

Table of Contents

STATEMENT OF PURPOSE.....	1
STATEMENT OF FAITH.....	1
SCHOOL BIBLE VERSE.....	2
MISSION STATEMENT.....	2
PHILOSOPHY OF CHRISTIAN EDUCATION.....	2
PLEDGE OF ALLEGIANCE.....	2
PLEDGE TO THE CHRISTIAN FLAG.....	2
MASCOT.....	2
NEWSLETTER.....	3
NON DISCRIMINATION STATEMENT.....	3
SCHOOL CHEER.....	3
Eagles!.....	3
SCHOOL COLORS.....	3
GENERAL POLICIES & INFORMATION.....	4
ABSENCE FROM SCHOOL PREMISES.....	4
ADDRESS, TELEPHONE NUMBERS AND EMAIL ADDRESSES (or other Emergency Contacts).....	4
ACADEMIC STANDARDS.....	4
ACADEMIC PROBATION.....	4
EIGHTH GRADE GRADUATION.....	5
ADMISSION PROCEDURES.....	5
RETURNING STUDENTS.....	5
NEW STUDENTS.....	5
ATTENDANCE.....	5
BULLYING.....	6
CHAPEL.....	6

PARENT STUDENT HANDBOOK

CO-CURRICULAR PHILOSOPHY STATEMENT	7
PHILOSOPHY	7
GOALS.....	7
TACTICS (ON THE FIELD).....	7
TACTICS (ADMINISTRATIVE) ELIGIBILITY.....	8
DISCIPLINARY ACTIONS.....	8
ILLNESS.....	8
SUPPORT	8
COMMITMENT	8
PARENTS’ RESPONSIBILITY.....	8
COMMUNICATION – PROBLEMS OR CONCERNS	9
CONCILIATION POLICY	9
DAY CARE.....	9
DISCIPLINE PHILOSOPHY AND POLICY.....	10
DRESS CODE.....	10
PRESCHOOL AND KINDERGARTEN	10
ELEMENTARY AND MIDDLE SCHOOL GRADES 1-8.....	11
PANTS & BOTTOMS.....	11
SHIRTS AND TOPS	11
SKIRTS, SHORTS, JUMPERS, AND DRESSES	11
OUTERWEAR	11
UNACCEPTABLE.....	11
OTHER – APPLIES TO ALL GRADE LEVELS	12
ENROLLMENT POLICY AND PROCEDURES	12
PRIORITY & POLICY OF ENROLLMENT	12

ST. PETER'S LUTHERAN SCHOOL

STUDENTS ENTERING PRESCHOOL AND GRADES 1-8.....	12
RETURNING STUDENTS	12
STUDENTS ENTERING KINDERGARTEN.....	13
REQUIREMENTS FOR PRESCHOOL AND KINDERGARTEN	13
TUITION DISCOUNTS.....	13
APPLICATION AND ENROLLMENT FEES	13
FAMILY INCENTIVE PROGRAM.....	13
FIELD TRIPS	14
GRADING SYSTEM.....	14
KINDERGARTEN	14
PRIMARY 1 ST - 3 RD	14
GRADES 4 TH – 8 TH	14
GENERAL STUDENT RULES.....	15
HALLOWEEN	15
HARASSMENT POLICY	15
HEALTH	16
HOMEWORK POLICY	17
INCENTIVE PROGRAM FUNDS	18
INVITATIONS.....	18
LIBRARY.....	18
LUNCH, SNACKS, AND TREATS	18
LOST AND FOUND.....	18
PARENT CONFERENCES	18
PARENTAL SUPPORT AGREEMENT	19
PARENTAL PARTICIPATION REQUIREMENTS	19
RELEASE.....	19

PARENT STUDENT HANDBOOK

REPORT CARDS AND PROGRESS REPORTS	19
SCHOOL BOARD	20
SCHOOL HOURS.....	20
SECURITY MEASURES	20
STANDARDIZED TESTS.....	21
SYCAMORE.....	21
TECHNOLOGY	21
TOYS.....	21
TUITION POLICIES.....	22
TUITION PAYMENTS.....	22
PAYMENT PLAN OPTIONS:	22
FAMILY DISCOUNT	22
TUITION GRANTS	23
VISITING THE SCHOOL	23
WEBSITE.....	23

PARENT STUDENT HANDBOOK

STATEMENT OF PURPOSE

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

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

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

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

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

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

STATEMENT OF FAITH

We Believe In:

The Bible as the inspired and inerrant Word of God
(2 Peter 1:21; 2 Timothy 3:16)

The Bible as the authoritative norm for faith and life
(Psalm 119:105; 2 Timothy 3:16-17; John 8:31-32)

Baptism as the means of entry into the Christian faith
(Acts 2:37-39; Mark 16:16; Matthew 28:19)

Belief and faith in Jesus Christ, the Son of God, as the only means of salvation
(John 3:16; John 14:6; Acts 4:12)

The Triune God of the Father, Son and Holy Spirit
(Matthew 28:19; John 10:30; Luke 3:21-22)

ST. PETER'S LUTHERAN SCHOOL

SCHOOL BIBLE VERSE

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

MISSION STATEMENT

Our mission can be summarized by the three primary objectives for St. Peter's Lutheran School.

Christian Nurture

Mission Outreach

Quality Academic and Religious Education

For the full mission statement visit our website at www.splseagles.org.

PHILOSOPHY OF CHRISTIAN EDUCATION

The educational philosophy of St. Peter's Lutheran School is based on a God-centered view that all truth is God's truth (John 17:17, II Corinthians 13:8), and that the Bible is the inspired and only infallible authoritative Word of God which contains this truth. Accordingly, at St. Peter's the Christ-centered worldview infuses every area of academic pursuit. We teach Christian principles through bible class, chapel and daily prayer. The Bible curriculum develops Christian principles that are integrated into each subject. Thus, laws of science are true because God, their Creator, is true. Mathematics is predictable because God is unchanging. History is advanced by the influence of an omnipotent God. Fine arts and athletics are human expressions of God's creative energy through His created beings. As opposed to sheltering children from the “real” world, Christian education is about equipping them with Biblical knowledge, a Biblical worldview, and the tools to employ that worldview in their lives.

PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

PLEDGE TO THE CHRISTIAN FLAG

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

MASCOT

The *Soaring Eagle* is the mascot of St. Peter's Lutheran School. The eagle was chosen because it is a biblical animal of strength and character. It has keen eyesight and is deliberate and persevering in its habits. The original image of the “soaring eagle” as the emblem of the school was designed by LeRoy Lowry, a church and school board member. The revision was designed by Lila Wallrich, a parent in our school.

PARENT STUDENT HANDBOOK

NEWSLETTER

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

The Aerie will be published on a bimonthly basis and include current information about the school and church programs and a calendar of events. This will be a vital information link between the school, parents, and students. Please read it thoroughly and post the calendar in your home.

NON DISCRIMINATION STATEMENT

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

SCHOOL CHEER

Eagles!

*Eagles unite
And for God,
Let's fight!
Everyone's here
St. Peter's let's cheer!*

SCHOOL COLORS

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

ST. PETER'S LUTHERAN SCHOOL

GENERAL POLICIES & INFORMATION

ABSENCE FROM SCHOOL PREMISES

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

ADDRESS, TELEPHONE NUMBERS AND EMAIL ADDRESSES (or other Emergency Contacts)

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

ACADEMIC STANDARDS

ACADEMIC PROBATION

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

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

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

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

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

PARENT STUDENT HANDBOOK

EIGHTH GRADE GRADUATION

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

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

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

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

ADMISSION PROCEDURES

RETURNING STUDENTS

1. Complete, sign and return the Tuition and Day Care contracts, the Application for Enrollment and the Parental Support Agreement.
2. Pay the registration fee at the time of enrollment.
3. Provide any updated immunization records.
4. Complete licensing paperwork for ECC students only

NEW STUDENTS

1. Complete, sign and return the Tuition and Day Care contracts, the Application for Enrollment and the Parental Support Agreement.
2. Pay the new student fee and the registration fee at the time of enrollment.
3. Schedule a time for testing those students entering kindergarten through eighth grade.
4. Provide copies of student's immunization record, health assessment, birth certificate, previous two years of report cards, standardized test scores.
5. Sign and return the request for student records and the authorization for prior teacher evaluation.
6. Complete licensing paperwork for ECC students only.

ATTENDANCE

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

Developing the habit of promptness is not only of great value in school but also a great habit to

ST. PETER'S LUTHERAN SCHOOL

develop for life. Children arriving at school after the class has started are a disruption to the whole class. The school day begins at 8:25 a.m. A student is considered tardy if they are not in their seat and ready to work when the 8:30 a.m. bell rings.

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

When a student is tardy, a parent must accompany the child to the office and fill out a tardy slip. If a parent does not come into the office, the child will remain in the office until a parent is contacted. When a student has been tardy excessively, (3 times in a trimester or 10 times in the year) they will receive a letter from the administrator reminding them of the policy. If they continue to be tardy, a meeting with the administrator will be scheduled where a written plan will be put into effect. If excessive tardies continue, the family will need to meet with the School Board to discuss continued enrollment at St. Peter's Lutheran School. When a student is tardy it is disruptive to the educational process of the rest of the students, the teacher's plans and the office staff. It also does not develop the needed future life skills we would like to develop in students.

You can check your child's tardies and attendance on Sycamore. Click on their picture and then the attendance tag at the top.

BULLYING

The School Board of St. Peter's Lutheran School (SPLS) believes that all students have the right to a safe and healthy school environment. Student safety is of the highest priority and SPLS will not tolerate behavior in the form of bullying that infringes on the safety or emotional or physical well-being of any student.

Bullying is defined as, but not limited to, abusive action or conduct, which can be physical, verbal, written, psychological, or sexual in nature. Examples of bullying in these differing forms include, but are not limited to:

1. Physical: hitting, kicking, spitting, or pushing
2. Verbal or Written: teasing, threatening, or name-calling
3. Psychological: social isolation, manipulation, spreading rumors, or intimidation
4. Sexual: touching, assault, or exhibitionism

Bullying is a pattern of conduct or repeated over a period of time, but may in some instances take the form of one severe or egregious act.

Bullying will not be tolerated and will be dealt with on a case by case basis.

CHAPEL

Chapel will normally be on Wednesday at 8:40 a.m. for the elementary school. Parents are invited to attend all services. Our opening day chapel will be on Tuesday, August 30th at 9:00 a.m. Coffee will be served for parents in the Fellowship Hall before chapel that day.

Chapel is a worship service. We encourage and teach that respect for the sanctuary and for worship is very important. Please do not take flash pictures or in any way disrupt the chapel service. Taking pictures at Christmas programs, chapel programs, graduations, etc., would be appropriate if it does not disrupt other people.

PARENT STUDENT HANDBOOK

CO-CURRICULAR PHILOSOPHY STATEMENT

PHILOSOPHY

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

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

GOALS

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

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

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

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

TACTICS (ON THE FIELD)

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

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

ST. PETER'S LUTHERAN SCHOOL

TACTICS (ADMINISTRATIVE) ELIGIBILITY

Every child must be considered eligible to participate in sports. However, scholastic achievement must take precedence over athletic achievement. A player is considered eligible who has maintained a "C" average in all subjects, with no F's. Eligibility for children with special needs will be evaluated by the coach, teacher and parents on an individual basis. Continued participation in any co-curricular activities cannot result in a decrease in the child's academic progress. Any student with an "F" grade or less than "C" average for fifth through eighth grades will result in a two week probation. After the probationary period, if the grade requirement has not been met, the student will be removed from the team. Children that do not maintain academic eligibility may appeal.

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

DISCIPLINARY ACTIONS

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

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

ILLNESS

If a child is absent from school due to illness, they may not participate in sporting activities on that day.

SUPPORT

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

COMMITMENT

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

PARENTS' RESPONSIBILITY

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

PARENT STUDENT HANDBOOK

COMMUNICATION – PROBLEMS OR CONCERNS

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

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

Each classroom teacher also has an e-mail address. It is their first initial, last name @splseagles.org. Teachers will check their e-mail once a day and respond within 24 hours.

CONCILIATION POLICY

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

DAY CARE

Extended day care is available from 7:00 a.m. to 8:15 a.m. and from 3:10 p.m. to 6:00 p.m. during the regular school year. Please see the school calendar for exact dates. All day care payments are billed through FACTS. All children must be signed in and out of day care by a parent or other authorized person. All authorized persons must carry a valid I.D.

A child who is left at school before 8:15 a.m. or after 3:10 p.m. (preschool and kindergarten full-day through 5th grade), 3:20 p.m. (middle school), 12:10 p.m. (minimum days and preschool half day), or 12:40 (kindergarten half day) will automatically be signed into day care and the appropriate fees will be assessed, even if they are not enrolled in day care. STUDENTS NOT PROPERLY SIGNED OUT MAY BE CHARGED FOR THE WHOLE DAY.

For health precautions, day care will not admit a sick child, including one with a fever. Please see the Health section.

Your child must be picked up and out of the day care room prior to 6:00 p.m. Our staff leave members leave at 6:00 p.m. The day care late pick up fee will be \$10 for every fifteen minute increment or any part thereof. It is considered an abuse of day care to be late (after 6:00 p.m.) more than three times a year. A consistent problem could be considered grounds for cancellation of day care use.

The hourly day care fee is \$8.00 an hour or \$8.00 for any portion of an hour. Hourly day care should be scheduled in advance whenever possible.

ST. PETER'S LUTHERAN SCHOOL

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

There will be a \$25 administration fee for any changes made in the type of Early Childhood or day care program after October 1, 2016. The fee will be charged each time there is a change made. All changes in the type of day care or Early Childhood program used must be given to the office in writing.

DISCIPLINE PHILOSOPHY AND POLICY

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

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

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

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

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

DRESS CODE

Our values are very often reflected by the clothes we wear. Scripture says, "let your moderation be known unto all men." *Philippians 4:5* and "For you are bought with a price, therefore glorify God in your body and your spirit, which are God's". *I Cor. 6:20*. Modesty, cleanliness, neatness, appropriateness and safety are key words in considering how to dress. It is important that students should gain not only an understanding of subject matter, but also a realization that becoming educated means developing acceptable patterns of conduct, dress and grooming. There is a standard of dress appropriate for any workplace. School is a child's workplace. Any apparel or accessories depicting artwork, photos, or language which conflict with Christian principles are not permitted. Please label all clothing, especially outerwear.

PRESCHOOL AND KINDERGARTEN

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

PARENT STUDENT HANDBOOK

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

ELEMENTARY AND MIDDLE SCHOOL GRADES 1-8

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

PANTS & BOTTOMS

Slacks or jeans (must be of denim, corduroy, cotton or gabardine materials.) They must be plain, without overalls, stripes, embroidery, appliqué, fraying, holes, tears, ornamental designs, bedazzling, etc. They must be a solid color and fitted and worn at the waist. Leggings, including jeggings, may not be worn as pants, but may be worn under skirts or dresses. A plain belt, in the belt loops, with clasps in the front, may be worn.

SHIRTS AND TOPS

- Shirts may be plain, striped, plaid, or patterned. Shirts may not have screen printing or embroidery unless they are St. Peter's shirts or a Christian design with a scripture reference or church logo. Oxford shirts must be buttoned and are not considered outerwear.
- All shirts and tops must reflect modesty. This would include covering midriffs (even when arms are raised), no scooped neck or low cut tops, and at no time should undergarments be seen.
- Crew neck, cardigan or v-neck sweaters or sweater vests, sweatshirts and polar fleece tops may be worn in the classroom or outside and must be a solid color.
- All shirts must be sized appropriately, not too tight or too large.
- School logo shirts may be worn.
- Students may wear shirts with scripture references or church logos.

SKIRTS, SHORTS, JUMPERS, AND DRESSES

Skirts, shorts, skorts, jumpers and dresses must be mid-thigh length or longer. (Mid thigh is determined by a measure between the knee and the top of the thigh bone when sitting or standing, not the waist.) They must be without decoration or embellishments, (sequins, tulle etc.); Shorts, skorts, and skirts must be of denim, corduroy, cotton or gabardine materials, and a solid color.

OUTERWEAR

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

UNACCEPTABLE

- Tank tops, sleeveless shirts or bare midriff shirts (including any shirts which bare the midriff when arms are raised), and scooped necklines.
- Casual pants such as sweatpants, nylon pants, athletic pants or yoga pants.

ST. PETER'S LUTHERAN SCHOOL

- Mesh fabric (see through or not)
- Short shorts
- Sport or gym shorts
- Beachwear
- Bike shorts or leggings, except under skirts & dresses
- Undershirts worn by themselves
- Undergarments at NO time should be seen
- Roller shoes
- Any fraying

OTHER – APPLIES TO ALL GRADE LEVELS

- Any hats, hoods or other head coverings may only be worn outside.
- Girls may wear one pair of post earrings. This is for safety. Loop or dangly earrings can be caught and pulled during playground play.
- Small loop earrings (less than a half inch in diameter or length) are acceptable for girls in middle school only. (grades 6, 7 & 8)
- Earrings for boys are not allowed.
- Facial or body piercing is not allowed.
- Moderate make-up is allowed for girls in the middle school grades only. Cosmetics must be left at home, with the exception of lipstick.
- Hair must be of a God given hair color – all one color.
- Hair worn in front of the face (bangs) must be at, or above, the eyebrows.
- Appropriate and safe athletic shoes must be worn for P.E.
- No oversized belts or pocket chains.

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

ENROLLMENT POLICY AND PROCEDURES

PRIORITY & POLICY OF ENROLLMENT

Priorities for enrollment are set by the School Board. Preschool enrollment does not guarantee a priority for kindergarten enrollment. Church families and current school families may enroll during the month of February. All tuition and fees must be paid and current in order to enroll. For 2017, enrollment will be open for members of St. Peter's Lutheran Church and current students, on Wednesday, February 1, 2017, at 7:30 a.m. and Wednesday, February 15, 2017, at 7:30 a.m. for members of the community.

STUDENTS ENTERING PRESCHOOL AND GRADES 1-8

RETURNING STUDENTS

1. All staff children (Church and school children only)
2. Siblings of returning students who ARE members of St. Peter's Lutheran Church
3. Siblings of returning students who are NOT members of St. Peter's Lutheran Church
4. Returning students will receive enrollment packets one week prior to February 1st.

PARENT STUDENT HANDBOOK

STUDENTS ENTERING KINDERGARTEN

Staff (Church and school children only)

1. Siblings of returning students who ARE members of St. Peter's Lutheran Church
2. Siblings of returning students who are NOT members of St. Peter's Lutheran Church
3. Church members
4. Returning students

REQUIREMENTS FOR PRESCHOOL AND KINDERGARTEN

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

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

TUITION DISCOUNTS

There will be a discount available for those who prepay their full tuition by August 20th of the current school year. The discount is determined yearly by the school board. The full registration fee must also be paid to receive the tuition discount.

APPLICATION AND ENROLLMENT FEES

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

There will be a yearly registration fee for each student enrolled at St. Peter's Lutheran School. The amount of this fee shall be established annually by the school board. The registration fee is non-refundable. Personal checks, money orders, and cashier's checks are acceptable forms of payment.

FAMILY INCENTIVE PROGRAM

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

To receive this discount, the current family must:

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

ST. PETER'S LUTHERAN SCHOOL

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

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

*This incentive does not apply to half-day or part-time ECC programs. Please see the office for a referral form.

FIELD TRIPS

The purpose of offsite field trips is to enhance and/or extend the classroom learning experience. These trips should be appropriate to the age and curriculum being taught. Each child must have a school field trip permission form filled out for each field trip. Transportation may be provided by a charter bus or by volunteer parent drivers. It is the responsibility of the parent chaperone to supervise the children in their care. Drivers are required to drive directly to, and back from, the designated destination. No other stops are allowed. Because of safety and space and supervision, siblings are not allowed to attend field trips. Any driver for the field trip must have an AUTO USAGE FORM completed and on file in the school office. This includes proof of insurance and declaration page. Only students enrolled in St. Peter's Lutheran School may attend field trips.

Children under the age of eight must be secured in a car seat or booster seat in the back seat. Children under the age of eight who are 4'9" or taller may be secured by a safety belt in the back seat. Do not put undersized or underage children in seats with airbags. For identification and safety, all students are required to wear royal blue school shirts or sweatshirts as their outer garment. Do not cover the school shirt with another type of jacket, so all students can be seen easily by the teachers and drivers. You may wear a school shirt over a long sleeved shirt or sweater.

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

GRADING SYSTEM

KINDERGARTEN

Y - Yes
S - Sometimes
NY - Not yet
NYT - Not yet taught

PRIMARY 1ST - 3RD

M - Most of the time
S - Some of the time
R - Rarely

GRADES 4TH - 8TH

Sycamore School Management System is used for recording grades. Grades A through F, Grades are based 50% on daily work and 50% on assessments. Students must maintain a 2.0 GPA to participate in co-curricular activities. They are placed on probation if they have an F or less than a 2.0 GPA.

PARENT STUDENT HANDBOOK

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

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

GENERAL STUDENT RULES

- Gum chewing and/or sunflower seeds are not acceptable in the classroom or on the school grounds.
- Students are not allowed in the classroom at any time without adult supervision.
- Fighting or "play fighting" is prohibited.
- No weapons, toys or real, are allowed on the campus.
- Cell phones on campus are the responsibility of the owner and must not be seen or heard during the school day or in day care. They are to be turned off and stored in the student's backpack at all times. Cell phones are not allowed on the playground at any time. Phones that are misused will be held by the teacher or administrator and released to the parent. Unless specified by the teacher, student cell phones are not allowed on field trips, sporting events, or any other school outings.
- No glass containers are allowed on campus.
- If school or church property is damaged, on purpose or by an accident, the student and their parents are responsible for restitution. This would also include other student's property.
- Tobacco products, alcohol, and drugs of any kind are prohibited on campus or at any school functions.

HALLOWEEN

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

HARASSMENT POLICY

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

ST. PETER'S LUTHERAN SCHOOL

HEALTH

Illness

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

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

If your child is ill, please keep him/her home until the illness is over. Students with a temperature of 99.5° are considered ill. Students must have a temperature below 99.5° for 24 hours before returning to school. Your child must also stay home if they have diarrhea or vomiting. They must be free from diarrhea and or vomiting for 24 hours before returning to school. If your child is placed on antibiotics for any reason including conjunctivitis (pink eye) and strep throat, they must have completed a full 24 hours before returning to school. Upon being hospitalized or having one of the following diseases or illnesses, Measles (*rubeola*), Fifth Disease, Rubella (*German Measles*), Mumps, Pneumonia, Pertusis (*Whooping Cough*), Pinworms, Scabies, Ringworm, Impetigo, Roseola or Hepatitis, or others, a child must have a written note from the physician to return to school and activities. If a child cannot participate in P.E., they must have a note from their parents for the first two days. After that, a physician's note may be required. Please notify the office if your child has been diagnosed with any of the above diseases or with conjunctivitis or strep throat.

If your child has a broken bone, a physician's note is required for participation in P.E. and recess activities. Your child will be excluded from these activities until the note is received.

If your child has lice, please notify the school office immediately. Your child may return to school when they are completely free of lice and nits (eggs). The student must be checked in the office before returning to the classroom.

Medication Policy

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

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

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

PARENT STUDENT HANDBOOK

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

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

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

Medical Forms

You are required to submit your child's current medical and immunization forms prior to your child attending the school. The immunization program must be completed and dates on file in the office, before your child can attend school.

It is important that your physician and hospital of choice be listed with the school office.

HOMework POLICY

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

Responsibilities

The parent's job is: establish a regular time for homework, and a regular place for homework, provide necessary materials, supplies, limited instruction and assistance and establish logical consequences for non-compliance and follow through.

The child's job is: keep track of books and assignments, start on time and allow time to finish work, do his or her own work with only limited assistance, turn the work in on time and accept responsibility for grades or other consequences.

The teacher's job is: provide instruction, materials, deadlines, encouragement and feedback regarding work returned.

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

Daily assignment notebooks are maintained by the students in the third through eighth grades.

ST. PETER'S LUTHERAN SCHOOL

Parents are required to check and initial these on a nightly basis as a means of monitoring their child's work.

INCENTIVE PROGRAM FUNDS

Please ask the office for current incentive programs, such the BelAir Quality of Life program and the Box Tops for Education.

INVITATIONS

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

LIBRARY

Elementary students will visit the library during the week. They may check out two books. The books are due back in two weeks. Overdue fines are \$.25 per book for each week the book is overdue. Returned books may be dropped off in the school office if the library is closed. Parents are encouraged to use the library. We have a large selection of Christian and family videos available. DVD's may be checked out to students with their parent's written permission and are due back in one week. If books are not returned at the end of the school year, parents will be billed for replacement cost of the book.

LUNCH, SNACKS, AND TREATS

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

Parents, please be aware that we have students with a number of different food allergies. Because of this, we ask that children DO NOT share their food. For classroom or birthday treats please discuss with the classroom teacher what would be an appropriate non food or food choice for that class. Please do not share food on field trips or at any time with children that are not your own.

LOST AND FOUND

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

PARENT CONFERENCES

Parent conferences are held a minimum of twice a year in kindergarten through eighth grades. The first conference is held after about four weeks of school. The purpose of this conference is for the teachers to meet the parents and for the parents to tell the teacher about their child and to ask any questions that might be of concern. The second conference is at the end of the second trimester and is to discuss academic and social progress. Parents should feel free to ask for a conference with the teacher any time during the school year, by contacting the homeroom teacher.

PARENT STUDENT HANDBOOK

PARENTAL SUPPORT AGREEMENT

The Parental Support Agreement is a statement that each parent will support the school in its efforts to instill the Christian faith in its students.

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

PARENTAL PARTICIPATION REQUIREMENTS

Parents will be required to participate in a predetermined number of hours each school year in various school programs and activities. Parents, grandparents and other family members over the age of 18 may be allowed to count their hours toward the parent hour requirement. The amount of hours for two parent families and single parent families shall be determined yearly by the school board. In lieu of participation in such activities, the parent may pay a set fee per hour. The amount of such fee shall be determined annually by the school board. For the 2016-2017 school year, it will be \$10.00 per hour. In order to facilitate tracking parent hours, please log into Sycamore and enter your hours. Once on Sycamore, using the menu bar on the left, go to MY SCHOOL-MY SERVICE LOGS-NEW LOG. It is your responsibility to turn in hours for all events, not the coordinator of the event.

Elementary day care for enrolled students will be provided during normal day care hours while volunteering for school functions. Early Childhood Center day care will be provided if the event falls on a day that the student normally attends school. Prior arrangements must be made through the school office staff.

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

RELEASE

I give St. Peter's Lutheran School permission to use a photo and any electronic media of myself or my child for possible inclusion of the SPLS website, SPLS Facebook, publications or any advertising of the school and school events. I hereby release any claims whatsoever in connection with such use of such information.

REPORT CARDS AND PROGRESS REPORTS

St. Peter's will be using the trimester system, therefore, report cards in the kindergarten and elementary will be given three times a year. Progress reports will be sent home as needed during the school year. Please sign one copy and return it to the classroom teacher. If you have any questions, please contact your teacher. Report cards are looked at as an evaluation tool. They show what is taught and what progress is being made in learning. It must be remembered that all children develop at a different rate and that growth and progress are the goals.

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

Parents in fourth through eighth grades should check their student's grades on Sycamore at least weekly.

ST. PETER'S LUTHERAN SCHOOL

SCHOOL BOARD

St. Peter's Lutheran School is a mission of St. Peter's Lutheran Church. The school is operated under the policies and constitution of the church. The school board is the elected governing body for the school. The nine members of the board are elected by the members of St. Peter's Lutheran Church. The board sets policies for the school which are then subject to review by the church council and the congregation. The school board meets the fourth Monday of each month at 6:30 p.m. and is open to parents. Please speak to the principal if you have something for the school board agenda.

SCHOOL HOURS

School starts at 8:25 a.m. with the first bell. The tardy bell rings at 8:30 a.m. This means students must be unpacked and in their seat and working at 8:30 a.m. Preschool ends at 12:00 noon, half-day kindergarten ends at 12:30 p.m., elementary (grades 1-5) ends at 3:00 p.m., and middle school (grades 6-8) ends at 3:10 p.m. All students on campus before 8:15 a.m. and after 3:10 p.m. (preschool through 5th grade), 12:10 p.m. (minimum days and preschool half day), 12:40 (kindergarten half day), and 3:20 p.m. (in the middle school) will be signed into day care and will be charged.

SECURITY MEASURES

All Early Childhood Center students must be signed in and out of the center.

All students on campus before 8:15 a.m. must be signed into day care.

All first through fifth grades students must be signed out.

All day care students must be signed out.

Your child can be released only to adults (*18 years of age or older unless they are a sibling of the student who is 16 years of age or older*) designated by you in writing or in a phone conversation with the staff. Identification may be requested from the designated person. (*Only adults may sign the sign out sheets, not children*). If students are not signed out appropriately you may be charged for the whole day.

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

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

The school gate is locked from the outside from 8:40 a.m. to 2:30 p.m. You may leave through the gate at anytime, but make sure it is closed and locked.

Please feel free to visit the school at any time. You must sign in and obtain a visitor badge in the office so that we are aware of who is on campus.

Only certified service dogs may be on campus.

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

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

PARENT STUDENT HANDBOOK

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

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

STANDARDIZED TESTS

The Terra Nova Test is used in first through eighth. These tests are normally given in the spring. Results will be mailed home with final report card.

SYCAMORE

Sycamore is our online school management system. Parents will be given a password and invitation to join sycamore. Students in fifth through eighth grades will have their own password. Sycamore may be checked from home, or with a mobile app on phones. Teachers will maintain their classroom web pages with current class information. Grades will be updated, by teachers, every Tuesday by 5:00 p.m. and can be checked by parents in fourth through eighth grades anytime. Third grade will post grades beginning in January.

Parents must use Sycamore to list their parent hours. Once on Sycamore, using the menu bar on the left, go to MY SCHOOL-MY SERVICE LOGS-NEW LOG. For help on how to use Sycamore, contact the office.

You may use Sycamore to email staff and they will respond within 24 hours during the work week.

TECHNOLOGY

Middle school (grades 6-8), students will need to bring their own iPad for use in the classroom. Devices may not be used outside of the classroom or without staff supervision and permission. iPads may never be used on the playground during day care. Use of technology must follow the guidelines of the Acceptable Use Policy (AUP). All students and parents must sign the AUP. Any device that is not being used for its intended educational classroom use may be taken and returned to a parent. Cell phones will be turned off and stored in backpacks during the school day and during day care.

Personal Electronics (phones, iPads, readers, etc.) are the responsibility of the owner. Cell phones and other digital means of communication or storage of information devices (PDA, cameras, MySpace, Facebook, emails, personal websites etc.) may be examined and/or confiscated. Inappropriate material may result in further consequences.

TOYS

Students may not bring toys to school. Electronic games, virtual reality pets, radios, trading cards of any kind are not allowed. A teacher may ask a student to bring in special items for sharing days during class time. Do not bring valued and special items to school.

ST. PETER'S LUTHERAN SCHOOL

TUITION POLICIES

TUITION PAYMENTS

All tuition, day care and incidental charges will be billed and paid through FACTS Tuition Management. FACTS is the largest provider of tuition payment plans in the industry, giving students and families from educational institutions at all levels a better way to manage education costs over time. This is an online system where each family will see their entire tuition and scheduled day care charges for the year and any prior year's balance. Payments can be automatically paid through checking or savings accounts or paid by credit card. Credit cards that FACTS accepts for payment are Master Card, American Express, or Discover Card. There is a 2.5% charge for using a credit card for payment.

Families may choose to pay in full by **August 20th** and receive a 3% discount on the tuition balance. They may choose a two payment plan with 50% due in August and 50% due in January, or a ten payment plan with payments due August through May.

PAYMENT PLAN OPTIONS:

Annual Plan:

Total tuition and scheduled day care is paid by **August 20th** with a 3% discount on tuition only.

Semi-annual Plan:

50% of tuition and scheduled day care is due by **August 20th** with the balance due by January 20th.

Monthly Plan (10 monthly payments):

Yearly tuition and day care, prior year's balance and technology fee payments are broken into ten monthly payments. Due dates may be the 1st, 5th, 10th, or 20th of the month. Families choose which of these dates works best for their family. Tuition is late ten days following the date they choose. Example: If a family chooses to pay on the tenth day of every month, a late fee may be assessed on the twentieth day of the month. The penalty for late payment may be 10% for the balance due. Tuition that is 45 days late is grounds for terminating the enrollment contract.

Occasional day care, sport program fees, major field trips, parent hours, etc. will be invoiced on FACTS as they occur. An invoice will be generated for these charges and may be emailed or mailed to the family home.

There is an **annual** fee per family to utilize the FACTS system. St. Peter's will no longer accept payments in the office except for spirit wear (eagle t-shirts), P.E. clothes, hot lunch, and summer school. Small field trips will be collected by the classroom teacher.

There is an easy and convenient online registration and 24/7 password protected access to your account. An invitation will be sent to each new family via email from FACTS. As soon as the invitation is received, the invitation needs to be accepted and payment method chosen. This must be done at least 15 days prior to the first payment. Example: If the 5th of each month is chosen, the set up process should be completed by July 14th.

Please check out their website at <http://online.factsmgt.com> for more information.

FAMILY DISCOUNT

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

PARENT STUDENT HANDBOOK

TUITION GRANTS

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

Grants are given with the stipulation that all accounts are kept current as defined by the Enrollment Contract. In the event the account becomes thirty days delinquent, the grant may be terminated and you become solely responsible for the full financial obligation unless arrangements have been made with the Administrator.

VISITING THE SCHOOL

The school staff welcomes adult visitors. It is helpful to the daily routine of the school if parents can make arrangements in advance to visit the classrooms. Parents must check in with the school office and receive a visitor badge before going to the classrooms.

Alumni of St. Peter's Lutheran School may visit the school with the administrator's permission. If they want to visit classrooms, they must have prior permission from the teacher. They must check in the office and receive a visitor's badge. They may stay on campus for less than one hour unless they are engaged in community service. All other visits must be after 3:15 p.m.

WEBSITE

Our website is www.splseagles.org. Please visit the website for information regarding the school.