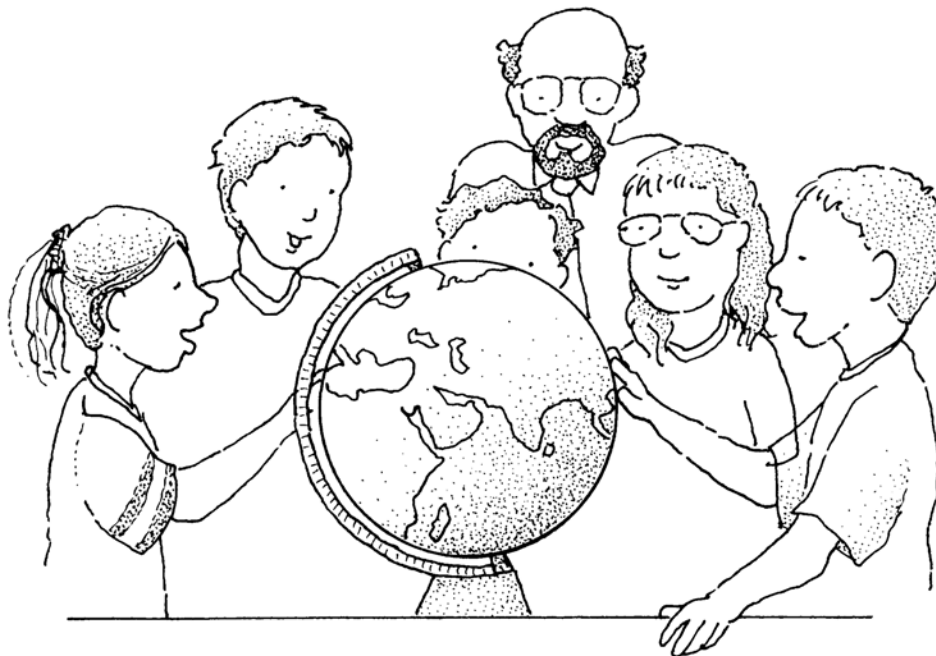


TABLE OF CONTENTS

Accreditation and Certification	5
Allergy Guidelines.....	8
Arrival and Dismissal Procedures.....	5
Arrival Times.....	5
Attendance Policy.....	7
Band Concerts.....	8
Beginning the Day	8
Birthdays.....	9
Building Security.....	9
Cell Phones	9
Chapel Services	9
Choir–Grade Level Singing.....	10
Christian Worldview Statement.....	10
Christmas Services.....	10
Class Placements.....	10
Classroom Devotions and Pledge to the Flag.....	11
Code of Ethics	11
Cold Weather Policy	11
Course of Study.....	12
Crisis Management Procedure	13
Daily Schedule.....	13
Discipline Policy.....	14
Drama.....	16
Dress Code.....	16
Edline.....	17
Electronic Devices	18
Emergency School Closing.....	18
Evaluation.....	18
Excessive Absences.....	8
Extended Care Expectations	19
Extended Care Supervision	19
Field Trips.....	20
Gang and Gang-Related Activities	20
Guidelines For Waiting For Pickup	7
Harassment	20
Home-School Communication	20
Homework	21
Illness	22
Immunization and Physical Exams	22
Information Resource Center (IRC).....	23
Learning Differences.....	24
Lost and Found.....	24
Lunch Procedures	24
Medication	24
New Life Class.....	25
New Students	25
Non-Discriminatory Policy.....	25
Parent Conferences.....	25
Parental Concerns and Appeals	26

Pets	26
Philosophy Statement.....	4
Pictures.....	27
Playground Rules	27
Promotion/Retention	28
Safety Patrol	28
School Day Visits.....	29
School Directory	29
Standardized Testing Program	29
Statement of Cooperation.....	40
Student Council	29
Student Visitors	29
Substance Abuse Policy	29
Telephone.....	30
Thanksgiving Feast	30
The Saints Pledge	41
Tuition and Fees.....	30
Vacation Trips.....	30
Website.....	30
Wellness Policy	31
Withdrawal From School.....	31
Worship Services.....	31
Yearbook	31

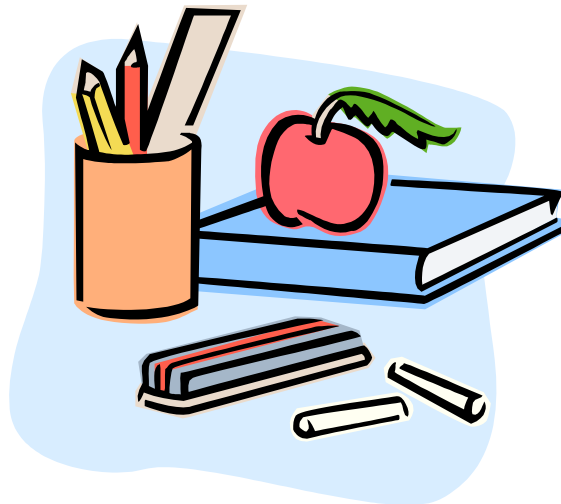


JUNIOR HIGH SUPPLEMENT

Absences and Tardies	32
Academic Awards Program	32
Athletic Memberships	32
Athletic Physicals.....	33
Class Schedules.....	33
Eighth Grade Banquet.....	33
Eighth Grade Class Trip	33
Electives Period.....	33
Eligibility Policy	34
Graduate Awards and Honors	35
Homework Hotline	37
Honor Roll.....	37
Lockers.....	37
National Junior Honor Society.	37
Outdoor Education.....	37

PHYSICAL EDUCATION SUPPLEMENT

Introduction.....	38
Broken Equipment	38
Daily Participation.....	38
Entering and Leaving Locker Room	38
Equipment Areas/Cage/Locker Room/P.E. Office	38
Grading.....	38
Locks	39
Uniforms	39



ST. PETER LUTHERAN SCHOOL PHILOSOPHY STATEMENT



The central purpose of the school is to **Nurture** each child's faith in Jesus Christ as Savior.

Therefore encourage one another and build each other up, just as in fact you are doing. 1 Thessalonians 5:11.



Using their God-given abilities teachers strive to **Educate** students using effective and current learning and teaching materials.

Train up a child in the way he should go, and when he is old he will not turn from it. Proverbs 22:6.



The school assists students to **Witness** to their faith.

You will be His witness to all men of what you have seen and heard. Acts 22:15.



St Peter Lutheran School and its families help to equip students to **Serve** God and others in their daily lives.

Serve one another in love. Galatians 5:13.

ACCREDITATION AND CERTIFICATION

The curriculum of St. Peter Lutheran School meets the requirements of the State of Illinois and the guidelines for Lutheran schools. St. Peter Lutheran School is accredited by the North Central Association of Colleges and Schools (NCA) and by the Lutheran Church-Missouri Synod through National Lutheran School Accreditation (NLSA). St. Peter is an Illinois State Recognized School and is a member of the Illinois Elementary School Association. Faculty members hold the appropriate state certificates.

ARRIVAL TIMES

Students are not supervised before 7:45 A.M. and should not arrive before that time unless they are in the Extended Care Program. Students may enter the building at 7:45 A.M. by either the Bartz Hall door #3, Preschool door #2, or the gym foyer. Students are not to use the church narthex entrances either before or after school. **Please note: Students who arrive between 7:00 and 7:45 A.M. will be sent to Extended Care Supervision and the families charged accordingly.**

ARRIVAL AND DISMISSAL PROCEDURES

DUE TO THE CONSTRUCTION OF OUR NEW BUILDING, THE LOCATIONS FOR ARRIVALS AND DEPARTURES WILL BE DESIGNED TO ACCOMMODATE THE SAFETY OF OUR CHILDREN AND THE FLOW OF TRAFFIC. TEMPORARY CHANGES WILL BE MADE. SPECIFIC DIRECTION AND DETAILS WILL BE SENT SEPARATELY THIS YEAR.

In order to insure the safety of all students at arrival and dismissal times, students may not cross Highland or Vail Streets unless accompanied by an adult. Parents may pull up to the designated pick-up areas; safety patrol students open car doors; and students may unload.

ARRIVAL

Designated Arrival Locations:

Door #2 on Vail
Door #17 on Highland

Any parent who is walking into school with his/her child in the morning is to park in the parking lot on Vail Street and enter the building at the Bartz Hall entrance.

1. Students arriving before 7:45 A.M. and not attending Extended Care are not to line up at the door but are to wait in the car with their driver.

2. Parents who wish to enter the building before the school day begins are to park in the parking lot on the east side of the building and enter school through the Bartz Hall doors.
3. Doors are open from 7:45 until 8:20 A.M.
4. Students, who are here before 7:45 and waiting, must be with their parent(s).

DROP OFF:

1. Please pull up single file to the sidewalk at the curbside, and let the Safety Patrol open doors and then proceed away from school.
2. Allow students to exit vehicles only on the sidewalk side of the car.
3. Parents dropping off students on Vail Street (door #2) must proceed out the service drive at the end of building. Do not turn around and head north on Vail.
4. When arriving at the Safety Patrol Students, pull up so that three cars may unload at one time.
5. Students arriving between 7:00 A.M. and 7:45 A.M. are to be dropped off by the Bartz Hall entrance and enter the Extended Care Program in the cafeteria.
6. Students should be ready to exit the vehicle when being dropped off. If it is necessary to retrieve items from the trunk or rear of a vehicle, the driver should park in the parking lot and escort the students across the street.

DISMISSAL

After loading, cars move out and make room for the next vehicle. Students are picked up at the following locations:

Designated dismissal locations by last names:

- A-G Door #2 on Vail Street
- H-N Door # 3 at Bartz Hall entrance
- O-Z Door #17 on Highland Avenue

Carpool families load by the last name of the driver. Preschool and kindergarten are dismissed earlier at their designated locations.

1. Please do not park or wait on the street leading up to or beyond the pick-up zones and block those cars whose children are ready to leave.
2. If a driver arrives before students are ready, please park in the parking lot and wait until they exit the building, then pull up to the Safety Patrol

students, load children and leave.

3. Drivers, please exercise caution when pulling away from the curb into traffic.
4. Students may not cross to the parking lot without being accompanied by an adult.
5. Any student not picked up by 2:45 P.M. is sent to Extended Care.
6. At the conclusion of an after-school activity students are escorted to the Bartz Hall entrance for pick-up. **If no one is there to pick them up, they are taken to Extended Care.**

GUIDELINES FOR WAITING AT PICKUP AREA

To ensure the safety of all:

1. No students are allowed on the grass
2. No playing of games with or without objects while waiting
3. Teachers are to be obeyed at all times
4. Listen to the directions of the safety patrol
5. Do not cross the street without permission
6. School rules apply at all times
7. Be respectful of all parents
8. No eating of food while waiting
9. Voices are to be at conversation level
10. No climbing/walking on rock walls
11. Stay behind the red line while waiting for pickup
12. Do not use cell phone while waiting

ATTENDANCE POLICY

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

Students not in their homeroom by 8:00 A.M. are marked absent by the teacher. Students arriving after 8:00 A.M. must go to the school office for an admit slip which is to be presented to the teacher of the first class the student enters. These students are marked tardy by the secretary. Each accumulation of three tardies in a quarter results in a detention (Grades 3-8). All parents are to call the school secretary each day their child is absent. (If the school has not been contacted the office calls the parents at 8:30 A.M.) Since the school is on a voice mail system, absences may be called in any time from 4:00 P.M. the day before up until 8:00 A.M. on the day of the absence. Dial 847-253-6638, press #2, then #1.

Students who leave school during the day should give an early dismissal note from their parents to the homeroom teacher and provide notification to the school office. Students are not allowed to leave the school grounds during the school day without

permission from parents or the principal. Students who leave the school grounds without the appropriate authorization are subject to disciplinary action. Students leaving early are to wait at the school office for parent or guardians.

When children are ill, a phone call to the parent is made from the school office or the school nurse, and the student is to wait at the school office or nurse's office for the parent or guardian. A record of the early dismissal is to be made by the school secretary or nurse.

Any student who is absent more than two hours of a school day does not receive credit for a full day of school. In the best interest of a student's health, a student who is absent from school for more than half of the school day due to illness or goes home due to illness is not allowed to attend or participate in any athletic competition, practice, or school-sponsored activity the same afternoon or evening.

When it is determined that a student is absent without parental knowledge for all or any part of a school day, he is marked truant. A student who is truant is required to make up that time after school. All class work missed must be made up, but all credit for such class work is forfeited.

EXCESSIVE ABSENCES

At the end of the third quarter the attendance secretary reports absences to the principal. The principal sends a letter to all students who have accumulated 18 or more days absent. Students accumulating 25 or more days absent from school during a school year will be referred to the School Administration for promotion/retention recommendation.

ALLERGY GUIDELINES

Allergy guidelines for food and other activities will be distributed at yearly orientation. Further information may be obtained from the school office.

If your child has an allergy of any kind, it is imperative that you have informed the school nurse.

BAND CONCERTS

Two annual band concerts are held during the school year. All bands participate in both concerts. The third grade class performs at the spring band concert as the recorder ensemble.

BEGINNING THE DAY

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

Parents should no longer be in the classrooms or hallways after 8:00 A.M. since this can prove to be a distraction and interfere with the normal classroom management and

obligations of teachers and students.

BIRTHDAYS

Students are invited to celebrate their birthdays in the classroom. Healthy treats that are easy to distribute and be eaten are encouraged in support of our Wellness Program. Plates, napkins, and needed utensils will be provided by the parent. Please do not send balloon bouquets or unusual birthday novelties to school for a child's birthday.

Invitations or notes which include all the boys and/or girls in the class may be distributed at school. To maintain good emotional support among the children, groups going to birthday parties should not congregate on school grounds when all the children have not been invited.

BUILDING SECURITY

On school days, the church narthex doors #1 & 18, gym foyer doors #3, the northeast #2 and the northwest #17 doors are opened at 7:00 A.M. Then, at 8:30 A.M. all outside doors are locked except the church narthex doors #1 & 18. All visitors during the school day are asked to enter the church narthex doors, sign in at the church office, and receive a visitor's badge, which is to be worn while in the building. Students, staff and volunteers are to direct visitors to the school office. Visitors are asked to sign out in the church office upon leaving the building. At 2:25 P.M. the Bartz Hall #3 doors are unlocked. At 3:30 P.M. the church narthex doors # 1 & 18 are locked. At this time, night security begins, and the only entrance to the building is through the gym foyer doors. After 3:15 P.M. students should sign-in at the security desk in order to have access to their lockers/classrooms to retrieve forgotten items.

CELL PHONES

The use of pagers/cellular phones is prohibited as designated by Illinois State School Code-Chapter 1 22, 10-21.1 0. Students may not have these electronic devices on their persons or turned on during the school day (7:45 A.M. to 2:30 P.M.). Cell phones are not allowed in bathrooms or locker rooms. Cell phone use is against the law in school zones unless it is in voice activated (hand-free) mode.

CHAPEL SERVICES

Students attend a weekly chapel service in the church. The offerings are designated for various aspects of the Lord's work. Students are encouraged to bring a weekly mission offering.

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

The chapel services are not designed to take the place of regular Sunday worship services. Parents are always welcome to attend the chapel services.

Several times during the year grade leveled chapels are held. The 8:15 A.M. service is for grades 4-8. The 9:15 A.M. service is for grades PS-3.

To encourage proper reverence for worship, all cell phones are to be turned off. Camera and video recorders may be used in the balcony only after consulting with and receiving approval from the principal and/or music director. No flash photography is allowed.

CHOIR: GRADE LEVEL SINGING

The grade level choirs exist for the purpose of allowing the children of St. Peter Lutheran School the opportunity to express their faith through song during worship services, to expose children to the workings of a choir, and to experience the joy of participating in worship. Choir experiences are provided for all students in kindergarten through grade eight.

Children in choir are expected to attend worship services and concerts when they are scheduled to sing. Parents are strongly encouraged to support their children's participation in activities. A copy of the schedule is made available to parents.

An excused absence from any of the grade level singing is defined as a written note, e-mail, or voice mail from the parent to the appropriate choir director explaining the reason for the absence. This must be provided prior to or on the next school day following the absence.

The discipline policy as explained in this handbook applies to every aspect of a child's involvement in choir. This includes not only rehearsals, but also the time they are involved in worship services or other activities related to the choir.

CHRISTIAN WORLDVIEW STATEMENT

St. Peter Lutheran School may, in certain subject areas, use textbooks that are published by secular companies. In some instances, the material may be presented from a non-Christian worldview. This is especially true in the science and social science subject areas where issues regarding evolution and the age of the earth are presented. Whenever this occurs, our teachers at St. Peter Lutheran School will respond and teach our children the truth as we believe it to be from a Christian and Biblical perspective.

CHRISTMAS SERVICES

Christmas services are a rich heritage at St. Peter Lutheran Church. The students practice and participate in three different Christmas services during the Advent season. Professional videos will be made available for purchase if desired. Dates and times are on the school calendar.

CLASS PLACEMENTS

Teachers and Administrators make class assignments for the next grade level. Considerable thought and prayer are given to provide a well-balanced classroom for children. Requests regarding classroom/homeroom placement are not encouraged. If

requests are expressed, the teacher/administration may not be able to honor them.

CLASSROOM DEVOTIONS AND PLEDGE TO THE FLAG



At the beginning of the day, the Pledge to the Cross or the Christian Flag and the Pledge of Allegiance to the Flag are recited. Each classroom has devotions following the announcements. At the close of the day, a brief devotion and/or prayer is done just prior to 2:30 P.M.

CODE OF ETHICS

“Grow in grace, and in the knowledge of our Lord and Savior Jesus Christ” II Peter 3:18

As a student of St. Peter Lutheran School I will:

- as one knowing and accepting Jesus as my Savior, conduct myself as becomes a Christian to the best of my ability.
- show honor, courtesy, and respect toward parents, instructors, and classmates
- conduct myself with respect and reverence in chapel and devotions.
- never knowingly, by word or deed, injure anyone's person, feelings, or property in any manner.
- be honest with myself and with others.
- practice cleanliness of mind and body at all times.
- put forth an honest effort to do as well as I can in my school work.
- do all to the glory of God through service to others.

COLD WEATHER POLICY

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

RED	(wind-chill factor below -5 degrees) Children are to remain indoors.
YELLOW	(wind-chill factor between -5 and + 10 degrees) Children may be taken outside at teacher discretion.
GREEN	(wind-chill factor above + 10 degrees)



Children may be taken outside.

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

COURSE OF STUDY

ART

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

COMPUTER SCIENCE

Computer lessons and skills are taught at all grade levels. A curriculum is in place to teach computer skills to K-8th grades. At different levels skills may include word processing, file management, keyboarding, Internet searching, Power Point, data base, spreadsheets, and graphic design.

CULTURAL ARTS

Assembly programs selected from the fields of art, music, and drama are periodically provided during the year by the PTL.

FOREIGN LANGUAGE

An after-school French program is offered to students in grades 2-6. Spanish is offered as personnel allows.

LANGUAGE ARTS

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

MATHEMATICS

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

MUSIC

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

Instrumental music includes: Recorder Ensemble (grade 3), Cadet Band (grade 4), Concert Band (grade 5), Junior High Band (grades 6-8), Jazz Band, Instrumental Ensembles, and Music For Youth.

Choral music: All children in grades K-5 participate in various choirs. Junior high students (grades 6-8) have the opportunity to participate in choir.

PHYSICAL EDUCATION

PE includes: Gross and fine motor skill development, physical skill development, calisthenics, physical fitness (President's Council - grades 1-8), tumbling, games, team and recreational sports, dance, Jump Rope and Hoops for Heart, and aerobics.

RELIGION

Religion includes: daily devotions, chapel services, Bible study, catechism, memory work, formal religious instruction, church history, stewardship, conflict resolution, and confirmation instruction (grade 7 and 8). All students are required to take religion instruction and are responsible for completing all class work and homework.

SCIENCE AND HEALTH

Science and health include: in-depth general science concept development with hands-on experience (Preschool-grade 5), earth science (grade 6), life science (grade 7), introduction to physics and chemistry (grade 8), health and nutrition, science fair participation in the Illinois Jr. Academy of Science (grade 7), outdoor education (grade 6), and sex education. A drug awareness program is integrated within the health program.

SOCIAL STUDIES

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

CRISIS MANAGEMENT PROCEDURE

The school routinely conducts fire, intruder, and tornado drills during the school year. In case of crisis situations, the plan is activated. If dismissal time occurs during a crisis situation, and local conditions indicate that children may be unable to safely travel home, dismissal is delayed until the danger passes. During such an emergency, parents are requested not to call the school since the phone lines may be needed for emergency communication. If the school needs to be evacuated, students are taken to Our Savior Lutheran Church, 1234 N. Arlington Heights Rd., Arlington Heights, IL, 847-255-8700.

DAILY SCHEDULE

7:00 - 7:45 A.M.	Extended Care Supervision
7:00 - 8:15 A.M.	Extension 3-4-5
7:45 - 8:00 A.M.	Classrooms Open
8:00 A.M.	K-8 Day Begins
8:15 A.M.	Preschool Sessions Begins
10:45 A.M.	Preschool Morning Session Ends
11:00 A.M.	Morning Kindergarten Ends
10:50 - 11:20 A.M.	Full-day Preschool Lunch
11:20 - 11:50 A.M.	Grades 4-5 and Full-day Kindergarten Lunch
11:50 - 12:20 P.M.	Jr. High Lunch
12:20 - 12:50 P.M.	Grades 1-3 Lunch
11:45 A.M.	Preschool Afternoon Session Begins
2:15 P.M.	Preschool Afternoon Session Ends
2:15 - 6:00 P.M.	Extension 3-4-5
2:20 P.M.	Kindergarten Sessions End
2:30 P.M.	Grades 1-8 Day Ends

DISCIPLINE POLICY

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

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

Students are expected to:

1. Respect other people, their property, and school property.
2. Enter and leave the building as directed by school policy and behave appropriately while on the premises and during all school-sponsored activities.
3. Bring to school only those materials appropriate to class or school.
4. Come to class on time with the necessary materials and with homework assignments completed.
5. Work productively for the entire class period and not disrupt the class.
6. Behave in an appropriate manner in class.

A leveling system is in place at St. Peter as part of our Discipline Policy. Entry on leveling system is determined by the infraction and the age of the student. The number of detentions students receive in grades 3-8 also determines entry on the system.

FIRST LEVEL - The student is referred to the principal. The reason for disciplinary action is recorded. A copy is sent to the parent(s) to be signed.

SECOND LEVEL - Second Level - The student is referred to the principal. The reason for disciplinary action is recorded. A copy is sent to the parent to be signed. A conference is scheduled with the principal within one week of the letter.

THIRD LEVEL - The student is referred to the principal. The reason for disciplinary action is recorded. A conference is scheduled with the parents. The student is suspended from class for one day. Homework needs to be kept current.

FOURTH LEVEL - The student is referred to the principal. The reason for disciplinary action is recorded. A conference is scheduled with the parents. The student is suspended from school for three days. Homework needs to be kept current. Any school work missed during the days of a student's suspension must be made up, but all credit is forfeited. The pastors are notified.

FIFTH LEVEL - The student is expelled from school.

Infractions of the Saints Pledge may place a student on the leveling system. Three detentions during one quarter of the school year places the student on the leveling system of the Discipline Policy. Intentional physical harm initiates a students' placement on the leveling system. Severe misconduct results in immediate referral to the principal, and possible suspension from school.

PROHIBITED BEHAVIORS:

The following behaviors are subject to Disciplinary Action during school hours, on school grounds and at any school related activity, function, or event.

- Assaulting a teacher, a student, or other adult
- Cheating
- Committing/participating in arson
- Eating food in places other than cafeteria unless teacher supervised
- Engaging in inappropriate physical or sexual contact
- Fighting
 - fireworks, explosives, brass knuckles or any other weapon-like object
- Gum chewing
- Inappropriate use of Internet, e-mail, social networking, cell phones
- Intimidation/harassment of fellow classmates
- Lying
- Misconduct in halls, on playground, in classroom, etc.
- Offensive gestures
- Other infraction of school rules or policy
- Personal note writing and passing
- Possessing, handling, displaying, or transporting of firearm, knife, mace,
- Possession of cigarettes, tobacco, drugs, alcohol
- Possession of profane material
- Profanity or vulgarity
- Repeated misconduct
- Stealing
- Throwing items in classrooms or on school property
- Unlawful misconduct
- Vandalism/Destruction of school property
- Verbal disrespect

Infractions outside of school time that disrupt students and classrooms will need to be addressed.

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

DETENTION

Every effort is made to provide a school climate in which students can live together in harmony, where quality human relationships are encouraged, and where teaching and learning can be effective. When a student violates the guidelines of this climate as outlined in this handbook, students in Grades 3-8 may be assigned a detention. If a detention is issued, the parents are notified and the detention is served on the next scheduled detention day (Grades 6-8: Tuesday, Wednesday, or Thursday) (Grades 3-5: Wednesday). Detentions are held from 2:35-3:15 P.M. (a total of 40 minutes) in the supervising teacher's classroom. Talking is not permitted. Repeated infractions may result in further disciplinary action.

Depending upon individual circumstances, multiple detentions may be assigned to a student at the discretion of the principal. Three detentions in one quarter of the school year result in the student being placed on the leveling system of the Discipline Policy.

The following result in a student receiving a detention:

1. Three class tardies in a quarter (Grades 3-8).
2. Failure to return the parent signed detention notice
3. Unexcused absence of an assigned detention

SEARCHES:

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

DRAMA

Drama presentations include an operetta by Grades 1-3 every third year, a musical by Grades 4-5 every other year, and a play by Grades 6-8 every year. All students in the Grades 1-5 participate in their productions. Rehearsals are held during school time with possible rehearsals after school. The Grade 6-8 production is an extracurricular activity, and all rehearsals are held outside of school hours.



All Grades 1-3 students participate in the operetta and provide their own costumes with direction from the costume committee. Parents are expected to help with one or more of the following areas: makeup, publicity, scenery, concessions, stage construction, and ticket sales.

DRESS CODE

St. Peter Lutheran School is an institution of Christian learning. The school expects every student to dress in a manner that does not disrupt or impede the education process but allows diversity of taste, fashion, and individual preference. All students are expected to observe basic standards of cleanliness, modesty, and good grooming. The dress code applies to all school activities, dances, and banquets. "Flip Flops" are highly discouraged due to safety and sanitation.

The following are **not** permitted:

- clothing which is too tight or revealing
- clothing with open backs, open midribs, or midribs showing when arms are raised above the head
- shorts, skorts, and skirts which are shorter than mid-thigh or which appear immodest to school personnel
- cut-offs
- tank tops (front and back scoop neck, low cut arm holes)
- clothing with spaghetti straps or thin straps
- sleeveless tops with deep cut and/or low cut arm holes
- clothing with distasteful/disrespectful pictures, emblems, or slogans (alcoholic beverages, suggestive wording, advertising, or inappropriate wording), non-Christian music groups
- pants with writing across the rear
- heelies (shoes with wheels)
- shoes or boots which leave marks on the floor
- frayed clothing

In addition to the above items, on chapel days, the following are not permitted:

- jeans
- athletic style t-shirts, sweatshirts, and pants
- sweatshirts
- shorts
- untucked shirts (for boys)

Students in Grades 1-5 may change to appropriate clothing after chapel.

ENFORCEMENT PROCEDURE GRADES 1-3:

First Infraction	Teacher speaks to the student.
Second Infraction	A note is sent home to the parents by the teacher.
Third Infraction	The student is sent to the principal.

ENFORCEMENT PROCEDURE GRADES 4-8:

First Infraction	Students are spoken to, may be asked to wear designated clothing (supplied by the school) and/or parents may be called to bring appropriate clothing.
Second Infraction	Parents will be called to bring appropriate clothing.
Third Infraction	Parents will be called to bring appropriate clothing and the student will receive a detention.
Additional Infractions	Additional infractions are considered as third infractions.

EDLINE

Edline is a feature which connects parents, students, and teachers. The website allows students and parents to access grades, assignments, and activities. Teachers update Edline in a timely manner. Parents and students are issued separate access numbers

to this secure site. After the initial log in, parents may create their own personalized user names and passwords to access the site.

ELECTRONIC DEVICES

Between 7:45 A.M. and 2:30 P.M. on school days, students are not permitted to have any electronic devices on their persons while on school property. Also, such devices may not be used by St. Peter participants actively involved in on-campus school sponsored programs including Extended Care. Off campus use of electronic devices by St. Peter program participants is at the discretion of the St. Peter adult in charge of the activity. Electronic devices include but are not limited to portable music players, PDA's, cell phones, and hand held electronic games. *Items taken away during the school day are sent to the school office to be picked up by the parent.*

EMERGENCY SCHOOL CLOSING

If school is to be closed because of severe weather, the following stations carry "school closing" information: WGN (720 AM), WBBM (780 AM). If District 25 closes school for weather reasons, St. Peter generally will also close. An automated phone call or e-mail from SchoolReach will also be sent. The St. Peter school website will also include school closing information.

EVALUATION

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

Students receive a formal report card at the end of each quarter grading period. In addition, Intermediate students receive mid-quarter reports and junior high students receive eligibility reports two times per quarter. Teachers may also contact parents to keep them informed of significant problems or achievements.

Grades 6-7-8

Academic grades indicate the individual progress of a student in relationship to class standards as set by the teacher and the curriculum. Percentage grades are recorded in core subjects (English, literature, mathematics, physical education, religion, science, social studies) on report cards.

The grading is:

A	-	90 - 100%
B	-	80 - 89%
C	-	70 - 79%
D	-	60 - 69%
F	-	59 - 0%

Grades 3-5

In grades three, four and five, letter grades are given, according to the percentage scale. Marks are also given for study skills and conduct of the students.



Grades 1-2

The primary student evaluation is based upon individual abilities, effort, and achievement level. The following marking system is used:

E	-	Excellent Work
S+	-	Highly Satisfactory
S	-	Satisfactory
S-	-	Low Satisfactory
N	-	Needs Improvement

Marks are also given for study skills and conduct.

KINDERGARTEN

Kindergarten conferences are held twice a year. Parents receive report cards four times a year.

EXTENDED CARE EXPECTATIONS

All children not in Extended Care, Extension 3-4-5, in athletics, or in supervised activities must leave the building by 2:45 P.M. All students are to be in their supervised athletic or activity areas by 2:45 P.M. The gym foyer area, Bartz Hall Lobby, and hallways are cleared by 2:45 P.M. Children who remain in the building at 2:45 P.M. must be accompanied by a parent, or they are sent to Extended Care and the family charged accordingly. After 2:45 P.M. the pick-up and drop-off location for all students is the Bartz Hall entrance.

EXTENDED CARE SUPERVISION

The school has two programs for before and after school supervision: Extension 3-4-5 is for students in preschool and kindergarten and Extended Care for students in grades 1-8. Supervision in both programs begins at 7:00 A.M. and operates until the school day begins. Extended Care supervision begins when classes are dismissed and operates until 6:00 P.M. Extended Care programs are available on specified early dismissal and non-school days. Students (Grades 1-8) who arrive between 7:00-7:45 A.M. are to be in the Extended Care supervision room. Students not picked up by 2:45 P.M. are taken to Extended Care.

A fee of \$4.30 per hour per child, with discounts for families with multiple children, is required. A late fee of \$1.00 per minute per child is charged after 6:00 P.M. except in an emergency or bad weather. Arrangements for payment are made with the program

supervisors.

FIELD TRIPS

Field trips are scheduled according to individual classroom needs and interests. The cost of the field trips is included in the Activity Fee assessed at Final Registration. Since field trips are an integral part of the school experience, all children are expected to participate in these experiences. For disciplinary reasons some children may be excluded from field trips.

GANG AND GANG-RELATED ACTIVITIES

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

HARASSMENT

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

A reporting form is available for students to complete if he/she witnesses an incident or is the victim of such. The report may be submitted anonymously. The form will be available in different locations in the building.

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

Parents should not confront other students during the school day or at school sponsored activities. If there is a concern with another child, please notify the child's teacher or school principal. If there is an unresolved concern, follow the "Parental Concerns and Appeals" included on page 25 of this handbook.

HOME-SCHOOL COMMUNICATION

Effort is taken weekly by the school office (The Friday Flyer) and teachers (classroom news) to communicate necessary information. Please make every effort to read and

note the communication sent.

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

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

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

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

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

HOMEWORK

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

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

Students absent due to illness are given one day for assignment make-up for each day of absence. Special arrangements may be made in case of extenuating circumstances or long-term absences.

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

ASSIGNMENT BOOKS:

Students in grades four through eight are required to maintain an assignment book. The assignment books are completed daily and are a major school/home and

parent/teacher communication tool!

ILLNESS

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

Please use discretion in sending your child back to school after a bout with the flu, sore throat, cold, or other communicable diseases. Children must be fever-free, without fever medication, and free of vomiting for a 24 hour period before returning to school. Children must have a temperature of less than 100 degrees to be considered fever free. Children taking antibiotics should have a 24-hour cycle before returning to school. If a child has not recuperated sufficiently from his illness and must stay indoors for several days, then the student has not recovered from the illness and should remain at home.

If a student is absent from school for two weeks or longer, parents should contact the principal to discuss the feasibility of in-home tutoring.

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS):

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

IMMUNIZATION AND PHYSICAL EXAMS

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

The parent or legal guardian of a student may object to health examinations, immunizations, vision and hearing screening tests, and dental health examinations for his/her child(ren) on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the school. The objection must set forth the specific religious belief which conflicts with the examination, immunization or other medical intervention. The religious objection may be personal and need not be directed by the tenets of an established religious organization. General philosophical or moral reluctance to allow physical examinations, immunizations, vision and hearing screening, and dental examinations do not provide a sufficient basis for an exception to statutory requirements. The school

is responsible for determining whether the written statement constitutes a valid religious objection. [1 051 LCS 5/27-8.1 (8)]

The Illinois School Code has been amended to include the mandatory requirements for dental examinations in kindergarten, second, and sixth grades of any public, private, or parochial school. The examination must have taken place within 18 months prior to May 15th of the school year and proof of examination must be presented to the school. If the child does not present either a waiver, proof of having had the examination, or proof that an examination will take place within 60 days after May 15, the school may hold the child's report card.

INFORMATION RESOURCE CENTER (IRC)

The primary purpose of the Information Resource Center is to enrich and support the educational program of the school and provide additional resources for students. These materials may be used in the IRC or checked out by classroom teachers and students.

Students in grades 1-3 may check out two items at a time while grades 4-8 may check out three items. Special permission to check out more than the allotted number of materials may be granted by the IRC Director. Most books and magazines are checked out for a two week period, and can be renewed for an additional two week period.

Books used for special reading lists, such as Accelerated Reader, have a three week check-out period, and may be renewed once. Materials may be returned on or before the due date during IRC hours (usually 7:45 A.M.-3:00 P.M.).

Fines are charged for all late items. The daily charge is \$.10 cents for regular materials and \$.10 cents for materials on special reading lists and circulating reference materials. Following one free day, the fine is charged each school day that the book is not returned. There is no charge for students that are absent due to illness as long as the materials are returned on the first day the child is back in school. If they are not returned on that day, the fine is figured from the due date regardless of the length of absence. Any student having an overdue book may not check out another book until the book is returned. The maximum fine for a book is the cost of the material. The replacement cost is charged for any materials that are lost or severely damaged. The cost of a lost or damaged book must be paid. If a lost book is located after the replacement fee has been paid, the amount is refunded minus the fine.

In addition to providing resource materials, the IRC is used for whole class instruction as arranged by the teachers and IRC Director. A networked computer lab is used extensively during this time to enhance the regular classroom curriculum. The IRC provides, during open hours, a quiet area for research, quiet work, or test taking. Students and classes are to respect the nature of a library and remain quiet in the IRC.

TECHNOLOGY USE POLICY:

Students using the computers will be informed of the acceptable use guidelines in relation to Internet, security, research, etc. Violations of guidelines will result in disciplinary action. Parents and students receive and must sign an Acceptable Use Policy form each year.

LEARNING DIFFERENCES

Students who have current documentation on file at the school for identified learning differences may be considered for accommodations. Any accommodations will be based on individual needs determined by school personnel and parents. Due to staffing and funding limitations, St. Peter Lutheran School cannot guarantee the implementation of individual plans from outside sources. Parents should contact the school resource teacher for further details. Referrals will be made for those students identified with potential learning needs through the appropriate school district office.

LOST AND FOUND

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

LUNCH PROCEDURES

At the beginning of the school day (7:45-8:00 A.M.) students are asked to indicate if they plan to eat a hot lunch. Monthly hot lunch menus are sent home with students so parents are informed as to what is being served each day. Lunch and milk tickets are available for purchase throughout the year. Carrots, celery, and apple sauce are available daily. Periodically, an outside lunch source may be offered to the students. The 6-8 grade students are offered a salad or potato bar periodically throughout the year.

Grades 1-3 lunch is scheduled from 12:20-12:50 P.M. Because of the long morning schedule, students usually bring a nutritious snack to be eaten mid-morning.

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

Students are not allowed to bring in carbonated beverages in cans or bottles to school. Any beverage in a glass bottle is not permitted on school property.

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

MEDICATION

Only the nurse and designated personnel are permitted to dispense medication to students. The school nurse is in the building daily between the hours of 9:00-2:30.

Parents of students needing medication during the school day should make arrangements with the school nurse and must complete a school medical request form,

which is kept on file in the nurse's office. Forms and medication should be brought to the nurse's office or school office upon entrance to the school.

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

NEW LIFE CLASS

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

NEW STUDENTS

New students in grades 1-8 may be tested in reading, English, and mathematics to help teachers understand their basic educational needs. A probationary period may be established for new students. If a student experiences difficulty in academics or behavior, faculty and parents work to alleviate the situation. If any student continually exhibits unsatisfactory performance in academics due to lack of effort or continually exhibits unsatisfactory behavior, enrollment may be discontinued.

NON-DISCRIMINATION 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 to be 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, admission policies, athletic, and other school administered programs.

PARENT CONFERENCES

Parent conference days are scheduled at the end of the first and second quarters. Achievement test results are shared when results are available. Additional conferences may be requested by a parent or teacher, if the need arises.

PRESCHOOL parents may sign up for a conference on sheets posted on the classroom bulletin boards. Half day preschool 4's and all full day preschool classes have conferences twice a year. Half-day preschool 3's classes have conferences twice a year.

KINDERGARTEN conferences are held at the end of the first and third quarters. Parents may sign up for a conference time on sheets outside the classrooms.

Grades 1-3 teachers send home a conference time with the student.

Grades 4-5 parents sign up for a conference time on the sheets provided in the school office hallway.

Grades 6-8 parents sign up in advance for a scheduled conference on the sheets provided for the first conference. For the other day(s) of conferences, teachers are available in the gym on a first-come, first-serve basis.

PARENTAL CONCERNS AND APPEALS

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

If students or parents feel that they have been treated unfairly or have a concern in some area, they should first contact the individual teacher involved. Each parent should act and respond on their own personal knowledge and experiences related to their child(ren). If satisfactory resolution cannot be reached, the student or parent may then contact the principal. Gossip amongst parents does not follow Jesus’ instruction in Matthew; therefore is not acceptable.

If, after meeting with the principal, the matter is not resolved or the parent or student would like to appeal the decision of the principal, the matter may be taken to the Lead Pastor.

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

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

Decisions of the Lead Pastor are final.

Parents who wish to meet with teachers may phone or e-mail to set up an appointment before or after the school day.

STATEMENT OF COOPERATION

By signing the Statement of Cooperation (appendix 1), parents indicate to us their earnest resolve to give cooperative support to the efforts of St. Peter Lutheran School.

On occasion this cooperation between the school and home may become difficult. To avoid such situations, the school requires parents enrolling their children or to maintain enrollment to affirmatively support and cooperate with the school. In signing this statement, parents agree to support the school with prayers and with a positive attitude. Complaints or negative comments will be shared only with the teacher, administrator or person involved and not with children, or other people, following the Matthew 18 principle as reflected in the Guidelines for Appeals or Concerns as noted.

We pray for mutual blessing always in our partnership.

PETS

For health and safety reasons families are discouraged from bringing pets onto school property since safety and allergies may be a concern for some students and their parents. No pets are to be brought into the school unless special arrangements have been made by the parents with the teacher. Pets may not be left unattended on school property. If pets are in a vehicle that is here to pick up students, they must remain in the vehicle. Under no circumstances should dogs be allowed to roam free or come near students in the school, playground, fields, yard, or parking lots before, during, or after school hours.

PICTURES

In early fall of the school year a photographer comes to the school to take individual pictures of every student. The packets must be prepaid at camera time. A makeup/retake day is scheduled. Grades 6 & 7 individual pictures are used for the yearbook. Classroom pictures and activity pictures are scheduled at a later date and are also available for purchase.

Eighth grade graduation pictures are also taken at a designated time. A sitting fee (eighth grade only) is paid at camera time. Prices for various packets are sent home with the students. These pictures are used in the yearbook.

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

PLAYGROUND RULES

Students should cross the street only with the direction of a teacher. For the safety of students using the playground and equipment, students need to observe the following rules:

Students using the playground should **NOT**:

1. Throw or kick rocks/wood chips
2. Push other students.
3. Bring toys to the playground.
4. Tackle or pull down other students.
5. Go into or be in the building without permission.
6. Play piggy back games.
7. Use hard balls.
8. Play or climb on the guard rails.
9. Cross the street to get a ball without permission.
10. Go behind the garage.
11. Climb trees or fences.
12. Play unsupervised bombardment games.
13. Be out of view on the playground or behind the shed.
14. Throw balls against the garage.
15. Bring sleds or snowboards to school (sleds are available at school).

SWINGS

Students using the swings should **NOT**:

1. Have more than one person on at a time.
2. Stand on the swings.
3. Twist the chains.
4. Jump off swings.
5. Flip swings over the top.
6. Climb on the poles.
7. Have more than three people on the tire swing.

SLIDES

Students using the slides should **NOT**:

1. Sit on top of the covered slide.
2. Go down the slide head first.
3. Go down the slide with more than one person.
4. Walk up the slides.

PROMOTION/RETENTION

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

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

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

SAFETY PATROL

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

SCHOOL DAY VISITS

During the school day all parents and visitors must enter through the church narthex doors, sign-in at the church office and receive a visitor badge, which is to be worn while in the building.

Parents may arrange to visit in a classroom when permission is granted from the principal upon consultation with the classroom teacher in order to determine an appropriate time. This should be done at least one day in advance.

Parents are asked to deliver messages or student belongings to the school office. Parents are not to be in school classroom hallways between 8:00 A.M. and 2:30 P.M. and are to remain in the gym foyer while waiting for their children at the end of the day. Parents are asked not to visit with their children during the lunch period in the cafeteria.

SCHOOL DIRECTORY

The purpose of the St. Peter School Directory is to facilitate communication among members of the school family for school-related activity only. Using the Directory to solicit personal business is inappropriate and a prohibited use of this resource.

STANDARDIZED TESTING PROGRAM

All students from grades 1-8 take a standardized achievement test battery and a school ability test during the spring of the year. See the Activities Calendar for testing dates.

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

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

STUDENT COUNCIL

This organization is open for students in Grades 5-8 to be representatives. The President and Vice President will be students from Grades 7-8. The remainder of the offices may be filled by students in Grades 6-8. Student government, leadership, and promoting school spirit and activities are the primary goals of this organization.

STUDENT VISITORS

Students are allowed to bring guests to school according to the following policy: A guest must be a student who is staying at the home. A written note from parents must be brought to the school office the day before. No visitors are allowed during the first and last weeks of school. Visitors may visit for a one-day limit and may in no way interfere with class work and the participation of the student bringing the visitor.

SUBSTANCE ABUSE POLICY

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

TELEPHONE

Students may not use the school office phone except in emergencies or due to a same day scheduled activity change. In such cases the student should have a phone pass from a teacher.

THANKSGIVING FEAST

Students in grades one and two prepare a Thanksgiving feast with parent assistance for themselves and invited guests. This feast is scheduled during the third week of November.

TUITION AND FEES

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

Other fees may include: textbook charges, hall/P.E. locks, hot lunch charges, IRC fines/materials, band/music supplies, athletic uniforms/equipment, Special Education and care program fees. Report cards, diplomas, transcripts, and yearbooks may be held until all fees are paid in full.

VACATION TRIPS

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

WEBSITE

St. Peter has a website located at www.stpeter-ah.org/school. Various types of information can be located on the website including handbooks, forms, school newsletters, and lunch menu. Registration materials can also be found for preschool through eighth grade as well as for after school programs and summer camp.

WELLNESS POLICY

St. Peter Lutheran School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle. The positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn is recognized. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition, and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life. A copy of the St. Peter Wellness Plan is available for review in the school office.

WITHDRAWAL FROM SCHOOL

1. Parents must notify the Principal by letter or visit at least one day prior to withdrawal. It usually takes a week to process papers.
2. The student must clear all texts and school materials with the teacher with the assigned form and signature.
3. All outstanding balances are to be paid prior to or at withdrawal.
4. No report card or transcript will be forwarded to another school until all of the above is completed.

WORSHIP SERVICES

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

Students and their families are expected to attend weekly worship services. Church and Sunday School attendance are recorded in classrooms on the first attendance day of each school week. This information becomes part of student's record and is included on the report card. Infrequent church attendance is followed up by the teacher, the school, and/or church administration.

Families who have no church home of their own are welcome to attend worship services at St. Peter.

Faithful church and faithful Sunday School attendance is recognized at the end of the year for those students attending 80% of the recorded attendance during the year.

YEARBOOK

Yearbooks are purchased on Registration Day for all students PS-8, and distributed at the end of the year.

JUNIOR HIGH SUPPLEMENT

ABSENCES AND TARDIES

Absences are recorded for each class period. Missing more than twenty minutes of a class is considered an absence. Chronic absences may result in poorer academic achievement.

It is very important for students to be on time for each class. Tardiness not only increases the possibility of missing assignments, but it is also distracting to the class and the teacher. Students who are tardy to homeroom or any class three times in a quarter are issued a detention.

ACADEMIC AWARDS PROGRAM

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

The core subjects are English, literature, math, physical education, religion, science, and social studies. By maintaining a 90% average in a subject for one school year, one credit is earned. A maximum of fourteen credits is possible during the course of the two years. Medals are awarded on the following basis:

Bronze	5 - 7	credits
Silver	8 - 10	credits
Gold	11 - 14	credits

ATHLETIC MEMBERSHIPS

St. Peter School is a member of the:

Mid-Suburban Middle School Athletic Conference includes competitive team sports in cross country, basketball, wrestling (boys), volleyball (girls), track, and poms (girls).

Northwest Suburban Lutheran Conference includes volleyball and basketball for boys and girls.

Illinois Elementary School Association (IESA) includes competitive sports on a regional and state level.

Lutheran Sports Association (LSA) has Illinois statewide competition with Lutheran Schools in basketball, cross country, cheerleading (girls), volleyball, and track and field.

ATHLETIC PHYSICALS

A physical exam is required for each student who participates in athletics and must be submitted by the first practice. Physical examinations must be dated after June 1 of the summer prior to the school year. The athlete is not allowed to practice or participate until the physical is turned in to the school nurse.

CLASS SCHEDULES

PERIOD	REGULAR SCHEDULE	CHAPEL SCHEDULE
		Chapel: 08:15 - 09:00
Homeroom	08:00 - 08:14	08:00 - 08:14
1	1) 08:14 - 08:54	1) 09:04 - 09:35
2	2) 08:58 - 09:38	2) 09:39 - 10:10
3	3) 09:42 - 10:22	3) 10:14 - 10:45
4	4) 10:26 - 11:06	4) 10:49 - 11:20
5	5) 11:10 - 11:50	11:20 - 11:49
Lunch	11:50 - 12:20	5) 11:53 - 12:29
6	6) 12:22 - 01:02	6) 12:32 - 01:07
7	7) 01:06 - 01:46	7) 01:11 - 01:46
8	8) 01:50 - 02:30	8) 01:50 - 02:30

Other schedules are used as needed, too.

EIGHTH GRADE BANQUET

It is customary that in the spring of the year the current seventh grade class be responsible for hosting a dinner for the eighth grade graduation class. It is the responsibility of the seventh grade parents to organize and fund this dinner.

EIGHTH GRADE CLASS TRIP

The eighth grade class trip to Washington DC/Gettysburg occurs the 4th quarter of the school year. An initial meeting is held with parents in September. Funding for this is the responsibility of the students. Fundraising opportunities are available.

ELECTIVES PERIOD

During the eighth period of the day (1:50-2:30), students may choose the activity in which they desire to participate. Each junior high student is required to participate in at least one of the areas of Fine Arts. All students must take a semester art class unless they are enrolled in both choir/band and Spanish. Study periods are available each day of the week. Students are enrolled by semester and must complete a started semester.

ELIGIBILITY POLICY

Participation in extracurricular activities is strongly encouraged. The purpose of the Eligibility Policy is not to eliminate students from participation but to encourage students to work to the best of their ability. However, as some students need to be directed to take care of academics first, the following procedures regarding eligibility have been established:

1. Students are checked for eligibility three times per quarter. The first check is at the end of the first three weeks, the second check at the end of six weeks, and the third check is the report card grade for the quarter. During the first two checks of the quarter, only the seven core subjects are checked. At the report card time, all grades are evaluated.
2. A student becomes ineligible to practice, participate, or play when any one of the following exists:
 - A. A student is failing one or more classes (below 60%).
 - B. A student has two or more D's (60-69%).
 - C. A student who receives an incomplete on his/her report card is ineligible until the incomplete is made up and the grade is recorded and evaluated.
3. The ineligibility period for a report card is ten school days from the date of issuance. Students may be removed from the ineligible list by picking up an eligibility slip from the principal/athletic director and having it signed by the teachers and parents. A student is removed from ineligibility if all grades are passing with not more than one D.
4. The ineligibility period for the other two checks is until work reaches a satisfactory level, as listed above.
5. A student who is ineligible for five consecutive weeks may be dropped from the team, squad, or group.
6. An ineligible student may not participate in extra-curricular activities or in school-sponsored events including, but not limited to, athletics, poms, cheerleading, Oracle, Student Council activities, drama, clubs, and out-of-school competition.
7. An ineligible student may participate in tryouts for an athletic team. The period of ineligibility continues once tryouts are completed.
8. Parents sign ineligibility slips and students return them to the homeroom teacher. Students not returning a signed slip will be sent to the office to notify their parents.

GRADUATE AWARDS AND HONORS

AMERICAN LEGION CITIZENSHIP AWARD

As determined by the faculty, the recipient is the student who best exemplifies the qualities of courage, honor, leadership, patriotism, scholarship, and service.

CHANCEL CHOIR DIRECTOR'S AWARD

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

DIRECTOR'S AWARD FOR BAND

The band director gives an award to an eighth grade student who exhibits outstanding talent, dedication and leadership in the St. Peter band program. This award is presented at the spring band concert. A plaque listing award winners is located outside of the band room.

FAITHFUL CHURCH ATTENDANCE AWARD

This award is given to an eighth grader who has attended church 80% for all recorded worship services from 1st grade thru 8th grade.

FRED MARTIN ATHLETIC AWARD

Athletes are nominated by varsity coaches and voted upon by the athletic director, physical education coordinator, and the principal. The award is presented to the male student who is an outstanding athlete in the sports program. This student must also demonstrate strong moral character, leadership, dedication and use his God-given talents academically. This award is presented at the athletic banquet.

HELENE BARTZ CREATIVE ARTS AWARD

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

HONOR AND HIGH HONOR

Students graduate with Honor, or High Honor according to the following guidelines.

- | | |
|------------|--|
| Honor | The student must have a cumulative grade point average of at least 80% for all the grading periods of seventh and eighth grades. The student may have no grades lower than a 70% or C- in any course evaluated on the report card. |
| High Honor | The student must have a cumulative grade point average of at least 90% for all the grading periods of seventh and eighth grades. The student may have no grades lower than a 70% or C- in any course evaluated on the report card. |

JEAN RUNGE MEMORIAL AWARD

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

JUDY SATIKAS MEMORIAL ATHLETIC AWARD

Athletes are nominated by varsity coaches and voted upon by the athletic director, physical education coordinator, and the principal. The award is presented to the female student who is an outstanding athlete in the sports program. This student must also demonstrate strong moral character, leadership, and dedication and use her God-given talents academically. This award is presented at the athletic banquet.

LISA GRESENS SERVANT OF CHRIST AWARD

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

LUTHERAN LAYMEN'S LEAGUE AWARDS

This award is given to one male student and one female student having the highest scholastic standing, other than the St. Peter Scholarship Award recipient, using the same guidelines as the St. Peter Scholarship Award. Recipients must have a 90% grade average or better.

ST. PETER ART AWARD

At the eighth grade banquet, an eighth grade student(s) is recognized for exhibiting a high quality level of talent, creativity, and motivation in the utilization of his/her God-given talents in the visual arts. The student is presented with a plaque and has his/her name inscribed on a permanent plaque that will remain at St. Peter.

ST. PETER SCHOLARSHIP AWARD

This scholarship award is computed by combining the score of grade total for the first three grading periods of eighth grade (90% - 5 points, 80% - 4 points) in the seven basic subjects with the composite percentile score of the annual Stanford Achievement Test. In the case of a tie, the raw score (complete battery) from the Stanford Achievement Test is used. To be eligible for this award a student must have 70% church attendance.

SCHOLAR/ATHLETE AWARDS

The Saint Peter Booster Club presents an award to the male student and the female student who have the highest combined rank of academic standing and athletic participation.

VALEDICTORIAN AND SALUTATORIAN

The Valedictorian(s) and Salutatorian(s) are chosen by determining the highest grade point averages for all of grade seven and the first three grading periods of grade eight.

HOMEWORK HOTLINE

Junior high assignments are placed on a Homework Hot-Line daily. Students may call 253-6638 from 4:00 P.M. until 8:00 A.M. each day to hear junior high assignments. The Homework Hot-Line is designed for students who are absent, also, so on the day(s) you are absent, please use this service to record assignments missed.

HONOR ROLL

At the end of each quarterly marking period, the Junior High Honor Roll is determined. It is published in the Friday Flyer. Honor roll status is determined by averaging the percentages for seven core subjects: English, literature, math, physical education, religion, science, and social studies. The student is also required to have no grades below a 70% or below a C- in any course evaluated on the report card. The Senior Honor Roll consists of students whose grade point average is 90% or higher. The Junior Honor Roll consists of students whose grade point average is 80% or higher but below 90%. Honor roll certificates are presented at the end of each quarter after a chapel service.

LOCKERS

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

NATIONAL JUNIOR HONOR SOCIETY

St. Peter Lutheran School is a member of the National Association of Secondary School Principals, the National Junior Honor Society division. Membership in this prestigious national organization broadens the school's base of recognition for students who are outstanding in scholarship, citizenship, service, leadership, and character. Students in grades seven and eight must show the above stated characteristics and maintain a 90% cumulative grade average in order to be considered for and maintain membership in the National Junior Honor Society. Scholastic eligibility is based upon the following time periods: grade seven - first semester average of seven basic subjects; grade eight - grade average for all of seventh grade and first semester of eighth grade. An induction ceremony is held annually.

OUTDOOR EDUCATION

As part of the education curriculum, all sixth grade students spend a week in October at Walcamp which is located in Kingston, IL. A Walcamp Parent Orientation meeting is held in September to outline the details and cost of this outdoor education experience.

PHYSICAL EDUCATION SUPPLEMENT GRADES 6-8

INTRODUCTION

This supplement is written to give students and parents a thorough understanding of what the Physical Education Department requires of all participants.

BROKEN EQUIPMENT

If equipment is broken through misuse or inappropriate actions the student is charged for the replacement of the equipment.

DAILY PARTICIPATION

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

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

ENTERING AND LEAVING THE LOCKER ROOM

When entering the locker room, students should use the door at the west end. Students should dress quickly and remain in the locker room in an orderly manner until the teacher leads them to class. Proceed to assigned spot immediately and wait for the instructor to give instructions.

EQUIPMENT AREAS/CAGE/LOCKER ROOM OFFICE/P.E. OFFICE

No student is permitted in these areas without the instructor's permission.

GRADING

Each marking period students receive one gym grade, which measures:

1. Attitude, sportsmanship, safety, cooperation
2. Skills Mastery
3. Written tests
4. Participation
5. Proper daily uniforms
6. Health curriculum

LOCKS

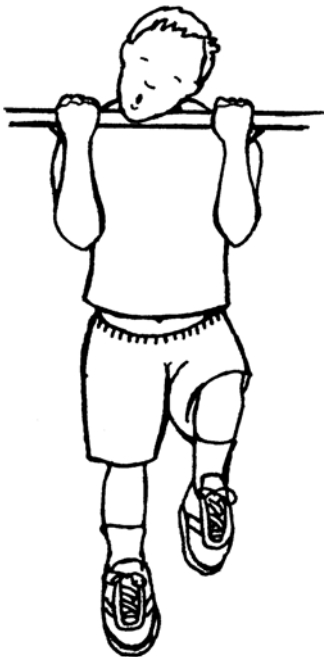
Physical Education locks are provided by the school without charge. At no time should students change locks with someone else, give out their combinations, or use a non-school lock. If a lock is lost the student needs to see the instructor for a replacement lock. Students are required to pay \$10.00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

UNIFORMS

Students in grades 6-8 are expected to wear the following in gym class: St. Peter P.E. uniform, white socks, and gym shoes. P.E. uniforms are to be worn for gym class each day and are not to be worn to any other class. If students do not have gym shoes, they are not allowed to participate in gym class. Students are not allowed to wear fashion gym shoes with platform heels. Students not appropriately attired for gym class lose points on their participation grade. Students receive a detention for every three days per quarter without proper uniform. Students must wear their own gym uniform.

In the late fall or early spring, students go outside on some rather chilly days. Please keep sweat clothes (solid color) in your locker at all times. Be sure to mark clothing with student's name.

For good hygiene, it is important that uniforms be clean. The last day of each week uniforms are to be taken home, washed and returned.



ST. PETER LUTHERAN SCHOOL

STATEMENT OF COOPERATION

1. We will strive to be faithful in Church attendance.
2. We pledge to uphold the school consistently in prayer and in our conversation.
3. We will strive to serve the school with our time and talents as God provides.
4. I understand that I authorize the School to investigate my child's academic record and to secure other pertinent information necessary to reach an admission decision. I also voluntarily waive the right of access to all information and materials of any kind received by St. Peter Lutheran School from any source in connection with the application process.
5. We understand financially:
 1. That all fees, including tuition, are non-refundable.
 2. Tuition shall be charged through the month the student is enrolled.
 3. Tuition and fees in arrears must be paid before diploma, records, or transcripts are issued.
 4. If tuition is paid in full and we leave before the school year starts or before the end of the school year, a portion of the tuition paid will not be refundable.
6. St. Peter reserves the right to dismiss any student administratively due to:
 1. Delinquent fees and/or tuition
 2. Lack of cooperation in educational process
 3. Prohibitive/on-going behavioral infractions
7. We agree that St. Peter is working as a partner with us in the training of our child(ren). We have reviewed and understand the discipline policy and goals for positive and constructive behavior and will comply with the rules and requirements listed therein.
8. We agree to follow the Matthew 18 principle in any areas of conflict.

"If your brother sins against you, go and show him his fault, just between the two of you."

Parent (Father) Signature

Date

Appendix - 1

THE SAINTS PLEDGE

Since God so loved us, we also ought to love one another. . .if we love one another, God lives in us and His love is made complete in us. 1 John 4:11-12

I will with God's help, therefore,

1. Say good things about my neighbor. . . .not bad
2. Be helpful to my neighbor. . . .not hurtful
3. Speak up for my neighbor. . . .not tease
4. Protect my neighbor. . . .not gossip
5. Include my neighbor. . . .not exclude

INTERNET USE AGREEMENT

St. Peter Lutheran School

Arlington Heights, IL

Introduction:

Technology is in use throughout the world, linking people and places and allowing more educational opportunities than ever before. At St. Peter, technology (specifically the internet) is to be used to further the goals of the school, which are to Nurture, Educate, Witness, and Serve. Unfortunately, not all of the material available on the internet is in keeping with this purpose. This policy is meant to address the usage of technology, particularly the use of the internet at St. Peter Lutheran School.

Terms and Conditions:

Use of the internet is a family decision. This form should be filled out for each child in Kindergarten through 8th grades, indicating whether or not each child should have access privileges. It is important that parents discuss the policy with their children and sign the form, understanding the ramifications of improper usage.

Proper use of technology would include, but not limited to:

- a. Research
- b. Reference
- c. Activities that would promote learning and education

Improper use of technology would include, but not limited to:

- a. Using the internet for anything illegal
- b. Downloading any type of software without permission
- c. Violating a copyright.
- d. Using the internet to sell anything, or for any personal gain
- e. Getting access to, using or modifying files or works that are not your own
- f. Posting anonymous messages
- g. Using the internet for advertising
- h. Creating, displaying, saving, or actively seeking pictures or messages that are offensive to Christians
- i. Trying to get around system security
- j. Using the internet without supervision of a teacher or other authorized adult

Consequences:

Students that abuse the privilege of using the internet will be held responsible for their actions. The principal, teacher, and System Administrator will have the final say on the consequences. Improper use of the internet may involve one or more of the following penalties:

1. Denial of internet use and loss of computer privileges
2. Payment for equipment repairs or staff time to correct the problem due to abuse.
3. Detention
4. Suspension
5. Appropriate legal action

Student Section:

I have read and I understand the Internet Use Policy at St. Peter Lutheran School. I promise to use technology responsibly and in keeping with St. Peter's educational goals. I understand that if I abuse my privilege, I will lose it and I may be subject to other disciplinary actions. I have discussed my appropriate use of the internet with my parents or guardians.

Student Name: (print) _____ Homeroom: _____

Student Signature: _____ Date: _____

Parent or Guardian Section:

I have read and understand the Internet Use Policy at St. Peter Lutheran School. I know that it is impossible for the school to guarantee that access to controversial or inappropriate will not happen, so I will not hold St. Peter Lutheran School or its employees responsible for any harm caused by technology use. I further understand that any abuse of the internet will result in one or more of the consequences listed in this policy. I have discussed the appropriate use of the internet with my child.

Yes! Please allow my child (named above) to use the internet.

No! Do not allow my child (named above) to use the internet.

Signature of Parent or Guardian: _____ Date: _____