.
7. Each dose of medication shall be documented in the student's individual medication record. Documentation shall include date, time, dosage, route by which the medication is to be administered and the signature of the person administering the medication or supervising the student in self-administration. In the event a dosage is not administered as ordered, the reasons shall be entered in the record.
8. Students shall be evaluated on an individual basis regarding the need to carry emergency medication such as an inhaler for asthma. If you want your child to carry an inhaler with them during school, it needs to be in writing on the medication form by the M.D. Your child needs to know how often they can use it and understand that it should not be used by other students. In addition, the level of medication in the inhaler needs to be checked often by a parent. We encourage a second inhaler be kept in the School Office for back-up.
9. All medications are to be kept in a locked drawer or cabinet.
10. All testing (i.e. blood sugar, etc.) should be done in the presence of the principal, school secretary or their designees so that needles, etc. can be disposed of properly.
11. At the end of the school year or the end of the treatment regime, the student's parent(s) or guardian will be responsible for removing from the school any unused medication. If the parent(s) or guardian does not pick up the medication by the end of the school year, the principal or school secretary will dispose of the medication(s) and document that it was discarded.

Notwithstanding, the guidelines of the Medication Administration Policy as heretofore stated; St. Peter Lutheran School reserves the right to refuse to accept the responsibility for the administering of medication to any student as requested by that student's parent or guardian.

Medication...continued

The purpose behind these guidelines is to ensure that the physical well-being of the student is protected; to assure that the school personnel does not administer unauthorized medication; and to reaffirm that if at all possible, medication should be administered in the home.

P.T.L.

Every parent is a member of the Parent-Teacher League (P.T.L.) upon enrolling their child in the school and is invited to attend the meetings. P.T.L. is a parent organization with the purpose to help improve St. Peter Lutheran School. This may be accomplished through educational programs, fund raisers and Booster Club. P.T.L. involvement is one of the keys to the success of St. Peter Lutheran School.

PUBLIC SCHOOL DISTRICT

St. Peter Lutheran School is in close contact with our local public school system. The graduates of our eighth grade enter high school without reservation, and readily fit into their programs.

We greatly respect our public schools for the work that they do. St. Peter Lutheran School does not exist in opposition to the public school system, but for the purpose of supplying the Christian Education which the former, by its very nature, is unable to supply.

RECORDS

These guidelines explain your rights to your child's records maintained by St. Peter Lutheran School.

1. Right to inspect: You have the right to look at all of your child's records maintained in the official school file on school premises upon reasonable notice to the principal.
2. Right to prevent disclosure: The school will not disclose anything to third parties from your child's records unless (1) you consent in writing prior to the disclosure, or (2) the information is directory information which you have not requested be kept confidential.
3. Right to request correction: You have the right to present evidence that the school should amend any part of your child's record which you believe to be inaccurate, misleading or would otherwise violate student's rights. If the school decides not to change the record, you may insert an explanation in the record.

Once your child turns eighteen, he or she obtains all of the above rights.

REPORTS TO PARENTS

Reports to parents of pupil progress are done on a regular basis. Two scheduled parent/teacher conferences are held per year. These consultations can only help in better interpreting your child's progress. In order to evaluate and help each child as best we can, a close co-operation between home and school is of the utmost importance. The school would like to emphasize that teachers will be calling home regarding matters pertaining to the child. Mid-term reports are given to students once per trimester indicating the child's progress. In Middle School, reports are sent home once a week. Parents should feel free to make special appointments with the teachers to discuss a child's progress. These appointments can be made in addition to the regularly scheduled ones at report time. Parents should make these appointments outside of school hours so that the teacher is not taken from the classroom. If you do want to discuss your child with his/her teacher, please do not hesitate to call or e-mail the teachers for a conference at your mutual convenience.

RESOURCE CRITERIA

The resource program includes 1) students who have an individualized service plan (ISP) from a public school district and/or 2) students identified by the teacher as having difficulties in the classroom and would benefit from additional support beyond the classroom.

Students with individualized service plans have been evaluated by a local public school district and have been identified as having one or more learning disabilities. The ISP lists the annual goals, the instructional objectives to be met, the number of minutes of special education services to be given each month, and the evaluation criteria. Students with ISPs are given first priority into the resource program.

Students, who are having sufficient difficulties in the classroom that interfere with their learning progress, can be recommended for the resource program by a teacher. Admittance into the resource program happens through the agreement of the parents, the classroom teacher(s), and the resource teacher, as well as the time availability of the resource teacher.

SCHOOL SUPPORT

St. Peter Lutheran School is owned, operated and maintained by St. Peter Lutheran Congregation. Each family is required to pay tuition for their children. This support of St. Peter Lutheran School is essential to the operation and maintenance of Christian education. All parents pay a registration fee prior to the beginning of school. Additional fees (insurance, milk, damage fees, etc.) are collected also. These fees are detailed in the paperwork given out at the time of registration. (Please refer to current tuition payment procedures for further information.)

SCHOOL GROUNDS

Children are expected to keep the school grounds neat and free from waste paper and other debris. Children are not permitted to leave the school grounds during school hours except by written permission.

STUDY ROOM

A Study Room is offered from 2:30 – 3:30 p.m. everyday only for those students who are waiting to participate in a scheduled extra-curricular school activity that begins at 3:30 p.m. (Choir, sports, practice, computer club, etc.) Any students not part of that activity, but simply waiting to be picked up, should go to after school Child Care.

TARDY POLICY

At St. Peter Lutheran School, our day starts promptly at 7:45 a.m. It is important that students be at school 5 to 10 minutes (minimum) prior to that time so he/she has time to prepare for the school day.

Tardiness negatively affects everyone....teachers, classmates, lessons, and the school office. Most importantly, punctuality is a life lesson the students need to learn.

In an effort to encourage punctuality, and to facilitate a positive learning environment for all children, the following actions will be taken in the case of excessive tardiness per trimester:

Tardy #1 – Student to fill out card in office, go to class.
Tardy Policy - continued

Tardy #2 – Student to fill out card in office, go to class.

Tardy #3 , 4, 5 – Student to fill out card in office, but not allowed in classroom until there is a break in the lesson. A letter from the principal will also be sent home. Student will make up the missed work during lunch, recess or P.E. class. Copy of letter will be placed in student's file.

Tardy #6 – Same as above, plus community resource will be notified.

TELEPHONE

A telephone is located in the school office and in each classroom. Unless an emergency arises, all calls for teachers should be made outside of class time before 7:45 a.m. and after 2:15 p.m. In order to reach the school office, call 847-885-7636.

TOYS

Toys are not allowed at school unless part of a special “show and tell” or other such activity. Toys would include, but not be limited to such things as Game Boys, Pokemon Cards, Walkmans, palm pilots, i-pods, cd players, etc.

TRANSPORTATION

Bus transportation is made available through School District #54 for those living on or near the bus routes at no extra cost to the parent. For further information, call the school office at 847-885-7636. Schedules are available in late August.

Students may not ride another student’s bus to or from school for any reason.

Students riding bicycles must have written permission from parents on record in the office. Bicycles are stored on the west side of the school building.

Bicycles may only be ridden to and from school, but not during school hours.

The same safety laws that govern automobile drivers, govern bicycle riders. Children who abuse bicycle safety rules will lose the privilege of riding their bikes to school.

TRIAL PERIOD

New students are enrolled on a six week trial basis. If during the first six weeks, the teacher, in consultation with the principal, finds that a particular student’s activities are causing too much of a problem with the class, the student will be dismissed from the school.

VISION EXAMINATIONS

All students entering Kindergarten or entering an Illinois school for the first time, must have a vision examination prior to the beginning of the school year.

VISITS TO SCHOOL

A close relationship between the home and the school is essential in order to obtain maximum educational results for the pupils. Parents certainly have a large interest in the school. We welcome your interest. If any parents have a desire to visit their child's classroom to see education in action, they should make arrangements through the principal's office or through the teacher. Parents who wish to deliver messages, lunches, equipment, etc., should contact the secretary. In most cases, the secretary will be able to complete the errand during class break or at lunch. We do request that personal interviews with teachers be arranged prior to the visit and that these interviews be conducted after school hours.