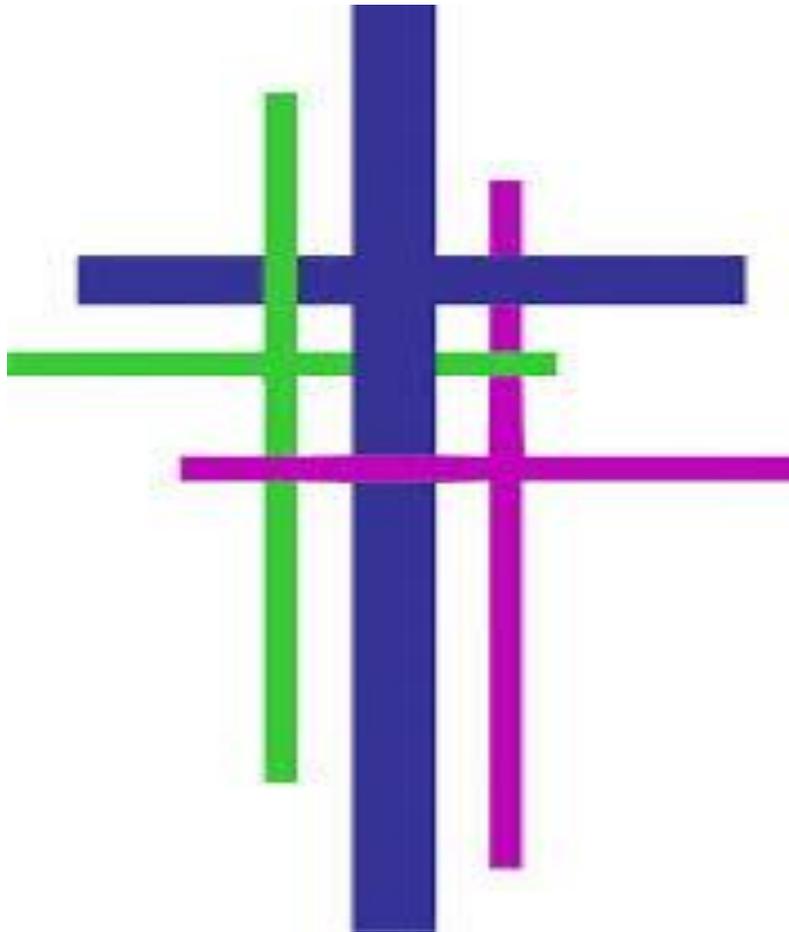


# Parent-Student Handbook 2016-17



St. Peter's Lutheran School &  
Little Saints Preschool

[www.stpeterstpeter.com](http://www.stpeterstpeter.com)

# FOUNDATION

## **MISSION STATEMENT**

The mission of St. Peter's Lutheran School and Little Saints Preschool and Daycare is to provide each student with a Christ-centered education offering a worldview that is founded in the Bible. It is our purpose that each student becomes equipped spiritually, academically, physically, and socially in a manner that would bring honor and glory to God.

## **OUR FOUNDATION OF BELIEFS**

- We believe that each individual is a sinner in need of God's love and forgiveness.
- We believe the message of Jesus love to be the most important truth taught in our school.
- We believe that God's Word, the Holy Bible, be recognized as our absolute authority and the measure by which any subject be taught.
- We believe that God is our Creator as stated in Genesis one.
- We believe that the home and school work together to "Train up a child in the way he should go; even when he is old, he will not depart from it." Proverbs 22:6
- We believe that the primary reason our school exists is to aid parents in the development of their children.

## **OBJECTIVES OF ST. PETER'S LUTHERAN SCHOOL**

Guided by our Mission and Foundation, St. Peter's Lutheran School and Little Saints Preschool and Daycare will strive to meet the following objectives:

- That each child come to know Jesus as his or her personal Savior
- That each child grow in faith and become equipped to defend it
- That each child develop respect and love for God
- That each child develop respect and love for one another
- That each child acquire knowledge, wisdom, and understanding as it relate to God's creation
- That each child develop talents and skills for the purpose of serving God and man

# ADMISSION

## ADMISSION POLICY

Since St. Peter's Lutheran School and Little Saints Preschool and Daycare is a mission arm of St. Peter's Lutheran Church, our doors are open to the families of the congregation as well as to families of the general community.

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

Children, whose fifth birthday occurs on or before September 1, may enter kindergarten in August of the same year. The same benchmark date of September 1 applies to transferring students from other schools enrolling at grade levels beyond kindergarten. Grade placement of transferring students is determined by consultation between the principal and the classroom teacher. Please see the addendum for Little Saints Preschool and Daycare for more information related to admission at the three and four-year old level. Requests or exceptions will be reviewed by the involved teachers and the Board of Christian Education.

## HEALTH REQUIREMENTS AND SERVICES

St. Peter's Lutheran School is served by the Fayette County Health Department/Nurse and the South Central District nurse. The school secretary serves as the first aid coordinator and oversees all medications and health records in the school office. All medications including over-the-counter drugs must be housed and dispensed in the school office. Directions for all medications must include dosage amount, time, and the child's name. Children with asthma may manage their inhaler as prescribed by the doctor.

Here is a list of immunizations and health requirements to be enrolled in the school as regulated by the Illinois Department of Public Health:

Health Requirement	Requirement by entry level
Complete immunization record including lead screening and TB test	Preschool
School Physical	Preschool, Kindergarten, 6 <sup>th</sup> grade
Dental Examination	Kindergarten, 2 <sup>nd</sup> grade, 6 <sup>th</sup> grade due by May 15, 2016
Vision Examination	Kindergarten due by October 15, 2015
Hepatitis B vaccination 3 doses	6 <sup>th</sup> grade or transferring student at higher level
Rubella 2 doses	Kindergarten or transferring students
Mumps 2 doses	Kindergarten or transferring students
Varicella 2 doses	Kindergarten or transferring students
Vision and Hearing screening conducted at school	All students
Sports Physical (cannot be used for school physical)	All participants in sports

## REGISTRATION PROCEDURE AND FEES

Parents pre-register their child(ren) each spring for the upcoming school term. A final registration takes place the last week of July or the first week in August. A book and technology fee is paid at the final registration.

Book Fee: \$140 per student (grades 1-8) \$90 per student (kindergarten)  
Technology Fee: \$35 per student (grades K-8)  
Little Saints Fee: \$10 per student non-refundable  
Little Saints Tuition: \$70 per student per month (3 year-old) \$90 per student per month (4 year-old)

## **TUITION**

All students in the school benefit from the financial support of St. Peter's Lutheran Church which contributes approximately \$5,000 per student. To help offset the cost of the education, parents are assessed an annual tuition per family. This tuition amount may be paid by monthly installments over the course of the school year with the first installment due at the time of registration. Subsequent payments are due on the 15<sup>th</sup> of the month (September-May). A \$5.00 fee is charged for late payments.

Tuition Schedule:

	Total for one child	Total for two children	Total for three children
Participating family	\$1400	\$1600	\$1600
Community family	\$2000	\$2900	\$3600

A participating family is defined as a congregational family attending 20 worship services at St. Peter Lutheran Church during a calendar year. A family that falls below this attendance standard would be charged the community family rate for the year.

Tuition assistance is available and forms may be obtained from the school office. Tuition grants are awarded each August by a committee who reviews the applications (no names are shared with the committee).

# HOME & SCHOOL

## **THE HOME AND SCHOOL TOGETHER**

It is vital and essential that home and the school work together for the spiritual and academic upbringing of the child. The foundation of training begins at the home. The pastor and the teachers serve as a support for you as parents.

To achieve this all-important task .....

1. Pray often for wisdom and guidance. The fear of the Lord is the beginning of wisdom. Proverbs 22:6
2. Read the Bible with your child and make it a regular part of your family life.
3. Set an example by going to church and Bible class.
4. Actively and verbally support the church, the school, and its workers.
5. Keep in close touch with the classroom teacher. Attend parent-teacher conferences and PTL events.
6. Show an interest in your child's homework and other school activities.
7. Set a Christian example. Children usually grow up being much like their parents.
8. Talk over problems with your teacher FIRST in order that any problems or miscommunications may be solved early. (Matthew 18)
9. Lean heavily on God as He promises always to direct your path (Proverbs 3:6)

## **HOMework TEACHES RESPONSIBILITY**

*(Homework Without Tears by Lee Canter)*

When your children were very young, you made most of their decisions for them. You structured their activities, planned their meals, and made sure they got to bed on time. Even when you began to guide them into making choices of their own, you still probably kept very close tabs on what those choices were. When your children first began school, their teacher offered much of the same guidance.

Until homework -- For many children, homework is the first time they have a responsibility all their own. It's up to them to do the work. And it's up to them to see that the work gets back to school. From the moment the teacher gives the assignment to the moment it is turned in again, the responsibility rests on your children's shoulders. It is important for you to realize that this is a responsibility that has tremendous impact on your children's lives. Why such an impact?

Through homework, children learn skills that they must develop if they are to grow to be independent, motivated and successful adults. They learn to follow directions, work on their own, begin and complete a task, manage their time, and work to their full potential.

They learn that it's up to them -- that they are accountable for their own actions. If you as a parent fail to reinforce the importance of homework, then you are denying them the chance to fully develop this sense of responsibility.

Keep these benefits in mind, especially when your children are given homework assignments which to you (and them) seem to be meaningless busywork. Don't dismiss this homework as unimportant. It's teaching your children something valuable! Life, after all, is filled with sometimes tiresome details that must be dealt with appropriately. Keep in mind that you and your children are laying a foundation that they will build upon for years to come.

Homework is the best means you have of maintaining a day-to-day connection with your child's education. Since homework is assigned on a regular basis, it can provide almost continuous contact between you, your child, and your child's teacher.

Why is this contact so important? Read on....

Which of the following do you think is the most crucial element in determining a child's success in school?

- a. Teacher competence and guidance
- b. The amount of money the government spends on the education
- c. Parents' motivation and support

The answer to the question is "c." Parents' motivation and support are the most important factors in determining whether a child will do well in school. Virtually every report on education issued over the last thirty years has come to the same conclusion. Children can suffer incompetent teachers without losing their eagerness for learning. They can survive rock-bottom school budgets, inadequate textbooks and antiquated facilities without giving up on education altogether. But without parental support, without encouragement, motivation, and discipline on the home front, children are almost certain to develop a negative attitude toward learning and school. The successful students all seem to have parents whose attitudes show they care about their children's schoolwork. You can demonstrate how you feel about education by taking a stand. You can let your children know that their education is a priority in your family. And homework is a part of that priority.

Nearly every day, most students are assigned some form of schoolwork to be done at home. Thus, on a daily basis, through the importance you place on homework, you can show your children your commitment to their success in school.

# INSTRUCTION

Little Saints Preschool and Daycare offers a flexible curriculum designed to meet the interests and needs of the preschool child in a safe, warm, and loving environment. Young children learn best through free-choice play experiences and direct encounters with their world through all five senses. This is accomplished through the use of:

1. Free play, dramatic play, and manipulatives
2. Reading and math readiness (colors, numbers, letters, and shapes)
3. Structured "circle time", Bible truths, songs, and finger plays
4. Books and whole language experiences
5. Learning centers based on weekly and monthly themes
6. Basic science and social studies
7. Music and movement, active and quiet games, arts and crafts
8. Snacks and field trips

Each child will individually grow spiritually, emotionally, socially, physically, intellectually, and creatively at his or her own pace. The three-year old class meets each Tuesday and Thursday morning. The four-year old class meets each Monday, Wednesday, and Friday morning.

For more complete information on Little Saints Preschool and Daycare, refer to the Little Saints Addendum of this Handbook

## **KINDERGARTEN**

The kindergarten class at St. Peter's Lutheran School offers students their first step into the elementary school of learning. The kindergarten class meets daily from 8:20 a.m. to 3:20 p.m. and participates in the full functions and activities of the school. The following points help summarize the kindergarten experience:

- Builds on the curriculum of Little Saints Preschool as summarized above.
- A place where truths of God's love are taught each day.
- A place that lays the foundation for a God-pleasing citizenship.
- A place where the foundation for reading and writing begins.
- A place where manipulatives are used in developing fine motor skills.
- A place where cooperation and teamwork concepts are fostered.
- An adventure in experiencing God's creation with field trips.

## **WHAT THE CHILDREN WILL LEARN**

To achieve the mission and purpose of our school, we begin with the Good News of Jesus our Savior. This truth sets the tone for our school and serves as our motivation to learn and move forward in life. All academic subjects are taught from a Biblical worldview. Religious instruction includes the Ten Commandments, the Apostles Creed, the Lord's Prayer, the sacraments of baptism and holy communion, and confession. The truths of God's Word are taught each day. Memorization of Bible passages and the six chief parts are fixed into the religion curriculum at all levels.

In addition to religious instruction, the academic subjects include:

1. Reading / Literature
2. English
3. Spelling / Vocabulary
4. Handwriting
5. Mathematics / Algebra
6. Social Studies / History
7. Science / Health
8. Physical Education
9. Art
10. Keyboarding

Technology is integrated in all subject areas. Students in the upper grades (5-8) are provided a laptop computer or Chromebook for use in classroom instruction. A Hand chimes class (music) is offered as an elective to students in the upper grades. A recorder class is taught to the fourth grade.

### **DAILY SCHEDULE**

7:20-----	Teacher and Staff Devotions
7:45-8:10-----	Classrooms Open; Breakfast served
8:15-----	Five Minute Bell
8:20-----	Official Start time of the school day / All School prayer
8:20-----	Attendance, Pledges, Classroom devotions
8:30-----	Religious Instruction
9:10-11:20-----	Classroom instruction
11:20-12:10-----	Lunch/Recess Period
12:15-3:15-----	Classroom instruction
3:15-----	Five Minute Bell
3:20-----	Official End time of the school day / All School prayer
4:00-----	Classrooms close

**Students who arrive by bus prior to 7:45 a.m. must report to the hallway adjacent to their assigned classroom. Other students arriving earlier than 7:45 are to report to Little Saints Day Care and be assessed a fee of \$5 per day.**

Parents should not call the teachers at their homes before school. Please email the teacher or call the school office to voice your message. Teachers remain at the school until 4:00 p.m. or after each day. The classroom is locked by the teacher when he or she departs for the day. No one is allowed to enter a classroom after that time without teacher's consent.

Children who remain at school after regular school hours for purposes other than sports practices or school related activities are to report to the Little Saints Day Care. A \$5 fee will be assessed up to 4:00 p.m. After 4:00 p.m., the fee will be \$10.00. The Day Care facility closes at 6:00 p.m.

### **CHAPEL**

A chapel service is held each Wednesday morning at 8:30 a.m. All students including the Little Saints 4-year old class attend these services. Parents and friends are invited to attend. An offering is collected at each service to support local and national mission projects.

### **CONFIRMATION**

Confirmation instruction takes place three days per week for students in the 5<sup>th</sup> through 8<sup>th</sup> grades. This class is taught by the pastor. Students in the 8<sup>th</sup> grade who meet the qualifications set forth by the pastor and vow to the teachings of the Lutheran faith will be confirmed on Palm Sunday and become a communicant member of St. Peter's Lutheran Church.

## **SCHOOL CHOIR HAND CHIMES RECORDERS**

All students participate in the school choir. The number of choirs and grade levels may vary from year to year. Rehearsals are held during regular school hours. The choir will sing at the Lutheran churches at St. Peter's; St. Paul's; and Immanuel, Augsburg. A hand chime choir comprised of students in the fifth through eighth grades and a Recorder choir comprised of fourth grade students will also share their talents several times during the school year. The hand chime choir is an elective activity.

## **PHYSICAL EDUCATION CLASS**

Physical education classes are taught several days per week for students at all grades. Students are expected to have proper shoes for the gym floor and running shoes for the outdoors. Basic conditioning, calisthenics, creative movement, lead-up game to organized sports, and recreational activities such as bowling, roller skating, and dance are components of the overall p.e. program. Excuses to miss physical education class will only be accepted in WRITTEN form by one of the child's parents. Any prolonged absence from p.e. class must be in the form of a written note from the family physician or other doctor.

# ACADEMIC

Report cards are distributed to parents at the end of each quarter. The first quarter report card will be handed out to the parents at the parent-teacher conference. The second and third report cards will be sent home to the parents by way of the students. The fourth quarter report card will be placed in the mailboxes at the church for member families and mailed through the post office for non-member families. The first, second, and third quarter report card envelopes are to be returned to the classroom teacher with a parent or guardian signature. A copy of the quarterly report card grades becomes a permanent fixture in the student's cumulative file.

Mid-quarter reports will be sent home with the students in grades K-8 near the halfway date of each quarter. These grades are indicators of what the report card grade would be if the quarter had come to an end. They are intended to alert or encourage the students to improve or maintain their grade averages. Parents and/or students are welcome to visit with the teacher at any time of the quarter to further the highest achievement possible.

### **Grading Scale**

The following grading scale will be used by teachers in determining letter grades for classroom work as well as mid-quarter and report card averages.

A +	100	C +	83-82
A	99-95	C	81-77
A -	94-93	C -	76-75
B +	92-91	D +	74-73
B	90-86	D	72-68
B -	85-84	D -	67-66
		F	65 →

## Honor Roll

Students in grades 5-8 will be recognized each quarter for achieving an honor roll grade point average. This list will be published in the local newspaper as well as the Friday Note and the Messenger. See the table below on the three levels of honor roll. Students in grades 1-8 who maintain an average of four A's and 4 B's or better for all four quarters (High Honors) will qualify for the High Honor Award as presented at the end of the school year. The eight honor roll subjects include religion, memory, reading / literature, English, spelling / vocabulary, math, social studies / history, and science. A letter grade of an A, B, C, D, or F will be assigned to these subjects. The subjects of p.e., handwriting, keyboarding / computers, music, and art will be assigned an E (Excellent), S (Satisfactory), U (Unsatisfactory) or N (Needs Improvement). Students who have incomplete work that is still ungraded could receive an I (Incomplete). An I grade is temporary and will change to an A, B, C, D, or F grade after one week of the report card being distributed.

Highest Honors	Report card must show all A grades and no unsatisfactory (U) or needs improvement grades (N)
High Honors	Report card must show a minimum of four A grades, four B grades, and no C's, and no unsatisfactory (U) or needs improvement grades (N)
Honors	Report card must show a B average or better, a maximum of one C, no D's, and no unsatisfactory (U) or needs improvement grades (N)

In computing an honor roll grade point average, an A grade includes A-, A, or A+. The B grade would include a B-, B, or B+.

## Athletic Eligibility

Students participating in athletics must maintain satisfactory grades to remain eligible. If a student's average in any subject falls below a C- , the student will be placed on a probation list for one week, Thursday to Thursday. The student would be eligible to participate in athletics for that one week. However, if the student's grade point average shows a grade below a C- for a second consecutive week, the student will be placed on the ineligible list for all athletic activities for a minimum of one week, Thursday to Thursday. The student can regain eligibility status at the end of the week (Friday) if the grade has improved to a C- or above. Four weeks of athletic ineligibility would deny the student of any awards that the sport would offer at the Honors Program held at the end of the school year. Students penalized with a detention or suspension in school will receive a reduction in playing time in the first scheduled athletic event following the incident. (see Athletic Handbook)

## Academic Awards

An Honors Program is held during the month of May as the school year comes to a close. Here is a list of awards that will be presented:

- Honor Roll (Grades 5-8)
- Accelerated Reading Awards
- Bible Bowl
- Math Bowl
- Geography Bee
- Spelling Bee
- Chess
- Handchimes and Recorders
- Valedictorian Award
- Salutatorian Award

Additional awards will be presented on the last day of school following our closing chapel service:

- Honor Roll (Grades 1-4)
- Perfect Attendance (School, Church, Sunday School)
- Homework Club All Year
- Perfect Spelling All Year
- Art Blue Ribbon winners at the Fayette County Art Museum
- Reading Awards (Book It, Raging Rivers, Six Flags, etc.)
- St. Peter's P.E. Fitness Challenge
- Principals Award (based on academic performance, Christian conduct, and church and Sunday School attendance)

# ATTENDANCE

## SCHOOL ATTENDANCE

If a child is to receive the maximum benefit from the instruction that is presented, it is important that he or she be regular and punctual in school attendance. Absences beyond 25 for the school year would require a board hearing before promotion to the next grade level would take place. **All absences are to be phoned to the school office by 9:00 a.m. A written note is required upon reentry to school.** If the child was ill, please indicate the type of illness. If a child is absent with a communicable disease (measles, mumps, chicken pox, etc.) check with a doctor before returning to school. A student's grades will be negatively impacted if there is no communication received from the parents.

PLEASE NOTE THE FOLLOWING:

- 8:20 is the Tardy bell; Students are to be seated and prepared for the day
- Unexcused tardy includes after 8:20 bell to 9:00
- An excused tardy would include a medical appointment up to 9:00; This tardy will not be marked as a tardy on the report card
- 9:01 to 10:00 will be ¼ day absent including those who were excused for a medical appointment
- 10:01 to 12:10 will be termed ½ day absent
- 12:11 (or any time after classes have resumed following noon recess) to 2:00 will be ¾ day absent
- 2:01 to 3:20 will be one day absent
- Students departing at 3:00 or after for a medical appointment or school function will be recorded as present for the full day
- Students who depart for athletics will be excused and marked present for a full day
- Siblings of student athletes being dismissed for a tournament or competition event will not be considered absent provided they attend the sport event. The sport event would be ruled a school function.
- Students who do not attend a field trip or school function during school hours are considered absent for that day and responsible for completing replacement homework as determined by the teacher.
- The office manager will keep a master record of attendances and tardies, both excused and unexcused.
- The teachers will indicate to the office manager any student that is absent or tardy on the attendance slip
- Those students coming later in the morning will be recorded tardy or ¼ or ½ day absent
- Perfect Attendance for the quarter or the calendar year includes only those who had no absences or tardies

## ILLNESS GUIDELINES

The following guidelines are to be checked to determine if a child should come to school:

- ✓ A child with a temperature over 99.6 degrees should stay at home
- ✓ After any contagious disease, the child must have been on antibiotics for 24 hours.
- ✓ If a child has vomited, or awoken with severe ear pain or fever during the night, it is best to stay at home.
- ✓ A child with severe diarrhea with or without temperature needs to stay home.

## **CHURCH AND SUNDAY SCHOOL ATTENDANCE**

St. Peter's Lutheran School offers daily religious instruction and Wednesday chapel service. However, these scheduled events do not replace the opportunity for family worship each Sunday morning or Saturday night. Church and Sunday School attendance are essential for the growth of our faith. Church and Sunday School attendance also offers the Word and Sacraments through which one grows spiritually. Member families of St. Peter's Lutheran Church are required to attend 20 worship services at St. Peter's per calendar year in order to receive the Participating Member rate as listed on the tuition section. It is the responsibility of parents to assure their children are instructed in the Word of God and are present in Church and Sunday School. Here is where the blessings necessary for spiritual growth are received.

## **STUDENT RECORDS**

Official records are kept for each student and maintained in the office. These records include report cards, achievement test scores, health information, and any additional information related to the academic history of the student. Parents are welcome to view the records upon request and appointment. The records are released to another educational institution when an official release has been received.

# SCHOOL LIFE

## **BOOKS AND SUPPLIES**

All academic textbooks and workbooks are supplied to the students by the school. Handwriting paper, art supplies and art paper are also provided. Any damaged or lost textbook or workbook becomes the financial responsibility of the student or parent.

Below is a list of school supplies arranged by grade level. This list is available at registration and at the local Wal-Mart stores during the months of July and August.

<b>LITTLE SAINTS:</b>	1 book bag	1 school box / pencil box
	Jumbo crayons (8)	2 beginner pencils
	1 box of 10 washable markers	1 binder (1 ½ or 2 inch) if one not already here
	Pair of scissors	2 glue sticks
	1 bottle of Elmer's glue	1 box of quart-size Ziploc bags
	1 box of gallon-size Ziploc bags	1 container of wet wipes
	1 package of large paper plates	1 paint shirt (mom's or dad's old shirt works great)
	Extra change of clothes (please label)	Daycare kids – need to bring a small pillow and blanket
	1 kindergarten mat (if staying for daycare)	
<b>KINDERGARTEN:</b>	Crayons – 8 or 16 count (3 boxes)	Book Bag
	24 Elmers Glue Sticks	2 containers of wet wipes
	2 boxes of sandwich size zip lock bags	2 wide rule spiral bound notebook (100 pages)
	2 boxes of gallon size zip lock bags	An extra change of clothes (please label)
	3 boxes of facial tissues	Gym shoes for use in the gym
	Paint smock (Mom or Dad's old shirt)	Mat for naptime, small pillow, and blanket

**BOOKS AND SUPPLIES** continued

GRADES 1 & 2:	Four 2-pocket folders 12 Elmers Glue sticks One pink eraser 3 boxes of facial tissues <b><u>No color pens, markers, or clicky pencils</u></b>	Fiskers for Kids scissors 3 boxes crayons, no larger than 24 count Paint Smock (Mom or Dad's old shirt) Gym shoes for use in the gym
GRADES 3 & 4:	Crayons School Box Colored pencils One pink eraser White Elmers glue One 3-ring binder (1/2 or 1 inch) One wire-bound notebook (wide-ruled) <b><u>No anti-bacterial wipes</u></b> <b><u>No color pens, markers, or clicky pencils</u></b>	Fiskers for Kids scissors 3 boxes of facial tissues Paint Smock (Mom or Dad's old shirt) Two 2-pocket folders 2 Elmers Glue Sticks Loose leaf paper, wide ruled, and holder Gym shoes for use in the gym <b><u>No dry erase makers</u></b>
GRADES 5 & 6:	One set of markers One 3-ring binder (1/2 inch) 2 White Elmers glue One red pen Fiskers for Kids scissors Clipboard Three 4-packs of dry erase markers Multi-color Hi-Lighters Pencil box or bag Pencils and erasers Gym shoes for use in the gym 3 boxes of facial tissues	Colored pencils One package of loose leaf paper, wide ruled 3 wire bound notebooks wide ruled One black or blue pen Ruler (metric/inch) Ear buds for laptop computer An old kitchen towel 1 pocket folder 6 Elmers glue sticks Sticky notes An old shirt for painting
GRADES 7 & 8:	Colored pencils White Elmers glue One pink eraser Clear plastic ruler (metric/inches) Ear buds for Laptop computer Two 3-ring clear view binder ( <b><u>1/2 inch</u></b> ) Scissors 1 box of quart-sized zip lock bags An old shirt for painting One box of facial tissues Two Hi-Lighters <b><u>Notebook paper will be provided</u></b>	One set of markers Plenty of pencils (mechanical OK) A variety of pens 4GB Zip Drive One 3-ring clear view binder ( <b><u>1 inch</u></b> ) Four 2-pocket folders 1box of gallon zip lock bags Gym shoes for use in the gym Sticky notes One set of dry erase markers Backpack

## **SCHOLASTIC COMPETITIONS**

Our school participates in several scholastic competitions as listed below

- Bible Bowl held in November at Springfield for grades 5-8
- Geography Bee held at our school with opportunity for advancement to state competition for grades 4-8
- Spelling Bee held in January at Springfield for grades 3-8
- Math Bowl held in March at Springfield for grades 5-8

## **ATHLETICS**

Our athletic program includes the sports of basketball, baseball, softball, and volleyball. Volleyball is open to students in grades 3-8, basketball grades 3-8, softball 5-8, and baseball 6-8. St. Peter's Lutheran School holds membership in the Southern Illinois Junior High Association (SIJHSAA) as well as the Lutheran Sports Association of Illinois (LSA). Currently, we co-op with Altamont Lutheran Interparish School for baseball and softball. **Please see the St. Peter's Lutheran School Athletic Handbook for greater detail on our athletic program.**

## **BREAKFAST AND LUNCH**

Our school provides a breakfast and hot lunch program daily for students and staff. Meals for students are priced at \$1.75 for breakfast and \$2.50 for lunch. You are kindly asked to purchase at least a 10 day lunch to help reduce paperwork. The meals are purchased through the school office. We would ask that parents enclose the child's money in an envelope and write the name or names of the child(ren) on the outside and the amounts you are purchasing. Extra milk or juice tickets are also available, and may be purchased from the office. The cost of a 20-day ticket is \$6.00. An extra milk may be taken with the noon meal. A milk or juice drink may be taken at break times.

Students who bring a lunch from home are encouraged to bring a lunch that would compare to the nutritional standards as provided by our hot lunch program. Soda and other foods high in sugar or fats are discouraged as lunch items.

Our school participates in the National School Lunch/Breakfast Program. Thus, our parents are able to apply for and receive free or reduced priced meals for their child(ren) if eligible. Application forms are sent home at registration. Additional forms are always available in the school office.

**Due to state regulations, meals must be purchased in advance. Students will be notified several days before their lunch/breakfast ticket expires.**

Children with any type of food allergies must submit a formed signed by their doctor detailing what foods are to be avoided and what replacement foods can be used. **This must be done at the beginning of each school year.**

## **SCHOOL INSURANCE**

Medical insurance is available for all students. The cost for School-Time Coverage each school year varies but is generally very nominal. This plan covers the students during regular school hours, traveling directly to or from their residence and school, in a vehicle supplied by the school, as well as during school sponsored activities. Around-the-Clock Coverage is also available at a modest price. This plan covers the students 24 hours a day, 365 days a year. Students participating in sports or cheerleading are required to purchase the insurance, unless they can provide proof of insurance from another carrier. Around-the-Clock coverage is recommended for those who have no insurance coverage.

## **SCHOOL LIBRARY**

Our school has a central library. Books or media can be checked out for student use. Adult volunteers manage the library. Upper grade students may also serve as assistants as needed.

## **SCHOOL PICTURES**

Student pictures are taken each year during the fall and the spring. Also group pictures such as sports teams and scholastic winners are taken during the winter. Individual and group shots are optional for purchase. These pictures are also used for the school yearbook.

## **BOXTOPS 4 EDUCATION**

St. Peter's Lutheran School is enrolled in the Big "G" Box Tops for Education Program. Box Tops are saved from specially marked packages and then sent to the General Mills Corporation for redemption several times during the school year. The school receives ten cents for each box top redeemed. Box tops may be submitted to your child's classroom or to the school office. A competition among the classrooms takes place during the school year with the highest number of boxtops winning a classroom treat determined by the teachers

## **COKE REWARDS**

Getting started is easy. Look under caps and inside specially-marked packages of **Coca-Cola** beverages and select packages of **Sprite, Fanta, Vault, Dasani, POWERADE, Minute Maid, Nestea, Pibb, Fresca, and Barq's**. Then its time to redeem your points for rewards at MyCokeRewards.com. You can also get program codes from more packages... including select brands of our larger 24-packs and 32-packs. Register, start collecting today, and we'll show you great rewards in your favorite categories. Sign up for email and SMS alerts to find out when great new rewards become available. If you do not wish to open an account, send in your caps and codes from 12 packs and cases and the school will do it for you! You can only enter up to 10 codes per day. All redemptions will be used for St. Peter's Lutheran School.

## **MAGAZINE SALES**

Students in grades 5-8 may participate in a magazine selling campaign each spring. This is done as a service to the community and also to raise money for the school. The children's sales of magazines/tapes/CD's allows the school to receive a generous profit of the total sale. The money that is earned for the school is placed in the Children's Fund account and is used for various needs such as playground, recess, and P.E. equipment.

## **TELEPHONE**

The school telephone number 618-349-8888. The office manager will attend to all phone calls starting at 7:45 a.m. The office manager will also forward any messages to the students or teachers from the start to the end of the day. Students are not permitted to make outgoing calls during the normal school day unless permission granted by the teacher. Forgotten homework or books, gym shoes, and sports clothing items are not considered emergency items.

## **WEATHER RELATED CLOSURES**

St. Peter's Lutheran School will follow the South Central School District's decision to close school for weather-related reasons. Our school name will be mentioned alongside South Central's on the WJBD radio station and website (Salem). Also, you will be informed by email and our closure will be posted on Facebook. Classes will resume when South Central classes resume.

## **BUS INFORMATION**

Students riding the South Central District public school buses are to abide by the bus rules set forth by the district. If anyone has questions concerning bus routes or need other information, please contact your bus driver or the Superintendent's office at South Central Community Unit District 401. The unit office phone number is 618-547-3414. The bus garage phone number is 618-547-3232.

Bus arrivals and departures vary based on the routes set up by the South Central District. No student will be recorded tardy based on the bus arrival time each morning. A student must provide a note from home if the student will not be using the bus for his or her transportation home.

## **AFTER SCHOOL PICKUP**

To ensure the safety of our students and staff, school doors with the exception of the front door will be locked after 8:30 A.M. and will remain locked for the remainder of the school day.

After school parking procedures:

- 1) Buses have priority.
- 2) Please enter on the west entrance of the parking lot.
- 3) Please stay to the left hand side of the parking lot. (Nearest the grass on the west, north and east sides of the lot.)
- 4) Please exit the east entrance of the parking lot.
- 5) If you need to return to the lot, please exit the east entrance and re-enter through the west entrance.
- 6) Please park in the designated areas. Along the grass on the west side of the church and along the grass on the east side of the church.
- 7) Please park in the designated areas if you need to enter the school building or church.
- 8) Students, please wait until your rides have come to a complete stop before walking to the cars.

## **EMERGENCY DRILLS**

In compliance with state law, St. Peter's Lutheran School conducts drills involving fire, severe weather, earthquake, and an armed intruder.

## **VISITORS/VOLUNTEERS**

**All visitors** entering the school building during the time of 8:20 a.m. to 3:20 p.m. are kindly asked to report to the school office when entering the building. Please sign the volunteer clipboard in the school office.

## **FIELD TRIPS**

Field trips are a special part of the school life at St. Peter's Lutheran School. They carry an educational purpose and often are a follow-up to a lesson being taught in the classroom. Some trips may also be recreational in nature. Students who do not attend a field trip or school function during school hours are considered absent for that day and responsible for completing replacement homework as determined by the teacher. Bus transportation will be used for most field trips. On smaller trips, parent drivers may be used. All parents utilized as a field trip driver must carry a valid drivers' license with current vehicle registration and carry insurance that would cover all passengers. Children eight years and younger or eighty pounds or under must ride in child safety seats. All students regardless of age must wear seat belts. Parent chaperones are not allowed to consume alcohol during any part of the school sponsored field trip. All students attending the field trip must have permission with a proper signature from the legal parent or guardian using the standard form associated with the field trip. A student not attending the field trip will be expected to attend school, and arrangements would be made by the classroom teacher(s). A student not attending the trip or school would be counted as absent.

# POLICIES

## **FILING A GRIEVANCE**

In the event a parent or guardian feels aggrieved on account of any policy or action of a teacher, the principal, or the board of Christian education, the parent or guardian are to follow this procedure:

1. If the grievance is with a teacher, contact the teacher immediately and discuss the problem with the teacher. The teacher is expected to solve the problem. The same procedure is followed if the grievance is with the principal.
2. If the grievance with the teacher remains unresolved, then the parent or guardian, the teacher, and the principal will meet to discuss the problem. The principal will be responsible for solving the problem.
3. If the grievance continues to be unresolved, the above-mentioned parties along with the pastor will meet to discuss the problem. The pastor would be responsible for solving the problem.
4. If the grievance is still not settled, the parent or guardian may file a written statement with the board of Christian education. The board will discuss the grievance in the presence of the parent or guardian and all the parties involved in the dispute.
5. The board will communicate its decision in writing to all the parties involved. This is the final step in the procedure.

In following this policy:

1. A parent will never appear before the board of Christian education without the offending person also being present and given an opportunity to defend himself or herself.
2. The biblical principle found in Matthew 5:23-24 is to be followed: "therefore, if you ...remember that your brother has something against you, ...go and be reconciled to your brother."
3. No reprisals are to be taken against any party involved in resolving the grievance.
4. All parties will treat the grievance as confidential information.
5. The procedure outlined above is the only course used in filing a grievance.
6. All grievances will be processed as rapidly as possible.

## **DISCIPLINE**

It is the intent of St. Peter's Lutheran School to maintain Christian discipline at all times. Teachers will make every effort to treat all children fairly. It must be understood by students and parents alike that St. Peter's Lutheran students show respect and obedience to all teachers and staff at all times and in all places. It should be further understood that teachers will exercise the right to discipline the students according to school policy and procedures as listed here.

At St. Peter's Lutheran Church and School we define discipline to be the teaching of self-control, the development of Christian attitudes, and the managing of oneself in an honorable and respectful manner. Therefore, teachers will strive to deal with children in accordance with how God would treat us. God's Word states that we are sinners and that we are accountable for our sins. But ultimately God offers us the forgiveness of sins. The children in our school will be taught that to live a happy and successful life, it is necessary to love one another, serve one another, have respect for one another's rights and privileges, and to be forgiven. All discipline starts with a love for God.

At school, the teacher is the chief disciplinarian. Teachers have the charge to correct any student's inappropriate behavior whenever it is observed. Additional staff members such as office managers, food service managers, facility managers, and coaches also have the charge to correct a student in the absence of a teacher. In this case, the student responsible for the misdeed will be reported to the classroom teacher or principal.

When a student attends an off-campus school-sponsored activity such as an athletic event or field trip, the student is to conduct him/herself as if it was a normal school day. The student would be subject to school expectations for behavior and responsible for subsequent disciplinary action in the same way as if the student was at school.

If students have questions related to discipline, they are encouraged to discuss their concern with the teacher at a convenient time for both. Parents who have concerns related to a disciplinary course of action are also encouraged to visit with the teacher first. Please schedule these visits during after school hours. If no satisfactory understanding is reached, then the matter can be brought to the principal's attention. By following this procedure, we show love for our neighbor and protect his or her reputation as this is based on Matthew 18 and the eighth commandment.

EXPECTATIONS of students attending St. Peter's Lutheran School [Ten commandments in brackets]

- Show love for God and neighbor [1 – 10]
- Follow directions given by those placed in authority [4]
- Keep hands, feet, and objects to oneself [5]
- Use appropriate language for a Christian [2, 6, 8]
- Use materials and equipment appropriately [7, 9]
- Use good manners, show kindness, and be polite [2, 4, 8]

#### ENCOURAGEMENT

In the spirit of Christian love and discipline, teachers will strive to provide encouragement and positive reinforcement for students. Each teacher will determine and implement encouragers that are most effective for the group of students entrusted to his or her care.

ENFORCEMENT of daily offenses      Examples: excess talking, running in the hall, not following directions

1. Written warning (no penalty served)
2. 1 check = loss of recess
3. 2 checks = 30 minute detention      note: A second detention in one quarter would be 60 minutes

#### Detentions

Minor offenses and checks are cumulative with a teacher throughout the day. Behaviors are documented in a written log as managed by the teacher. Students begin each new day with a "clean slate."

When a student receives a detention, a detention notice (yellow form), explaining the offense and the date when the detention would be served. The note must be returned with a parent signature the following day. A detention also means a reduction in playing time during the next scheduled athletic event.

After-school detentions will be served on Tuesdays or Thursdays from 3:30 to 4:00 (or 4:30 if serving a second one during same quarter). The student serving the detention must be picked up at the end of the detention time unless he or she is going to an athletic practice or is enrolled in the day care for later pickup. A third detention in one quarter would result in an in-school suspension for one day.

While serving a detention each student will follow these rules:

- Report to detention classroom on time
- Remain in an assigned seat in an upright position
- No laying head on desk
- No talking
- No reading or doing homework
- No snacks or toys
- Complete the Behavior Review sheet

ENFORCEMENT of major offenses which results in an **Automatic Detention** Examples:

- Outright disobedience as judged by the teacher
- Blatant dishonesty as judged by the teacher
- Disrespect to an adult staff member such as backtalk
- Bullying (see policy on bullying)
- Fighting or using physical force such as pushing, hitting, or throwing objects with intent to hurt someone
- Use of profane, or inappropriate language, gestures, or symbols
- Exhibiting obscene or indecent behavior
- Leaving the classroom, building, or a school activity without teacher consent
- Any activity that repeatedly disrupts a teacher or a classroom of students
- Damaging or misusing school or church property
- Stealing
- Violation of cell phone policy (see policy on cell phones and electronic devices)

## Suspensions

Certain disciplinary infractions may result in a **day-long in-school suspension**. When a student serves an in-school suspension, the student will be required to write a personal behavior improvement plan. Following the suspension a conference will be held involving the student, teacher(s), parent(s) or guardian(s), and the principal. At this conference the concerns will be addressed, and the student will present his/her improvement plan. The student and the parent/guardian will sign the behavior improvement plan, and the Board of Christian Education will be informed of the proceedings.

The following rules apply during a **day-long in-school** suspension:

- The student is restricted to a location designated by the principal
- Participation in extracurricular activities is revoked for one week.
- The student is expected to complete all class assignments that are missed.

Infractions or behaviors that may lead to a **day-long in-school** suspension are listed below. A final determination is by principal discretion.

- A third detention served in one quarter
- Vandalism of property
- Leaving the school campus without school consent
- Threats to or intimidation of teachers or staff
- Physical confrontation with teachers or staff
- Possession or use of fireworks or hazardous materials
- Possession, use, or sale of a controlled substance (including look-alikes)
- Possession or use of a weapon (including any object such as a knife, gun, explosives, or look-alike object that could be used to cause bodily harm)

An **out-of-school suspension** may result if negative behaviors listed above occur a second time. An **out-of-school suspension** requires a hearing before the Board of Christian Education.

### Appeal Process

The student's parent(s) or guardian(s) may appeal to the Board of Christian Education for a review of disciplinary action resulting in an in-school or out-of-school suspension. The appeal should be submitted in writing and be received within five school days of the infraction.

## **DRESS CODE**

All children enrolled in St. Peter's Lutheran School must dress in a God-pleasing manner and reflect the Christian image of the school. Always be alert to clothing with offensive messages as this dress would not be God-pleasing. Modesty, moderation, cleanliness, neatness, and Christian discretion are excellent guidelines for making choices regarding school dress and appearance. The dress code defined below applies to all hours of the school day as well as during school or PTL sponsored activities. If the teacher or principal determine that particular dress or grooming is inappropriate, the parents will be notified to correct the situation.

**Hair:** The child's hair is to be kept clean, neatly trimmed and worn as not to impair the child's vision.

**Shoes:** Students are not to wear shoes that are hazardous, disruptive, or destructive such as flip flops, crocs, sandals, high heels, and/or shoes with black soles, cleats, or wheelies. Gym shoes are required at all times for recess and PE activities.

**Shorts:** Shorts may be worn on or after April 1 and up to October 31. Shorts, skirts, and dresses must measure a fingertip length when arms and hands are held straight down at your side. Shorts, leotards or nylons are to be worn under dresses or skirts. Full length pants are to be worn after October 31 and until April 1. Capri pants are classified as pants and may be worn any time during the school year. Shorts that contain wording across the backs or that have holes are not to be worn. Biker or spandex shorts are not to be worn unless used as an undergarment.

**Tops:** Tops should have sleeves and cover the midriff. No t-shirts with "suggestive slogans" (as in alcohol or tobacco, violence or subjects incompatible to Christian values). No undergarments or cleavage should be visible.

**Pants/Jeans:** No cut off or frayed bottom jeans or pants. Faded or washed out jeans are permissible as long as they follow the guidelines in the first paragraph. Pants or jeans are not to drag the floor, have holes, and must fit appropriately as not to display any undergarments. Neither are they to contain wording across the back. No skids, on or in jeans, pants, shorts, or trousers are allowed. Note: A skid--the white worn threads of a woven material.

**Jewelry:** Only earrings with posts are permitted. No dangling earrings or pierced body jewelry are permitted.

## **POLICY ON BULLYING**

Bullying encompasses a variety of negative acts carried out repeatedly over time. It involves a powerful child or group attacking a less powerful child. Bullying can take three forms:

1. Physical: hitting kicking, spitting, pushing, taking personal belongings
2. Verbal: taunting, malicious teasing, name calling, making threats
3. Psychological: spreading of rumors, encouraging social exclusion, intimidation

St. Peter Lutheran School implements disciplinary measures in managing the behavior of bullying. Students are immediately warned. If the bullying is judged by the teacher and the principal to be detrimental to the victim's well-being, then a detention is issued. A second detention or an in-school suspension would be the next consequence. If further bullying behavior continues beyond the consequence of an in-school suspension or out-of-school suspension, then expulsion from school would take place. In each disciplinary action taken, the parents are notified of the behavior.

## **POLICY ON HARRASSMENT**

St. Peter's Lutheran Church and School will not tolerate any harassment of any employee or student relating to that individual's race, color, sex, religion, national origin, age or handicap. The term harassment includes, but is not necessarily limited to slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, national origin, age, or handicap. Harassment also includes unwelcome sexual advances and similar behavior as a condition of employment or for the purpose or effect of interfering with one's academic or work performance or the creation of an intimidating, hostile, or offensive work or learning environment.

Those guilty of harassment or retaliation against an individual making such charges will meet with appropriate sanctions which may include termination of employment or suspension/expulsion of a student. Those employees or students who believe that they have been the victim of any type of harassment should talk with the school principal, a teacher, a school board member, or a pastor.

## **POLICY ON CELL PHONES AND ELECTRONIC DEVICES**

Students may possess cell phones and other telecommunication devices during regular school hours or during school-sponsored activities with the understanding that the device ---

1. Be in off mode as the student begins the school day
  2. Be stored in the student's locker during school hours
  3. Remain in off mode and contained in the back pack while student is in the dismissal line
- On the first infraction, the phone will be confiscated and the student will be warned. The phone will be returned at the end of the day
  - On the second infraction, the phone will be confiscated and released to the parent only. The student would serve a 30-minute after-school detention.
  - On the third infraction, the student would serve a one hour detention

The administration of St. Peter's Lutheran School has the right to examine the contents of any confiscated telecommunication device. In cases of emergency or a determined need, a teacher or administrator may approve the students' use of a cell phone or other mobile device during regular school hours or during a school-sponsored activity.

## **POLICY ON TECHNOLOGY**

### Grades 5-8

Technology resources are provided to help you learn. The use of technology resources at St. Peter's Lutheran School is a privilege and must be treated as a privilege by all students. Technology resources include but are not limited to: computers, printers, video equipment, cameras, information storage devices, copy machines, Kindles, IPADS, software, and the Internet. All technology resources are to be used for education purposes. It is important that students using technology at St. Peter's Lutheran School understand and abide by the following guidelines.

Rules for students when using technology:

1. Use in a God-pleasing way.
2. Use when supervised by a teacher.
3. Do not disrupt or change other people's work on the computer.
4. Respect others privacy and protect your privacy.
5. Do not change the settings, unless you are told to do so.
6. Do not use technology to communicate with anybody else unless offered permission.
7. Share with your teacher anything that makes you uncomfortable or you feel is not God-pleasing.
8. Use only the laptop that is assigned to you.
9. Do not eat or drink around any technology device.
10. Give credit to someone when you use their words or ideas. (Don't plagiarize)
11. Damaging or vandalizing any piece of technology will not be tolerated. This includes marking on equipment, changing or erasing software, physically damaging equipment or making it difficult or unpleasant for others to use.
12. Students should not engage in any social media while at school unless given permission by staff member.
13. Students and families should not engage in any form of cyber-bullying, posting of gossip or threats while here at school or at home; this includes, but is not limited to, means such as social media outlets and email.
14. Access or download any illegal, pornographic, abusive, obscene, or harassing materials.
15. Access or alter other people's files.
16. Download or install software, shareware, freeware, or files without the teacher's permission.
17. Create or spread computer viruses
18. Have fun and use the technology to learn and grow!

Consequences for disregarding the rules of this Technology Use Agreement:

Depending upon the age of the student, severity, or frequency of the misuse or abuse, one or more of the following consequences will occur:

- A warning, followed by re-clarification of the rules.
- For internet misuse/abuse - loss of internet access privileges.
- For technology equipment misuse/abuse - loss of access to school technology resources.
- Notification of parents and administrators by phone, personal conference, or discipline referral.

Technology resources are provided to help you learn. You can keep this privilege of using them by following the guidelines and rules below:

Rules for students when using technology:

1. Use in a God-pleasing way.
2. Use when supervised by a teacher.
3. Do not disrupt or change other people's work on the computer.
4. Respect others privacy and protect your privacy.
5. Do not change the settings, unless you are told to do so.
6. Do not use technology to communicate with anybody else.
7. Share with your teacher anything that makes you uncomfortable or you think is not God-pleasing.
8. Do not eat or drink around any technology device.
9. Give credit to someone when you use their words or ideas.
10. Damaging or vandalizing any piece of technology will not be tolerated.
11. Have fun and use the technology to learn and grow!

Consequences for disregarding the rules of this Technology Use Agreement:

Depending upon the age of the student, severity, or frequency of the misuse or abuse, one or more of the following consequences will occur:

- A warning, followed by re-clarification of the rules.
- For internet misuse/abuse - loss of internet access privileges.
- For technology equipment misuse/abuse - loss of access to school technology resources.
- Notification of parents and administrators by phone, personal conference, or discipline referral.

### **LEAVING SCHOOL PROPERTY**

No student is permitted to leave the school property during the school day without written permission from a parent a guardian. Early dismissal requests by parents are to be done in writing and addressed to the teacher. The student will remain in the classroom until the parent comes to the office to sign the student out of school. Students leaving the school property during school hours must be signed out at the office. This includes leaving school early for an athletic event. If the student returns before the end of the school day, the parent is to sign the student back in at the office.

### **ASBESTOS**

The following public notice is being released for compliance with the regulation of the Federal AHERA guidelines for the management of asbestos containing materials. This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials. It has been determined by the Illinois Department of Public Health and the United States Environmental Protection Agency that asbestos is a potential health hazard and precautions should be taken to avoid disturbing any asbestos containing materials. The Inspection Report and Management Plan are in a file for review at the St. Peter's Lutheran School Office.

Materials containing asbestos have been found in the floor tile of the building. Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law.

Cleaning and maintenance personnel who have been trained to recognize the danger of asbestos are taking special precautions during their work to properly guard against disturbance of asbestos containing materials. All asbestos containing material is inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants.

# ORGANIZATION

## **BOARD OF CHRISTIAN EDUCATION**

A Board of Christian Education, elected by the voting assembly of St. Peter's Lutheran Church oversees the operation of the school. It determines most policies governing the school as well as administering any policies set by the voting assembly. The Pastor, Principal, and Preschool Director serve as advisory members of the Board. The Board meets monthly (3rd Tuesday) to hear reports, set policies, and address the needs of the school.

## **ST. PETER LUTHERAN CHURCH VOTING ASSEMBLY**

The St. Peter Lutheran Church voting assembly is the highest governing power of the school. The Board of Christian Education submits reports to the voting assembly and offers resolutions that pertain to salaries, large expenditures, and the hiring or calling of workers. The voting assembly meets during the months of January, April, July, and October.

## **PARENT-TEACHER LEAGUE (PTL)**

The PTL is an organization composed of all parents with children enrolled at St. Peter's Lutheran School and Little Saints Preschool and all members of the teaching faculty. The PTL's purpose and mission is to support the Christian education and the programs that take place at the school. It also exists for the purpose of supporting and training parents in the task of nurturing their children. The league officers meet the second Tuesday of each month. Activities and events are publicized in the Friday Note, the church bulletin, and the Messenger. PTL sponsored events include the Prairie Days parade, movie night, the Turkey Supper, Dance Night, the Auction and dinner, and the Fun Fair.

# DIRECTORY

SCHOOL OFFICE	stpeter.spls@gmail.com	618-349-8888
CHURCH OFFICE		618-349-8321
LITTLE SAINTS		618-349-8008
Mr. Dan Yagow	dyagow.spls@gmail.com	618-349-0985
Mrs. Shannon Ponzel	sponzel.spls@gmail.com	618-292-4883
Mrs. Karen Benning	kbenning.spls@gmail.com	618-349-6429
Mrs. Joann Carpenter	jcarpenter.spls@gmail.com	618-349-0823
Mrs. Lori Goeckner	lgoeckner.spls@gmail.com	618-267-7179
Little Saints, Mrs. Angie Guerrettaz	aguerrettaz.spls@gmail.com	618-367-2795
Office manager: Mrs. Belinda Harpster	bharpster.spls@gmail.com	618-349-8888
Facility manager: Mr. Leland Hartman		618-229-3141
Food service manager: Mrs. Amy Greer	agreer.spls@gmail.com	217-549-4980
Pastor William Emrick	wce46@hotmail.com	618-349-8342

## **Board of Christian Education**

Scott Brauer	President
Matthew Benning	Vice president
Dennis Schaal	Secretary
Jason Brandt	
David Wollin	
Kevin Roberts	

## **Parent-Teacher League**

Brian Sigrist	President
Paul Ruholl	Vice President
Dan Yagow	Secretary
Julie Roberts	Treasurer
Amy Schaal	Project Coordinator
Dan Yagow	Staff Representative
	Little Saints Representative
Shelly Reynolds	Classroom Representative K
Erica Grandt	Classroom Representative 1-2
Anne Hoover	Classroom Representative 3-4
	Classroom Representative 5-6
Tammy Smith	Classroom Representative 7

# CALENDAR

Aug	18	Thursday	First Day of School (no bus service)	Early Dismissal 1:30
Sept	5	Monday	Labor Day	No School
Sept	16	Friday	Half Day School Improvement Day	Early Dismissal 12:00
Sept	16	Friday	Mid Quarter	
Oct	10	Monday	Columbus Day	No School
Oct	13-15	Thur-Sat	LEA Convocation for Teachers	
<b>Oct</b>	<b>14</b>	<b>Friday</b>	<b>End of 1<sup>st</sup> Quarter</b>	<b>42 days 8 Sundays</b>

Oct	20	Thursday	Parent-Teacher Conferences 4-7	
Oct	21	Friday	Parent-Teacher Conferences 8-12	No School for students
Oct	28	Friday	Half-Day School Improvement Day	Early Dismissal 12:00
Nov	11	Friday	Veterans Day	No School
Nov	17	Thursday	Mid Quarter	
Nov	18	Friday		No School
Nov	23	Wednesday	(no bus service)	Early dismissal 1:30
Nov	24-25	Thur-Fri	Thanksgiving Break	No School
<b>Dec</b>	<b>16</b>	<b>Friday</b>	<b>End of 2<sup>nd</sup> Quarter</b>	<b>40 days 9 Sundays</b>

Dec 19 – Jan 2			Christmas Break	No School
Jan	3	Tuesday	First Day of 2 <sup>nd</sup> Semester	
Jan	16	Monday	Martin Luther King, Jr. Day	No School
Feb	3	Friday	Mid Quarter	
Feb	9	Thursday	Parent-Teacher Conferences 4-7	
Feb	10	Friday	Parent-Teacher Conferences 8-12	No School for students
Feb	17	Friday	R.O.E. Teachers' Institute	No School
Feb	20	Monday	President's Day	No School
<b>Mar</b>	<b>10</b>	<b>Friday</b>	<b>End of 3<sup>rd</sup> Quarter</b>	<b>45 days 10 Sundays</b>

Mar	17	Friday	Half-Day School Improvement Day	Early Dismissal 12:00
Apr	3-7	Mon-Fri	Achievement Tests for Grades 1-8	
Apr	12	Wednesday	Mid Quarter	
Apr	13-17	Thur-Mon	Easter Break	No School
Apr	28	Friday	Half-Day School Improvement Day	Early Dismissal 12:00
May	19	Friday	Last Day of School	Early Dismissal 1:30
			<b>End of 4<sup>th</sup> Quarter</b>	<b>47 days 10 Sundays</b>

- See Little Saints Handbook for dates the Preschool and Daycare will be closed

# LITTLE SAINTS

# PRESCHOOL &

# DAYCARE

# HANDBOOK

**Director-** Mrs. Angela Guerrettaz

**Business Address:** 701 E. Third, St. Peter, IL 62880

**Work #-** 618/349-8008

**Teacher-** Mrs. Angela Guerrettaz

## PROGRAM

Little Saints Preschool/Daycare will offer a flexible curriculum designed to meet the interests and needs of the preschool child in a safe, warm, loving environment. Young children learn best through free-choice play experiences and direct encounters with their world through all five senses. Through the use of:

- Free play, Dramatic play, and manipulative
- Reading and math readiness (colors, numbers, letters, shapes)
- Structured “circle time”, Bible stories, songs and finger plays
- Books and whole language experiences
- Learning centers based on weekly and monthly themes
- Basic science and social studies
- Music and movement, active and quiet games, arts and crafts
- Snacks and field trips

Each child will individually grow in the six (6) aspects of the “whole” child at his/her own pace. Christian education will be integrated throughout the day.

## CURRICULUM

- ✓ SPIRITUALLY- Children will be taught Bible stories, prayers, songs and finger plays. In addition, the Christian example of the staff and a weekly Chapel experience will share the love of Jesus Christ, our Savior.
- ✓ EMOTIONALLY- Children will be nurtured in the development of self-awareness, self-esteem, self-confidence and self-control through daily interactions, experiences, and creative activities, as well as dramatic play and role-playing.
- ✓ SOCIALLY- Children will be gently guided to develop respect for others, respect for property responsibilities, taking turns, sharing, following directions, cooperation and group participation, through daily interaction with adults and peers in work and play.
- ✓ PHYSICALLY- Children will be exposed to small muscle development through manipulative toy, puzzles and games, as well as experience with cutting, gluing, writing, drawing and assembling. Large muscle development will occur through climbing, crawling, running, jumping, riding, building, and movement activities.
- ✓ INTELLECTUALLY- Children will be presented with planned reading and math readiness, language development through literature, conversation and listening skills, thinking skills, science and social studies, a broad base of experiential knowledge through monthly themes. (Colors, numbers, letters, shapes, name, address, etc.)
- ✓ CREATIVELY- Children will be encouraged to express themselves uniquely through play and learning experiences, artistic activities, and by developing individual God- given talents and abilities throughout the curriculum.

## CLASS OFFERINGS

\*\*Children may enroll in classes' mid-year

### 3 YEAR OLD CLASS

Three year olds will meet 2 days a week, on Tuesday and Thursday morning from 8:20am-11:00am. Children must be three years old and toilet trained to qualify for this class. This class is an introduction to preschool. Children will learn to adjust to time away from the primary care giver, learn to socialize with other children and experience school routine.

#### GOALS:

1. Names, and identifies 10 colors- **red, blue, green, yellow, black, white, purple, pink, orange, and brown.**
2. Counts to 10
3. Names and points to 10 body parts- **head, nose, eyes, ears, fingers, tummy, elbow, knee, foot, and mouth.**
4. Knows name, age, and gender.
5. Knows the days of the week.
6. Recites ABC's
7. Knows right and left
8. Knows animal pictures and sounds- **cat, dog, chicken, duck, cow, horse, and pig.**
9. Cuts with safety scissors.
10. Names and identifies shapes-**circle, square, triangle, oval, rectangle, diamond, and octagon.**

## **4 YEAR OLD CLASS**

Four year olds will meet 3 days a week, on Monday, Wednesday, and Friday morning from 8:20am-11:00am. Children will learn responsibilities, taking turns, sharing, enjoying group activities and extending pre-academic activities to include numbers 1-30, the whole alphabet, and more advanced large and small muscle activities and thinking skills. They will review colors, shapes, begin science, social studies and math and start to learn their name, address, and phone number. They will learn more about Jesus our Savior, who is always with us.

### **GOALS:**

1. Names and identifies 10 colors- **red, blue, green, yellow, black, white, purple, pink, orange, brown.**
2. Counts to 20.
3. Names and points to 10 body parts- **head, nose, eyes, ears, fingers, tummy, elbow, knee, foot, mouth, and toes.**
4. Knows names, age, gender, town, and birthday
5. Knows the days of the week and the months of the year
6. Recites and writes ABC'S
7. Knows left and right
8. Writes first name.
9. Cuts with safety scissors.
10. Names and identifies shapes- **circle, square, triangle, oval, rectangle, heart, diamond, and octagon.**
11. Knows animal pictures and sounds- **cat, dog, chicken, duck, cow, horse, and pig.**
12. Identifies all their letters and numbers 1-10
13. Knows the sound each letter makes.

## **Daycare**

Daycare will be provided from 6:00am-6:00pm for ages 3 and up Monday through Friday. There will be various activities, nap time, snacks, and playtime. There is also a before school and after school program for children kindergarten-4<sup>th</sup> grade.

\*\*Children play for pleasure, but not in the same recreational sense as adults play. Play is necessary for a child's healthy development. It prepares a child for adult life. Play is the business of childhood.

## **ENROLLMENT POLICY AND PROCEDURES**

To enroll a child in the preschool/daycare, a registration form is required.

- Certificate of child health examination (physical, immunizations, lead screening and TB test).
- Emergency medical care permission, child pick up and consents.
- Application/record of child information

\*\*Please keep us aware of your most up-to-date home and office telephone numbers and the numbers of the persons to be notified in case of emergency.

Children must be 3 years old and registered by **March 1** of that school year. We will not accept children into the preschool program after this date.

Daycare children can enter into the program at any time in the year. We will have a registration for Pre-School and Daycare. Once we have reached capacity, we will maintain a waiting list. Children will then be admitted in the order of application date should openings become available. A non-refundable pre-registration deposit of \$10.00 will be required at the time of application for Preschool/Daycare. A pre-registration deposit of \$10 will be required at the time of application for school age (K-4) children.

### **FEES**

Three-year old preschool Tuesday and Thursday --- \$70 must be paid by the first Tuesday of the month. Preschool is in session following the school calendar year, Aug to May closed for major holidays.

Four-year old preschool Monday, Wednesdays, and Friday --- \$90 must be paid by the first Monday of the month. Preschool follows the school calendar of St. Peter's Lutheran School.

Daycare is open 6am-6pm Monday through Friday. Daycare will be closed on for major holidays. You are required to pay at the end of each week for that week. The cost is \$20 per day, breakfast and lunch being optional. Breakfast is \$1.75 and Lunch is \$2.50 when school is in session. Milk will be provided through the lunch program.

### **WHEN CLOSED**

Little Saints Preschool will follow the calendar of St. Peter's Lutheran School. Dates to be closed for 2016-17 include September 5 (Labor Day), October 10 (Columbus Day), October 21 (Parent-Teacher Conference), November 11 (Veterans Day), November 18, November 24-25 (Thanksgiving break), December 19-January 2 (Christmas break), January 16 (Martin Luther King's Day, February 10 (Parent Teacher Conferences K-8), February 17 (R.O.E. Teachers' Institute), February 20 (Presidents' Day), and April 13-17 (Easter break).

The Daycare will be closed on these holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, and Good Friday.

Holiday breaks will be by sign-up and served as needed.

### **MILK/JUICE TICKETS**

Milk/Juice tickets are available to be purchased from the secretary in the school office. The cost of a 20 day ticket is \$6.00. The milk/juice will be used during the preschool/daycare morning and afternoon snack.

### **SNACK**

There will be a morning and afternoon snack and drink (milk/juice) break. Snacks served during this time will be provided by the school families on a rotating basis. A monthly schedule will be given to all parents. Each family will be scheduled to bring snacks on your child's birthday. Summer birthdays will be celebrated throughout the school year.

**PLEASE NOTIFY LITTLE SAINTS IN WRITING IF YOUR CHILD HAS ANY FOOD ALLERGIES.**

Before school care (K-4) 6am-7:40am cost is \$5 and after school care (K-4) 3:30pm-6pm cost is \$10. Before and after school (five hours or less) (K-4) cost is \$15. If your child needs care after school from 3:30pm to 4pm cost is \$5, if the child is not picked up within the 30 minutes you will be charged the after school rate of \$10.

PLEASE MAKE CHECKS PAYABLE TO **LITTLE SAINTS** and INCLUDE ON MEMO OF THE CHECK WHAT THE PAYMENT INCLUDES (EX: DAYCARE FOR WEEK OF 9/6 TO 9/10).

The preschool fees remain constant regardless of holidays, school cancellations, or days your child is sick.

If you are moving or for some other reason find it necessary to withdraw your child before the end of the month, a two-week notice must be made in writing.

**Daycare:**            Hours: 6:00a.m to 6:00p.m/ Monday-Friday

**Breakfast Lunch:**    Breakfast \$1.75 and Lunch \$2.50

10 day breakfast is \$17.50 and a 10 day lunch is \$25.

### **PARENTS COMMUNICATION**

A weekly newsletter will be sent home with important dates and other information. Please inform us of who will be picking up your child by writing us a note stating who will pick the child up if it is someone different than what you have listed. All families are responsible for transporting their children to and from the preschool/daycare. There is an option that the South Central School Bus will transport your child with your signature on file at the preschool/daycare giving your permission to ride the bus and waiving the right to sign in and out. The bus runs the same hours as the regular school hours.

### **BIRTHDAY/HOLIDAY CELEBRATIONS**

Your child will be honored on his/her special day. Your child is welcome to bring a special treat for each child in the preschool/daycare. If your child has a summer birthday they may celebrate it at any time during the school year, just please let us know ahead of time so we can prepare. We celebrate 4 parties: Fall, Christmas, Valentine's Day, and Easter.

### **SHOW-N-TELL**

Show and tell will be noted on your weekly newsletter. They will be allowed to bring is something special each week to share with the class. It must be small enough to fit in their book bags.

### **SUGGESTED DRESS AND EQUIPMENT FOR PRESCHOOL/DAYCARE**

All clothing, jackets and book bags need to be clearly marked with the child's name. Because children are very active, they will be more comfortable in loose, soft clothing. They will spend a lot of time on the floor and many of our activities will be messy. For this reason, children should wear washable "play" clothes and shoes

that tie or fasten. Slip-ons or sandals can easily fall off and cause injuries. Please avoid overalls so that children can manage bathroom skills as independently as possible. We ask you to leave an extra pair of underpants and an outfit at school in case of accidents.

### **HAND WASHING POLICY**

In order to minimize the transference of germs at preschool/daycare, State Law requires hand washing in all the following cases:

1. Upon arrival at preschool
2. Before and after cooking and/or eating
3. After using the bathroom
4. After wiping or blowing the nose
5. After outdoor play
6. Other times as needed

### **ILLNESS/ABSENCE FROM PRESCHOOL**

We encourage all parents to establish regular habits of attendance for their children when health permits. Continuity in teaching a child is most important. Please call the preschool/daycare, as soon as possible, when your child will be absent. If your child becomes ill at preschool/daycare, a parent will be called immediately, the child will be separated from the group, and parents are expected to make arrangements to pick up the child as soon as possible.

The following guidelines are to be checked to determine if a child should come to preschool/daycare:

- ✓ Any child with a temperature over 99.6 degrees should stay at home
- ✓ After any contagious disease, the child must have been on antibiotics for 24 hours.
- ✓ If a child has vomited, or awoken with severe ear pain or fever during the night, it is best to stay at home.
- ✓ A child with severe diarrhea with or without temperature needs to stay home.

These guidelines are for the health of all of the children in our preschool/daycare. Your consideration in this area is appreciated.

### **SNOW DAY/SCHOOL CLOSINGS**

A listing of preschool and daycare closings is found on page 28. Our preschool/daycare will follow St. Peter Lutheran School/South Central School district calendar as closely as possible. Please listen to your local radio stations for school closings related to bad weather.

### **MEDICATION**

Please do not put medication in child's lunch box or back pack. Bring medication and the request to give medication form directly to the director/provider. Please note that all medication must be in original containers labeled clearly with the child's name, physician's name, and name of medication, directions for use and the date prescribed.

## **ACCIDENTS/EMERGENCIES**

Parents will be notified in case of accidents or injury. The following procedures will be followed if an accident or emergency arises:

1. Evaluate the child and situation/illness/injury
2. Administer first aid and/or comfort measures
3. Call the parent immediately
4. Teacher/Director will remain with the children in the classroom, and
5. Teacher Assistant will stay with the child and accompany the child, if needed

Written reports will be filed for each accident. A medical emergency release form must be on file for each child in case immediate medical care is necessary.

## **FIRE SAFETY POLICY AND PROCEDURES**

Little Saints Preschool/Daycare is in compliance with fire safety code and equipped with fire extinguishers and smoke alarms as required. Monthly fire drills will be practiced following evacuation routes. Evacuation diagrams are posted in the room where they can be easily read by staff, volunteers and visitors.

## **DISCIPLINE POLICY**

Discipline is the guiding and directing of behavior to encourage acceptable and appropriate behavior. We will use positive reinforcement throughout the preschool/daycare day. When disciplinary action is necessary, we exercise firm, loving, verbal control, remaining calm and gentle. We redefine the rules, redirect behavior, and offer individualized attention.

If required, a child may be separated from the group in a chair for a short period of time and then welcomed back into the group. If necessary, the child may be removed from the classroom until he/she regains control, Little Saints Preschool/Daycare does not use any form of physical punishment.

## **DISCHARGE POLICY**

At Little Saints Preschool/Daycare we want to provide the best Christian preschool/daycare experience possible for everyone involved. With this goal in mind, the preschool/daycare reserves the right to discharge a student/child from the preschool/daycare should any one of the following conditions exist: A child persistent behavior that-

1. Could cause harm to themselves
2. Could cause harm to others
3. Is destructive to Preschool/Daycare property.

## **NON-DISCRIMINATORY POLICY**

Little Saints Preschool/Daycare admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school/daycare. It does not discriminate on any basis in administration of its educational and admissions policies.

## **SEXUAL HARASSMENT POLICY**

It is the policy of Little Saints Preschool/Daycare to strictly prohibit any conduct which constitutes sexual harassment by an employee or non-employee or towards an employee or non-employee and will take action against any person guilty of such conduct. This policy is based on Title VII of the 1964 Civil Rights Act and related court decisions.

## **CHILD ABUSE/NEGLECT POLICY AND PROCEDURES**

The law defines:

ABUSE: Refers to acts such as excessive beatings that lead to serious physical injury or excessive punishment; and or.

NEGLECT: Refers to lack of action such as failure to provide food, medical services, or emotional care.

Little Saints Preschool/Daycare is obligated by law to report suspected abuse/neglect to protect the child and to provide support to the parent/guardian.