

# Parent Handbook

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## About St Peter Lutheran School

St. Peter Lutheran School is a Lutheran Church-Missouri Synod co-educational day school offering preschool through eighth grade. It is operated by St. Peter Lutheran Church as a ministry of discipleship, and governed by the School Board. Our primary goal is to provide the means and opportunities for the spiritual education and development of our students.

The student body is drawn from Lodi and surrounding communities. Students are enrolled on the basis of our ability to meet their spiritual, academic, emotional, and physical needs as well as their attitude and involvement in our mission.

The faculty is composed of professionally qualified individuals. It is the goal of the faculty to provide a Christ-centered education through quality instruction and Gospel-oriented discipline. In addition, we seek to promote a sense of well-being and success within each student. Furthermore, we aim to establish a partnership with parents, to involve them in school activities and decisions, and to have open communication between school and home.

The School Board and the faculty are committed to ongoing professional development that promotes student learning. We continue to research new learning theories, instructional methods and best practices and implement those deemed appropriate.

### *OUR MISSION*

The mission of St Peter Lutheran School is first and foremost to assist parents in teaching their children that God loves them, disciple them in how Christ wants them to live, and prepare them to share the love of Jesus to everyone they meet; and secondarily achieve a high standard of academic excellence.

### *OBJECTIVES OF CHRISTIAN EDUCATION*

St. Peter Lutheran School will provide teaching and other educational experiences to enable children:

- To learn and apply the basic christian principles which Christ has outlined for His people in His Word;
- To develop skills of self-discipline appropriate for home, classroom, school, church, and community;
- To develop an awareness of the needs of others both inside and outside the school by reaching out, in love, to help those in need;
- To learn and master the basic academic skills necessary to become happy, healthy, productive citizens.

## STATEMENT OF FAITH

There will be a new “Statement of Faith” approved by the school board and placed here.

### *TEACHERS*

Our staff are highly qualified and credentialed/licensed to teach children from Kindergarten through 8th grade. Each faculty member has a love for Christ and models that to the child every day. They love to teach and provide a special level of care for the children throughout the campus. Teachers meet on a weekly basis in grade cohorts (K-2nd, 3rd-5th, and 6th-8th) to discuss curriculum, teaching methods, student assessment data, and evaluation of lessons taught. Teachers will spend time in other classrooms for observation purposes to give feedback to their peers on what they observe.

### *EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRS)*

St Peter Lutheran School has determined that our Expected Schoolwide Learning Results (ESLRS) are to L.E.A.D. others. The focus of the ESLR’s is to look to God for guidance and know that He has commanded us to love him with all our heart, mind, soul and strength and love others as ourselves. So each student should Learn, Express, Affect, and Discover what God has gifted them to use in order to benefit others.

**L**earn the necessary academic and life skills needed to meet their potential in God's plan for their life

**E**xpress themselves through communication skills including visual, performing, and media arts

**A**ffect their community with the sensitivity to see and the confidence to meet the world's needs.

**D**iscover their place in God's plan for humanity through a broad exposure of life experiences.

### *ACCREDITATION*

St. Peter Lutheran School is accredited by the Western Association of Schools and Colleges (WASC) as well as the National Lutheran Schools Association (NLSA). To maintain this accreditation St. Peter must go through a full review every six years and a mid-term review 3 years after we receive accreditation.

## **Non-Discrimination Statement**

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

other school-administered programs.

## **School Structure and Organization**

### **Church Mission and Ministry Council (MMC)**

The MMC is the governing body of St Peter Lutheran church. The school operates as a wholly owned entity of the church and approves the annual budget for the school. The MMC members are elected by the church membership (Voters) at the annual Voters assembly.

### **Pastor**

The Pastor is responsible for the church and school and has supervisory responsibility over the Principal. He is the spiritual leader for the church and school. He works to build a connection between the church and school. The Pastor reports to the church Elders and to the congregation membership (Voters).

### **School Board**

The school board's responsibility is to develop and approve appropriate policies and procedures for the school administration to implement. They approve all curriculum provided by the school staff and oversight responsibility of the Principal and staff. The school board is made up of church members and school parents and is governed by the MMC.

### **Principal**

The Principal has the responsibility for implementation of policies and procedures approved by the school board. He/she supervises all school staff and recommends curriculum in conjunction with staff. The Principal reports directly to the Pastor and reports to the school board.

### **School Faculty and Staff**

Teachers are responsible for the delivery of the curriculum and providing a loving environment to all students. They may be contracted employees or “Called” workers from the roster of Lutheran Church - Missouri Synod members. Staff are hired by the Principal with consultation of staff who would work with the individual. School faculty and staff report directly to the Principal.

## Schedules

### Daily Schedule

#### Elementary (K-5th)

Kindergarten Regular Day: 8:00 a.m. to 1:45 p.m.

Kindergarten Extended Day: 8:00 a.m. to 3:15 p.m.

Grades 1-5: 8:00 a.m. to 3:15 p.m.

Minimum day: (Scheduled ½ day) 8:00 a.m. to 11:50 a.m.

School doors open at 7:45 a.m. Students arriving before 7:45 a.m. are to be brought to Extended School Care and parents billed accordingly. Entrance into the school classrooms prior to 7:45 a.m. is by appointment only. All students will enter through the gate in the back parking lot. Students scheduled to go to the Extended School Care (ESC) program are to go immediately to the ESC classroom (located in the portable in the back parking lot) both before and after school. All other students are expected to leave the school grounds by 3:25 p.m. Students remaining on school grounds after 3:25 p.m., unless participating in a school sponsored activity or directly supervised by a parent, will be sent to ESC and parents billed accordingly.

#### Middle School (6th-8th)

Grades 6-8: 7:55 a.m. to 3:10 p.m.

Minimum day: (Scheduled ½ day) 7:55 a.m. to 11:45 a.m.

School doors open at 7:45 a.m. Students arriving before 7:45 a.m. are to be brought to Extended School Care and parents billed accordingly. Entrance into the school classrooms prior to 7:45 a.m. is by



appointment only. All students will enter through the gate in the back parking lot. Students scheduled to go to the Extended School Care (ESC) program are to go immediately to the ESC classroom (located in the portable in the back parking lot) both before and after school. All other students are expected to leave the school grounds by 3:25 p.m. Students remaining on school grounds after 3:25 p.m., unless participating in a school sponsored activity or directly supervised by a parent, will be sent to ESC and parents billed accordingly.

If you have a child in elementary (K-5th) and middle school (6th-8th), you may drop off both children after 7:45am and pick them both up at the later time of 3:15pm at the pick up location for your youngest child.

## *SCHOOL CALENDAR*

St. Peter Lutheran School follows a modified traditional calendar and closely follows the school calendar for the Lodi Unified School District. We typically take off two weeks for Fall Break, one week at Thanksgiving, two weeks at Christmas, and two weeks for Spring Break.

The school board approves all calendars and any calendar changes.

You may view the school calendar by visiting our website at [splodischool.org](http://splodischool.org). You can either download a pdf of the full yearly calendar, or you may view the monthly school calendar. You may also sync the monthly calendar to your computer, smart phone, or mobile device.

## **Birthdays—Treats—Parties**

Parents may bring treats for the whole class on special days like birthdays. Please ask the teacher in advance of the treat. Also please be aware of specific allergies that students in a class may have. If party invitations are brought to school, please ensure that they go to all students (i.e., all boys or all girls) so that no one feels left out. If you are hosting a party for only selected individuals, please **do not** use the school as your delivery system of invitations. Use the U.S. Mail instead.

## **Lunchtime**

Lunchtime is an everyday experience for students. Students may bring their lunch to school daily or order hot lunch. The hot lunch program is available Monday-Friday at cost and advance order basis. Ordering for hot lunch is done through [stpeterlodi.myschoolapp.com](http://stpeterlodi.myschoolapp.com) and orders must be completed in advance.

Milk for all children may also be purchased quarterly, or by the year. Students are expected to eat most, if not all, of their lunch.

The lunch you send with your child should be eaten by your child. We discourage the sharing of food with other children due to health concerns. If a child forgets their lunch, the office will contact the

parent and work out a way to provide lunch for their child.

Please do not send anything in your child's lunch that requires it to be heated. There will be no access to a microwave.

## **Library**

Library is available to all students. Students are allowed to check out books. Lost or damaged books are to be replaced by the family. To maintain and update the library on a regular basis, two book fairs occur each year, one in the fall, and one in the spring.

## **Drop-Off & Pick-Up**

Drop off and Pick up times and locations will be sent to families prior to the school year.

### *CHAPEL SERVICES*

Chapel services are normally held on Wednesday mornings. Students and staff have an opportunity to worship together as a school family. Offerings gathered at these chapel services are used to help spread the message of the Gospel and to help people and places outside of our church and school mission. Students may be involved in planning and presenting one or two chapels per year. Chapels are mandatory for all students and all students are expected to maintain established chapel decorum and behavior. Parents are welcome and encouraged to attend chapels each week. Each class will present a chapel message at least once per school year. Parents are highly encouraged to attend chapel on these days. We do not observe the Sacrament of Holy Communion at Chapel due to the Lutheran Church - Missouri Synod's requirement for partakers to have finished a Lutheran Church Missouri - Synod confirmation class.

## **Admissions, Registration, and Financial Policies**

### **Admissions**

Children are assessed prior to enrollment in order to determine if the child's needs match the resources St Peter Lutheran School has to offer. Based on the child's needs, discussions with the family, and parents acceptance of St Peter Lutheran School "Code of Conduct" agreement, a mutual agreement on enrolling will be made by the parents and St Peter Lutheran School. The school reserves the right to dismiss a student at any time for violation of any policy in this handbook, whether on campus or off campus, unsatisfactory academic performance, or for other reasons, in the judgment of the school administration adversely affect the welfare of the individual student or other students, the school and its employees, the reputation of the school, or the school community. Any final decision for not allowing a student to continue their enrollment at St Peter Lutheran School will be made by the St Peter Lutheran School Board.

We look forward to families and children staying with us through their 8th grade year, however re-enrollment is not guaranteed. A child must be in “good standing” in order to re-enroll. A child considered in “good standing” is one who academically has a 2.0 GPA or higher, one who has a satisfactory behavior record, one who has a satisfactory attendance record, family who supports the school faculty, policies and procedures outlined in this handbook, and has met all financial obligations to the school or has made arrangements to meet those obligations. If the parent’s feel they cannot support the school policies or the administration believes the parents do not support the school policies, the school reserves the right to terminate the child’s enrollment. The School Board has the final decision on termination of enrollment.

### *ENTRANCE REQUIREMENTS*

**St Peter Lutheran School follows the State and public school system in determining the age of a child who may enter Kindergarten and/or 1st grade. For example, a child must be 5 years of age by September 1st of the year they will be attending Kindergarten and a child must be 6 year of age by September 1st of the year they will be attending 1st grade.**

### *REGISTRATION*

- Registration fees are due upon initial acceptance of one’s child(ren) for enrollment. Registration fees for subsequent years of enrollment are due at the time of reenrollment. This fee, along with the administration’s approval, guarantees a space in the classroom for your child. **THIS MONEY IS NON-REFUNDABLE AND NON-TRANSFERABLE.**
- No student will be admitted unless all registration fees, activity fees, and all past accounts are paid in full. No “certificates of completion” will be issued unless all fees are paid in full.
- Should a family find themselves unable to keep their account current, they may submit a written request with a payment plan to the Principal/School Finance Committee for consideration and action. Results of the Principal's action along with a payment plan shall be given to the Church Bookkeeper so that collections may be monitored. With any account three months past due, the family may be asked to leave the school.

### Documentation Requirements

As part of the registration, the school will require the parent(s) to provide copies of the student’s birth certificate, health records including an up to date immunization record, current health assessment, current report card, standardized test scores (if applicable) and attendance records.

### *FINANCIAL AID*

Financial Aid is available in the instance of financial need to help families with school tuition. Blackbaud

Financial Aid Management will partner with St. Peter Lutheran School to determine financial need. To apply for financial aid, go to [aid.blackbaud.school](http://aid.blackbaud.school).

Families must submit all the necessary financial information. Blackbaud Financial Aid Management will request copies of tax returns and other financial information to determine the family's needs.

To be eligible, a family must have a student in good standing at St. Peter Lutheran School, not have a delinquent tuition account and demonstrate true financial need. In addition, families must have regular church attendance, either at St. Peter Lutheran Church, or another Christian denomination. Finally, students who receive financial aid must maintain a GPA of 2.0 or higher to remain eligible. All financial aid agreements will be in writing. A copy of the agreement will detail any payments the family is expected to make and shall be given to the business manager. Failure to keep the terms of the agreement will *terminate the agreement* and any balance will immediately become due and payable. For this policy, any payments due shall be timely i.e., payment made within 30 days of its due date.

## Extended Care Program

St Peter Lutheran School has an Extended Care program for children and parents that need to drop their child off before school starts and need care for their child after school. The before school care opens at 7:00am each morning and will be located in the portable next to the back parking lot. The after school program will begin after pickup and any child that is not picked up at the end of the school day will be sent to ESC. The after school program will start at 3:30pm and will consist of a study time, snack time, and an organized play time. For parents who would like their child to get help with their homework, we will provide a homework club where a trained adult will be able to assist them from 3:30pm to 4:30pm.

All children need to be picked up by 5:30pm. Before school and after school care will be charged through the EZ School App (same as hot lunch) and should be paid on a monthly basis via credit card. The cost of the care is \$6.00/hr

Parents and children need to know that the ESC program follows the same rules and discipline as the school. Any disciplinary action taken in the ESC program may impact the child's participation in school activities and events. If discipline issues continue, it could include removal from the ESC program and potentially school.

## Visiting the School

### Campus Visitor Policy/Procedures

Teachers appreciate the interest shown when parents visit the classroom. We also appreciate advance notice when visits will be made. Parents should make an appointment with the teacher when desiring to

visit or observe the classroom. Any items a child forgot and requires the parents to drop off must be dropped off at the office and not to the classroom.

For the safety of our school community, all visitors and volunteers must enter the school via the school office. All volunteers working with students **need to be cleared through Protect My Ministry Authorization**. The school will meet the expense of two clearances per family.

## Volunteering

We know that parents like to be involved with their children's education and desire to volunteer their time in the classroom and other areas of the school. All volunteers need to have a background check prior to volunteering. Any volunteer who will be left alone with children will be required to have a fingerprint clearance and background check prior to volunteering.

## Communication

### *NEWSLETTERS*

St. Peter Lutheran School publishes several weekly newsletters to keep parents informed. Each classroom teacher publishes one for the class, and the school office also produces a weekly newsletter. The school newsletter is published on Fridays and teacher newsletters are typically available on Mondays.

All newsletters are available online in full and mobile formats. Links to our newsletters are available through our app and our school website.

### *WEBSITES*

St. Peter Lutheran School, Preschool, and church all have individual websites for your convenience. Each site is designed to offer you the maximum information and display in different formats. Here are the links to our web pages:

**School:** [www.splodischool.org](http://www.splodischool.org)

**Preschool:** [www.splodipreschool.org](http://www.splodipreschool.org)

**Church:** [www.splodichurch.org](http://www.splodichurch.org)

### *APP*

St. Peter Lutheran School & Preschool also have an app for Smart Phones and devices! This is your one-stop method for staying in touch. The app includes links, newsletters, events, contacts, schedules, documents and more! Out shopping and need to know the school dress code? Try the app? Can't remember when Parent-Teacher Conferences are? Try the app! You can add event dates directly to your calendar. The app also includes push notifications to keep you up to date with special announcements!

To download the app, go to your app store and search for St. Peter Lodi.

### *STUDENT LED CONFERENCES*

Parent-Teacher conferences at St. Peter are run a bit differently. Grades K - 5th will have two conferences per year. Both conferences for K - 1st will be teacher led. Grades 2nd - 5th will have the first conference teacher led and the conference at the end of the 3rd quarter will be student led. These conferences allow for the students to take ownership of their learning. Students have a script to follow where they present work examples, discuss their strengths and weaknesses, and set goals.

Grades 6th - 8th will have a student led conference at the end of the 1st quarter. Students and parents will have the ability to schedule another conference at the end of the 3rd quarter if they feel it necessary. Students and their parents meet with the teachers to allow the student to present his/her progress in school. Parents also have the opportunity to discuss progress/challenges with the teacher. Report cards are available for viewing and printing at the end of each quarter through [stpeterlodi.myschoolapp.com](http://stpeterlodi.myschoolapp.com). In addition to online report cards, tools such as diagnostic and achievement tests are used to help evaluate student progress.

## **Curriculum**

### *OVERVIEW*

St Peter takes a biblical approach to gaining knowledge - "The fear of the Lord is the beginning of knowledge" Proverbs 1:7. It is here that we begin the education of our student's. God has created everything including all academic disciplines and so it is critical for students to learn about God first and foremost. Without the understanding of God, who He is, why he created everything, what purpose he has for mankind, and how He expects us to live, it is hard to understand the disciplines of language, math, social studies, science, physical education, art, music, and foreign language.

### *CURRICULUM*

The curriculum we use is principally Christ-centered and the subjects taught are Religion, Language Arts (reading, spelling, grammar, phonics), Social Studies, Science, Mathematics, Physical Education, Art, and Music. We use a 6 year cycle to review and update our curriculum to stay current for our families. Teachers have developed the scope and sequence for each subject to indicate what children should know by the end of each grade level. The scope and sequence was developed to meet or exceed California state standards. Each faculty member has created a pacing guide for each subject to ensure all standards are covered during the school year.

## **Homework and Grading**

### *HOMEWORK EXPECTATIONS*

Homework is assigned to support the classroom instruction and extends the learning for each child. It

may include reading a book, writing a report, writing a story, or the practice of the math concepts presented in class. The following expectations are designed to help students learn God-pleasing behaviors that will guide them in giving our Lord their very best academic endeavors, now, and in the future through high school and into life.

1. Homework is due in accordance with teacher requirements.
2. Homework assignments should be written in the assignment book on a daily basis.
3. Homework assignments should be double-checked and all materials packed carefully at the end of each day.
4. Students who have excused absences will be given one day for every one-day absent to complete their work (i.e. two days ill = two days for make-up work). An excused absence is one in which the office has been notified.
5. Homework that is handed in when it is due will be graded accordingly for full credit.
6. If a daily assignment is not turned in when it is due, the student may receive a zero credit for that assignment. Each teacher may determine the penalty for late homework. Middle school teachers have a policy for grades 6-8.

Here is what you can expect as an average amount of homework per evening by grade level:

Kindergarten - 10 minutes

1st grade - 20 minutes

2nd grade - 30 minutes

3rd grade - 40 minutes

4th grade - 50 minutes

5th grade - 60 minutes

6th grade - 70 minutes

7th grade - 80 minutes

8th grade - 90 minutes

We want to create a balance between rigorous and challenging work and allowing families to have quality time at home. We also realize children learn at different paces and are at different levels so we ask our parents to communicate with their teacher(s) on a regular basis regarding how much time their child is spending on homework on average. Children may take work home from school that was meant to be completed in class, however for some reason it didn't get completed and therefore was taken home. We would not consider this homework so if you contact the teacher please share with them what work your child is doing. We want to encourage you to log onto the gradebook system ([stpeterlodi.myschoolapp.com](http://stpeterlodi.myschoolapp.com)) to see exactly what your child is assigned for work. Teachers will update their gradebook on a weekly basis so you will be able to track your child's progress and see if there are any missing assignments.

As we partner with you, the parents in the education of your child, we have implemented some tools for you to communicate with staff, track your child's progress, monitor your child's homework and assist them in getting it turned in on a timely manner. Teachers will communicate with parents when a student is not completing homework satisfactorily. We ask that an appropriate area for

home study and help be provided to the student to become disciplined in the use of home study time.

### *HOMWORK POLICY*

#### **Late Policy**

- The expectation is that all homework is turned in on time.
- If work is 1 day late students can earn up to 90% credit of original work.
- If work is 2 days late students can earn up to 80% credit of original work.
- If work is 3 days late students can earn up to 70% credit of original work.
- If work is 4 days late students can earn up to 60% credit of original work.
- If work is 5 days late students can earn up to 50% credit of original work.
- Anything after five days will be accepted until the end of quarter as participation for 50%) • Days late are treated as business days. \*e.g. a weekend does not count as two days late, it counts as one day late if it was due Friday and turned in Monday.
- Grades are posted to [stpeterlodi.myschoolapp.com](http://stpeterlodi.myschoolapp.com) on a weekly basis.
- Teachers will notify by email when a student is receiving a D or lower in a course.

### *GRADING*

Students at St. Peter are graded on a four (4)-point grade scale as indicated below. A 2.0 grade point average (GPA) is the minimum expectation for all students.

#### **GRADING SCALE\***

The grading scale in use at St. Peter Lutheran School is presented in the following table:

<b>A</b>	<b>93-100</b>	<b>4.0</b>
<b>A-</b>	<b>90-92</b>	<b>3.66</b>
<b>B+</b>	<b>87-89</b>	<b>3.33</b>
<b>B</b>	<b>83-86</b>	<b>3.00</b>
<b>B-</b>	<b>80-82</b>	<b>2.66</b>
<b>C+</b>	<b>77-79</b>	<b>2.33</b>
<b>C</b>	<b>73-76</b>	<b>2.00</b>
<b>C-</b>	<b>70-72</b>	<b>1.66</b>
<b>D+</b>	<b>67-69</b>	<b>1.33</b>



<b>D</b>	<b>63-66</b>	<b>1.00</b>
<b>D-</b>	<b>60-62</b>	<b>.66</b>
<b>F</b>	<b>0-59</b>	<b>0</b>

**FORMULA FOR DETERMINING GPA:** \*GPA is only calculated in grades 1st-8th. GPA calculation is used to determine 8th grade Valedictorian and Salutatorian

### *STUDENT ACADEMIC RECOGNITION*

At the end of each quarter, and at the end of the year, recognition is given to qualifying students for academics, attendance, and athletic achievements.

End of each quarter –

- All A's and B's(grades 1-5)
- Exemplary Behavior
- Perfect School Attendance (**must be in attendance for the entire school day**)
- Principal's Honor Roll - 3.50 - 4.33 (grades 6-8 only)
- Panther Honor Roll - 3.00 - 3.49 (grades 6-8 only)
- Kindergarten categories of achievement.

There are also special recognitions at the end of the school year for the graduating class, these awards include:

- Valedictorian
- Salutatorian
- Perfect School Attendance for the entire school year
- The Samantha Williams Light of Christ Award
- Elmer Steingraber Athlete Award
- Panther Honor Roll - 3.00 - 3.49
- Principal's Honor Roll - 3.50 - 4.33

### *ACADEMIC SUCCESS PLAN*

Students not maintaining the 2.0 minimums will be placed on an academic success plan with a review time frame specified. The plan will have:

- Weekly meetings between the Principal, teacher, student and parents to assess the progress of the child.
- If at the end of the plan the student still is below the 2.0 GPA, the Principal, teacher, and parents will meet to discuss options for helping the child.
- These options may include outside tutoring, testing by the home public school of the student, or

- dismissal from the school.
- Final action is subject to the review of the school board in conjunction with the parent(s).

## Attendance

Regular attendance is vitally important to the progress of the child. Pupils are expected to be regular and punctual in their attendance. All absences must be excused in writing or by telephone by a parent. When a child is absent due to illness, parents are encouraged to pick up assignments every day the child is absent. Planned vacations during the school year are **strongly discouraged**. Due to the Modified Traditional calendar our school observes, students have been provided three two-week breaks between the beginning of school and the last day of classes. Vacations should be planned during those breaks so minimal disruption of learning occurs. Homework may be given out in advance of the planned absence or may be given out upon return from the planned absence (at the discretion of each teacher). Any assignment given in advance shall be due upon return. Homework should be turned in a timely manner after any absence or it may be downgraded in the same way late work is penalized. It should be noted that most teachers plan only one week in advance to allow for adjustments in instruction. Therefore, it is extremely difficult to determine homework more than a few days in advance.

### *GUIDELINES*

- Arrival at school after 8:00am (grades K-5th) and 8:10am (grades 6th-8th) is considered tardy.
- Tardies are excused only if a child has a doctor's note.
- Absences may be excused under the following circumstances:
  1. Doctor note
  2. Illness/injury if the parent notifies the school office by 9 am.
  3. After 3 days of injury/illness, a student must have a doctor's note to continue as an excused absence.
  4. Bereavement/weddings (maximum of 3 days). Bereavement absences may be extended for extenuating circumstances.
- Absences will be unexcused under the following circumstances (but not limited to):
  1. Four or more days of illness/injury without a doctor's note
  2. Vacations
  3. Bereavement or weddings that require more than three days out of school.

### *CONSEQUENCES*

- Students who are absent due to illness or unexcused absence will not be allowed to participate in that day's extracurricular activities.
- Students are not allowed to miss more than 10% of the total school days per year (about 15 days). This applies to all absences, excused and unexcused.
- Students who miss more than 15 days of school in a year, may not be eligible to enroll for

- the next school year.
- Students nearing or exceeding 10% absences per quarter will have enrollment subject to review by the school board.
  - Parents will receive a quarterly warning if absences continue.

In some circumstances, the school may report chronic absences to a truancy officer. Parents should follow the following procedure when taking a child out of school early, before the end of a school day: 1) the parent should notify the office, by way of a note or phone call, prior to the time the student needs to leave. The office will take care of notifying the teacher. 2) The parent should report to the school office five minutes or more prior to the time the child needs to leave. The office will then notify the teacher that the student needs to leave. **(Parents should not go directly to a classroom to get their child).** 3) The parent must properly “sign-out” their child in the office.

Regular attendance at Church and Sunday School/Bible Class is expected of all students and their parents. Each classroom teacher will keep a record of Church and Sunday school attendance for each student of a St. Peter member family.

## Dress Code

Why a dress code? Some may wonder why a Christian school has a dress code, because if we believe that God created everyone as an individual, why not let them express themselves?

A: We do indeed believe that God has created each person uniquely with individual talents and gifts. Those traits are inward, not outward and so we see the dress code (uniform) as a way to express that we are one with our belief in a God who has created each of us and loves us. We aren't ashamed of our beliefs and we gladly stand together as a school committed to the teachings of Jesus Christ. Secondly, we want the children to know what is on the outside isn't as important as who God created them to be. We want them to express their uniqueness through their gifts and talents that God has given them and not what they wear or how they look.

St. Peter Lutheran School has established a uniform policy for all students in grades Kindergarten through 8th keeping biblical principles of modesty in mind. Our students are expected to maintain an appropriate appearance that is neat, clean and modest at all times. Please note that this dress code is subject to change at the discretion of the administration.

### *ALL STUDENTS*

**Shirts** – Only collared polo shirts are permitted long or short sleeved in red, white, and navy colors. Long sleeved crew neck t-shirts are permitted under polo shirts in the same colors. *All* (boys and girls) students must have their shirts tucked in during class time. In addition, each child *must* have at least one red logo shirt to wear for chapel and on field trips.

**Pants** – Khaki or navy blue slacks are permitted. Blue jeans are not permitted except on free dress days. All pants must be clean and in good repair (no holes, frayed edges, or fading). Pants must fit properly and may not be sagging, baggy, low cut, or tight fitting. Cargo, patch pockets, skinny jeans, capri, and other styles are not allowed.

**Shorts** – Khaki or navy blue uniform style shorts are acceptable and must be at least fingertip length. Shorts must fit properly and may not be sagging, baggy, low cut, or tight fitting. Cargo, patch pockets, and other styles are not allowed. Elastic waist shorts or pants are allowed for younger students.

**Socks** – Only solid white or black socks are allowed.

**Belts** – Belts are optional, but if worn must be solid black or brown leather style. No designs or textures such as canvas or weaved belts are permitted. Only standard belt buckles are allowed – no additional, large, or excessive buckles are permitted.

**Hair** – Unnatural hair coloring, extreme coloring, extreme styles, extreme cuts, and shaved-in designs are unacceptable. All hair styles must be neatly kept and have a look of good grooming.

**Shoes** – All students should always wear tennis shoes/athletic shoes *at all times*. No other type of footwear is allowed. This applies also to free dress days and special dress days (unless otherwise specified).

**Outerwear – Winter coats and jackets are to be worn outside only.**

**Sweatshirts & Sweaters** – Only solid colored (red, white, or navy blue) uniform shirt pullovers, zippered, or buttoned sweatshirts, sweaters, or fleece jackets are allowed. Students wearing clothing with hoods are not allowed to have their hoods on in the classroom or outside when the weather does not require it. No sequins, piping, or other embellishments on outerwear are permitted. On Fridays, sweatshirts/pullovers from special school sponsored events and field trips are allowed.

**Beanies and Hats** - Beanies may be worn during the cold weather. Baseball style hats are not allowed.

### *GIRLS' UNIFORM REQUIREMENTS*

**Skirts, Skorts & Jumpers** – Khaki or navy blue are acceptable and must be no shorter than four inches above the *back* of the knee. Classic Navy Large Plaid from Land's End skirts and skorts. All girls must wear shorts or leggings under their skirt, jumper, or dress.

**Polo Dresses** – Red or navy dresses are allowed.

**Makeup** – Nail polish may be worn by girls – artificial nails are not allowed. No elementary girls may wear make-up. Middle school girls' make-up may not be worn in excess.

**Jewelry** – Jewelry is discouraged because of safety, loss, or damage. If worn, it must be modest. Jewelry that is contrary to the Christian faith is not allowed (i.e. Yin yang, astrology symbols, skulls, etc.) Girls may not wear excessive, large, or dangling earrings.

**Tights & Leggings** – Tights and leggings are *only* allowed to be worn under skirts, skorts, jumpers, and polo dresses. Tights & leggings are not to be worn under shorts, or by themselves. Must be White or Navy Blue in color.

**Head wear** – All headwear must be uniform color (red, white, navy blue, or classic navy large plaid) is allowed. Other head wear such as cat ears, tiaras, etc. are not allowed.

## *BOYS' UNIFORM REQUIREMENTS*

**Hair** – Boys' hair should not fall below the eyebrow or extend below the collar.

**Head wear** – No bandanas or scarves may be worn by boys.

## *OTHER UNIFORM REQUIREMENTS*

All students are to wear their regular uniform Monday through Friday (Spirit shirts may be worn on Friday) unless a free or special dress has been specified by the administration.

**Body piercing** - is not allowed with the exception of ear piercing for girls.

**Tattoos** - (real or pretend) including body markings are not allowed.

**Spirit Wear** – Fridays are spirit days. This means that spirit shirts from any school year may be worn instead of uniform shirts. Uniform bottoms must be worn on Fridays - blue jeans are **not permitted**. Spirit shirts may be from any school year, a special school event such as the spring musical or Christmas program. A new spirit shirt with the current year's theme verse will be available for order when school begins.

**Free Dress Day** - Free dress consists of wearing clothes that are not uniform but need to abide by the school dress code. As with all free dress days, clothing must be neat and clean, appropriately modest, without holes or frayed edges and present a good Christian witness. Blue jeans are allowed, but no skinny jeans. Shirts must have sleeves – no spaghetti strap or tank tops. All shorts and bottoms must be fingertip length. Athletic shoes must be worn at all times. If the clothing creates any suspicion in your mind, don't wear it. Tights, leggings, and yoga pants are not permitted unless worn under other garments.

**Special Dress Day** – Occasionally there are special, themed dress days. Depending on the theme, certain types of clothing may be allowed that are otherwise restricted (e.g. shoes).

## **Discipline**

The school administrator is expected to develop, maintain, monitor, and evaluate a school wide discipline plan which is in accord with the directives and philosophy of discipline contained within this policy.

The discipline plan of St. Peter Lutheran School will:

- Maintain clear expectations;
- Promote early intervention;
- Elicit quality documentation; and
- Ensure that the discussion of behavior and problems be centered on specifics, fact based and avoiding self-righteous judgment.

It is expected that the school discipline plan, at all levels, will incorporate and allow opportunities for and encourage students to:

- Learn from their mistakes;
- Learn to predict the consequences of their behavior ahead of time;
- Learn to accept responsibility for the outcomes of their choices; and attempt to control their own behavior instead of that of others.

St. Peter Lutheran School expects that as the discipline plan is implemented in the classroom, the teacher's job is not just to CONTROL the students; but to:

- OFFER CHOICES recognizing that if a student doesn't have a choice, he/she doesn't have to own the outcome or accept the responsibility for the behavior;
- OFFER GUIDANCE; and
- Help students get their needs met in a POSITIVE way.

We, of St. Peter Lutheran School and Church believe that the use of a proactive behavior intervention program as outlined in our philosophy, discipline plan, and levels approach to intervention negates the use of corporal punishment. Therefore, corporal punishment is not condoned under any circumstance.

An environment conducive to success for each student is established in each classroom: Boundaries of acceptable behavior are identified and taught in advance;

- Staff members avoid belittling the child or embarrassing him/her in front of his/her peers,
- Positive behaviors are praised and reinforced,
- Students are expected to take responsibility for inappropriate behaviors,
- Students are to ask for forgiveness and to pronounce forgiveness when applicable.

A private conference is used as an opportunity to discuss alternative, appropriate behaviors.

A child may be separated from the group, allowing time for him/her to regain self-control.

Parents will be notified of inappropriate student behaviors.

Children will always be given a choice and told what the consequences are for not following instructions/directives. Below is a list of consequences by grade level the children will be informed of as a consequence to a choice that is not conforming to the teacher's direction.

K-2nd				
Infraction Desc	1st	2nd	3rd	4th
Cheating	warning - loss of privilege	note to parents	call home	Parent, teacher, Principal meeting

Lying	warning - loss of privilege	note to parents	call home	Parent, teacher, Principal meeting
Hitting/Fighting	warning - loss of privilege	call home	parents meet with Principal	
Cursing	warning - loss of privilege	note to parents	call home	
Disobedience	warning - loss of privilege	note to parents	call home	
Speaking ill	warning - loss of privilege	note to parents	call home	

3rd-5th				
Infraction Desc	1st	2nd	3rd	4th
Cheating	talk to child	email parents	Parents meet with Principal	Parent, teacher, Principal meeting
Lying	talk to child	email parents	Parents meet with Principal	Parent, teacher, Principal meeting
Hitting	sent to office - lose privileges - notify parent	email parents	Out of school suspension	
Cursing	talk to child	email parents	Parents meet with Principal	
Disobedience	talk to child	email parents	Principal's office	
Speaking ill	talk to child	talk to child	call home	
Fighting	sent home - out of school suspension	recommend to school board for expulsion		

6th-8th				
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Infraction Desc	1st	2nd	3rd	4th
Cheating	0 pts - email home	0 pts - detention	conference with parents	refer to school board
Lying	loss of recess - email home	detention (45min)	conference and in school suspension	refer to school board
Hitting	detention (45min)	conference and detention	Out of school suspension	
Cursing	loss of recess	Suspension (teacher discretion)		
Disobedience	warning	sent out of class - email home		
Fighting	Sent home - out of school suspension	recommend to school board for expulsion		

Where a student's actions have created a grave concern for their willingness to heed the counsel of school authorities, to function in the school seeing in a safe and positive manner, to live within the conduct code described here, or whose parents/guardians have not demonstrated a cooperative spirit in working with the school staff, the Principal will recommend expulsion. The Principal will present the concerns to the school board and the family will receive a hearing before the board with whom the final authority rests for expulsion.

LEVEL ONE: (COOPERATIVE DISCIPLINE)

Level One represents minor behavior that needs correction. Staff members will use verbal directions or other cooperative discipline (gentle corrective) strategies.

LEVEL TWO: (STUDENT EXEMPLIFYING REPEATED OFFENSES)

Level Two represents the unresolved Level One minor behaviors that need consequences to elicit correction.

Possible Corrective Measures:  
Teacher warning



Parent contact  
Appropriate natural consequence  
Behavior program  
Conference with family and staff  
Contract with teacher  
Conference with Principal  
In class isolation

LEVEL THREE: (STUDENT IS A FOCUS OF CONCERN)

Level Three represents Level Two behaviors that have continued and/or escalated. Additional interventions are necessary. If the behavior has become outlandish or is unabated, short term suspension may be necessary.

Possible Corrective Measures:

Parent Contact

The student will be removed from the classroom and referred to the Principal's or designated alternative's room.

The student, Principal, and necessary staff members will develop a behavioral improvement plan and a parent conference will be held at the earliest possible moment.

Behavior program

Conference with counselor

Conference with teacher

Conference with family and staff

Counseling

Contract with teacher

Conference with Principal

Detention

In/out of class isolation

LEVEL FOUR: (STUDENT BEHAVIOR DEMONSTRATES A DISREGARD FOR SELF & SCHOOL)

Level Four behavior necessitates the student's removal from a given area or class as a result of overt disruption in the classroom or on the playground, physically dangerous acts, assault of another student, illegal acts, blatant sexual behavior, overt defiance, and so on or Level Three behaviors that are unabated and escalating. Clearly the intervention strategies of Levels Two and Three are not appropriate and additional or different behavior interventions are necessary.

Possible Corrective Measures:

The student will be removed from the classroom or playground and referred to the Principal's or designated alternative room.

The student, Principal, and necessary staff members will develop a behavioral improvement plan and a parent conference will be held at the earliest possible moment.

Immediate In-School suspension where the student is required to be out of the classroom for the major part of the day.

Parent conference with the student in attendance.

Possible short-term (1-5 days) In-School suspension.

#### LEVEL FIVE: (STUDENT IS OUT OF THE BOUNDS OF SCHOOL CONTROL)

Level Five represents behavior so severe that it threatens the safety of other students or outlandish behavior that continues in defiance to the behavioral improvement plan and despite staff and parents' best efforts to bring positive change. If the behavior reaches Level Five, the issue would be taken to the School Board for discussion for action.

Possible Corrective Measures:

Long term suspension

Parent conference required for readmission to school

Expulsion

Upon any suspension, the Principal may prescribe a probationary period different from the succession listed above.

The following is a list of behaviors which will follow the discipline plan stated above. The list is not a complete list, but a representation of the type of behaviors which are unacceptable:

- Possession and/or use of tobacco on school property, or at school events.
- Stealing.
- Possession and/or use of any dangerous devices or weapons, *or weapon replicas*.
- Assault or threats upon school personnel and/or students. Physical assault may be reported to the Lodi Police Department.
- The possession, use, or being under the influence of narcotics, alcohol, or dangerous drugs on school grounds or at school events.
- Leaving school grounds without permission.
- The committing or attempting of arson.
- Taking part in or instigating a significant physical altercation
- Committing acts of defiance, either spoken or acted, in or out of the classroom.
- Serious cheating. Cheating includes: Using the answers of another student. Supplying answers to another student. Possession of answers, tests or Teachers Guides taken from a teacher.
- Physically threatening another student, teacher, or adult.

Suspension may be recommended by a teacher and enacted only by the Principal or designated representative. Parents will be notified of the cause of the suspension. Students may be suspended up to 3 (three) consecutive school days. Suspensions will be reported to the School Board. The decision to expel a student rests in the hands of the School Board. Parents have the right to appeal an expulsion to the Board.

## VANDALISM

Students and their parent(s) are liable for any and all damages to equipment or school property caused by the student either on purpose or accidentally, and appropriate disciplinary actions may be taken.

## RIGHT TO SEARCH

Children generally have the right to privacy of their person and property, however that right must be weighed against the school's responsibility to protect the health and safety of the entire school community. The school administration reserves the right to conduct searches when there is reasonable suspicion that the search will reveal evidence that the child is violating the law or school policies. School officials do not need a warrant or permission from a parent/guardian to perform such a search.

A child must submit to a search of his/her person, desk, locker, backpack, electronic devices, etc when there is a reasonable suspicion. Any search will be performed by a staff member of the same sex as the student and parents will be notified of the search and the reason. Refusal to comply with the request for the search will be grounds for disciplinary action, which may include expulsion.

## INTERVIEWS BY OFFICIALS OR ADMINISTRATION

- Law enforcement officers have the right during the school day to interview students who are suspects or witnesses of threat or action in violation with school policies. Child Protective Services representatives may conduct interview to investigate reported child abuse or neglect.
- A school staff member will be present for any interview with a student.
- School staff will contact the parent/guardian of such an interview that took place except when law enforcement or the agency instructs the school not to communicate with the parent/guardian.
- Administration may interview students without prior notification of parent/guardian for incidents that happen at school or are school related. If further investigation is required, the administration will inform the parent/guardian of the interview with the student.

# Harassment and Bullying

St. Peter Lutheran School is committed to providing a learning environment that is free from harassment in any form (i.e. bullying, abuse, etc.). Harassment occurs when one or more individuals inflict physical, verbal, or emotional abuse on another deliberately and repeatedly. Harassment of any student by another student or staff member is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, (substantial) proven acts of harassment will result in disciplinary action, up to and including expulsion. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including expulsion.

Bullying is any unwanted aggressive behavior(s) by another youth or group of youths that involves an

observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating. The target of the harassment and the perpetrator do not have to agree about what is happening. Harassment may occur at any time during school-related activities and includes, but is not limited to, any or all of the following:

**Verbal Harassment:** Derogatory comments and jokes or threatening words spoken to another person. Excessive teasing and insults may also constitute verbal harassment.

**Physical Harassment:** Unwanted physical touching, contact, assault; deliberate, impeding or blocking movements; or any intimidating interference with normal work or movements.

**Visual Harassment:** Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, or gestures.

**Emotional Harassment:** Actions that intentionally exclude or isolate an individual.

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal physical conduct of a sexual nature.

**Cyber Bullying/Harassment:** Online social cruelty or electronic bullying by sending cruel or threatening messages by email, cell phone, instant messaging, web pages, web blogs, chat rooms, social media, and other information communication technologies.

## Extra-Curricular Activities

### *CLASS TRIPS*

In addition to the fun filled discussions we will be having in class, field trips and science camps are also included as part of the experience at St. Peter. These activities are assigned for each grade level as they pertain to them and typically occur in May. Field trips that our future students will participate in are:

- 6<sup>th</sup> Grade: Wolf Mountain Outdoor education Camp
- 7<sup>th</sup> Grade: Marine Biology
- 8<sup>th</sup> Grade: Washington D.C..

### Field Trips

**Field Trips and Excursions** are planned for the students. Although such trips are enjoyable for the students, their primary purpose is to enrich learning. Pursuant to this purpose, it is important for all participating parents and students to follow all directions of the teacher. Parent permission slips and an emergency treatment card are required.

### *GUIDELINES*

- Chaperones are expected to supervise all children while on a field trip.

- Siblings are not allowed to attend field trips.

### *DRIVERS*

Transportation will be supplied by willing parents. Seat belts and/or approved child-restraint systems for each passenger and driver are required. *Current California Law states that children under the age of 8 and under 4'9" MUST use a child safety seat, a booster seat, or other safety restraint system in the back seat. California law allows children 8 years or older to sit in the front seat of a car. All drivers must have proof of adequate auto insurance on file in the school office. All drivers and chaperones need to be cleared through Protect My Ministry.*

- Parents should expect to transport multiple students on field-trips.
- Parents may request specific driving arrangements from the teacher, but no guarantees can be made.
- Teachers will do everything they can to accommodate parent requests. Day-of changes are not likely to be granted.
- All drivers must submit a Volunteer Auto Usage Statement and Background Check (both available in the school office or on our website) in order to transport children to a school-related function. This also applies to parents driving only their own child.

• **Interscholastic athletics** are available for students in grades 5-8. St. Peter Lutheran School is a member of the Central Valley Lutheran School Athletic Association. Practices and games will be held after school. Parents will be asked to assist with transportation. Seat belts for each passenger and the driver are required.

### *CHOIR*

School choirs are formed for students in grades K-8. Students will be given an opportunity to be involved in one of the school choirs and/or small singing groups. The students will be asked to sing at Sunday morning worship services at least three times a year and to participate in other choral presentations. When a Sunday worship presentation is scheduled, it is required that all students attend.

***ACADEMIC ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES*** To remain on sports teams, or to participate in other after school activities, a student must maintain a minimum 2.0 grade point average without any F's at all times. If a student falls below this academic level, s/he may be suspended from the activity (including all meets, games, practices, and/or participation) until that student can verify in writing academic eligibility from the teacher(s). If the student has brought the grades back up to an acceptable level, and proven so in writing, a reinstatement will occur. A second occurrence of ineligibility, however, will warrant removal from the team or activity. Participation in extracurricular activities is considered a privilege. All students are expected to maintain acceptable academic and behavioral standards. Students who are exhibiting unacceptable academic or behavioral standards may temporarily be suspended from extracurricular activities. These suspensions may occur at the discretion of the student's homeroom teacher and Principal. They may be for as short as one

practice, game or activity, or as long as one week.

Absence from school may result in participation ineligibility from extra-curricular activities (practices, games, and/or events) on the same day of that absence except in the following cases:

- Excused absence of no more than three hours, and
- Absence due to attendance at a funeral.
- Students who are sent home ill may not participate in that day's extracurricular activities.

## **Athletics**

### **St. Peter Athletic Program**

St. Peter Lutheran School has an extracurricular athletic program for students in grades five through eight. The following is a list of guidelines that govern this program.

#### ***ST. PETER ATHLETIC PROGRAM GUIDELINES***

1. The participant will exhibit christian sportsmanship before, during, and after all games and practices.
2. The participant will exhibit individual support for the whole team. All sports the school participates in require players who are willing to play together, in an unselfish manner, and encourage each other as they work through the season.
3. The participant will not engage in any behavior, dress, or personal styles that will set that person apart from the rest of the team and draw attention to one's self.
4. The participant will follow the directions given to him/her by the coach.
5. The participant will attend all practices and games with exceptions made for illness or family emergencies. Any absence will be followed the next school day with a note to the coach.
6. The participant must meet all academic requirements set forth for this program, and remain in good standing in his/her class.
7. The participant must meet all deadlines for turning in permission slips and driver's slips to be eligible.

Failure to meet these guidelines will result in such disciplinary in one or more actions as:

- Extra physical activity at practice.
- Suspension for one or more games.
- Suspension from the team for a period of time.
- Dismissal from the team.

## *TEAMS & SPORTS*

**A-Volleyball** - This team is open to seventh and eighth graders. The A.D. may invite students from lower grades to participate if there is a need for more participants. The Athletic Director and Principal will determine the specific guidelines for each fifth/sixth grader to participate in volleyball. The emphasis of this team is again on fundamentals and teamwork. However, an added dimension is an increase in the level of competition. Every effort will be made to play all students when possible, but the team may concentrate on trying to win the match. (Season is in September and October.)

**B-Volleyball** – This is a team for fifth and sixth graders. The emphasis of these teams is to learn fundamental skills and teamwork. All participants will play in every match. Due to the potential for very large teams this group may be divided up to make size more manageable. This division may result in a St. Peter B-Volleyball team that plays competitively within the league to which the school belongs and a team of participants who may be involved in an intramural program. (Season is in September and October).

**A-Basketball** - This team is open to seventh and eighth graders. Fifth and sixth graders may be invited to play only if the Athletic Director determines there are not enough seventh and eighth graders to fill out a particular team. The AD and Principal will determine the specific guidelines for each fifth/sixth grader to participate in “A” basketball. As in volleyball, “A” Basketball is much more competitive. Every effort will be made to play all participants, but it is not guaranteed. Teamwork, fundamentals, and cooperation are all stressed. In the event that a large number of individuals sign up for this sport, the coach, in consultation with the athletic director, may have team tryouts. At no time will a team be cut to less than fifteen members. (Season is December through March.)

**B-Basketball** - This is a basketball team for fifth and sixth graders. The emphasis of these teams is to learn fundamental skills and teamwork. All participants will play in every game a minimum of three minutes. Due to the potential for very large teams this group may be divided up to make team size more manageable. This division may result in a St. Peter B-Basketball team that plays competitively within the league to which the school belongs and a team of participants who may be involved in an intramural program. (Season is in November and December.)

**C-Basketball** – This is a basketball team for students in grades three and four. It consists of a single week practice and ends with a single weekend tournament. The C level basketball tournament occurs in the late spring.

**Track and Field** – There are two track and field events that occur, both in the late spring. The first is a weekday meet for students in grades 4 – 8. All students in these grades are expected to participate in at least three events. The second meet is an all-school meet, but occurs on a Saturday and is therefore optional to attend. Students in younger grades, however, are highly encouraged to participate.

## **School Property Policies**

### **Text Books**

The school supplies all textbooks. The teachers expect the books to be kept covered and otherwise cared

for throughout the year.

***NOTE: The school will hold the family responsible for lost or damaged textbooks, library books, equipment (desks, locks, uniforms, computer hardware and software), or other property of the school. Fines or replacement costs are assessed at the end of the school year, based on the amount of damage and actual replacement costs of the materials.***

## School Supplies

Each classroom has a supply list for families to purchase prior to the beginning of the school year. Some items are provided by the school for students, however these items will not be on the supply list.

## Internet Usage Policy

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources and the Internet. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school. Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Technology is defined by, but not limited to, the following: Internet access, laptops, desktop computers, Chromebooks, projectors, Promethean boards, and Google Apps.
- All school technology will be used only for authorized activities. Students are not allowed to use school sponsored technology for personal use.
- Students are not allowed to use school technology for private communication.
- All documents, sites, and other material generated with Google Apps *must* be shared with the teacher.
- Be courteous and respectful in your messages to others. Do not slander, gossip, or spread rumors. Do not swear, use vulgarities or any other inappropriate language.
- You will not use the St. Peter computer system to access or transmit material that is profane or obscene, advocates illegal or immoral acts, promotes violence or discrimination towards other people, compromises our Lutheran doctrine, or misrepresents St. Peter Lutheran School in any way.
- If you mistakenly access inappropriate information, you will immediately tell your teacher or another faculty member. This will protect you against a claim that you have intentionally violated this policy.
- Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The school fully expects that you will follow your parent's



instructions in this matter.

- Do not reveal your home address or phone numbers, or those of other students or colleagues. Use school addresses and phone numbers only... even if you think you know your correspondent.
- Always try to do your best writing. Make sure to proofread and edit your messages.
- Only public domain content can be downloaded, and then only with express and specific faculty permission. This includes, but is not limited to, documents, software, images, and music.
- Do not enter chat rooms.
- Do not post messages on bulletin boards, list-serves, or other online-forums unless otherwise instructed by your teacher.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- Students using technology in an inappropriate manner will incur consequences such as, but not limited to, suspension of accounts, limited or suspended internet access, limited or suspended Chromebook access, or other disciplinary measures. This includes using Social media that reflects poorly on St Peter Lutheran Church and School.

## Electronic & Personal Devices

All personal devices must be stowed in the homeroom classroom during school hours. Given that school phones are available in every teacher's classroom, the office, Extended Care, and the gym, cell phones and other smart devices (such as iPad and smart watches) are not needed. If a cell phone is brought to school, it must be turned into the teacher upon arrival at school and be turned off. The only time a student may use their cell phone is with permission and in the presence of a supervising adult. They may be used between the end of the school day, and until 20 minutes after school, only for the purpose of calling a parent or pickup person. Cell phones must also remain out of sight and off during any field trip or athletic trip. Any cell phone that is used improperly may be confiscated and a parent required to retrieve it from the Principal. The administration reserves the right to revoke the privilege of cell phone use or possession if it is being abused.

Items are brought at your own risk. The school is not liable for theft or damage. Items confiscated due to misuse may be picked up from the school office by the parent, and additional consequences may apply. Students are not allowed to bring personal laptops or other similar devices to school for any reason. Chromebooks are provided for students in grades 5 – 8, and a full computer lab is available for students in grades K – 4.

### **General guidelines for personal devices are as follows:**

- Recording of any kind is strictly prohibited. This includes no video recording, audio recording, or still photos, unless specifically authorized by the teacher.
- Students in all classes are required to turn in personal devices to the teacher each morning. This includes, but is not limited to, smart devices, tablets, touch devices, video game consoles, and smart watches.

- Use of personal devices is strictly prohibited during school hours and school sponsored activities. This includes field trips, play practice, extended care, home sporting events and away sporting events.
- Students may be allowed personal devices during overnight trips, but they will be stored with the teacher and use will be monitored.
- Students traveling for away sporting events are allowed to have personal devices with them but are not to use them except for communication with family and/or teachers.
- Students in Extended Care must keep personal devices in their backpacks. School owned iPads will be provided for students in grades 4 – 8. No devices will be allowed outside during play times.
- Chromebooks will be allowed in Extended Care for homework only.

## Health and Safety Policies

California law requires that children have health check-ups and immunizations before starting school. This is to ensure that school children are healthy and protected against childhood diseases. The school will ask for a report signed by a physician when a child enters kindergarten or first grade. All students must present an up-to-date immunization record as part of the enrollment procedure. Parents need to keep the school office informed of any changes in health, medical, or emergency information. Parents are also expected to notify the school office if their child is at home with a communicable disease.

- No staff member will be allowed to administer any medicines to the student without written parental authorization. All medications must be kept in the school office under lock and key.
- All enrolled students are automatically covered at school expense by a student accident insurance policy. It is assumed that parents have their own primary health insurance policy; therefore, the student accident insurance policy provides only secondary coverage.

### SCHOOL RELATED ILLNESS . . .

If a child is running a temperature or is too ill to participate in all school activities, including physical education and recess, then she/he is too ill to be at school. **The student may return to school after his/her temperature has returned to normal for 24 hours. If your child has any of the following illnesses or conditions, the listed exclusions apply:**

- Measles - excluded until 5 days after rash appears.
- Chicken Pox - excluded until 7 days after first eruption. Scabs are not catching.
- Mumps - excluded for 9 days from onset of illness or until swelling is gone.
- Rubella - (German measles) excluded until appropriate antibiotic therapy has begun

- under physician's care.
- Pinkeye - excluded until there is no discharge from the eye.
- Trench Mouth - excluded until exact antibiotic therapy has begun under physician's care.
- Strep Throat - excluded until 24 hours after antibiotic treatment has begun.
- Head Lice - excluded until treatment with a pediculicide has begun **AND** child is **FREE OF LICE AND NITS** (nits are the eggs laid by the lice on the hair follicles). **A CHILD MAY RETURN TO SCHOOL ONLY AFTER THE TREATMENT AND REMOVAL OF ALL THE NITS.** Re-infestation **will** take place if the lice and nits have not been destroyed in the household.
- Mononucleosis - excluded until a doctor's release indicates the student is able to return to school and that the student is no longer contagious.

#### MANDATED REPORTING

St Peter Lutheran School is legally required to comply with the Child Abuse and Neglect Reporting Act. Those employees of the school who are designated as "mandated reporters" by law must report suspected child abuse or neglect to the proper authorities (Child Protective Services, Police Department, Sheriff Department, ect). If a parent/guardian finds out the identity of the staff person who reported the incident, there will be no retaliation against the employee in any manner or the parent/guardian could be restricted from visiting the campus or in severe cases, have their child withdrawn from the school.

#### STUDENT THREATS OF HARM TO SELF OR OTHERS

St Peter Lutheran School will treat all student threats to cause harm to self, others, or destruction of property, very seriously. Whether the threat is made in jest or serious in nature, it will be considered serious and investigated. Any threats or false accusations substantiated will result in disciplinary action, up to and including dismissal.

- Anyone hearing or becoming aware of a threat is to report it directly to their teacher or the Principal.
- If a threat is made on campus, the student making the threat will be kept in the school office under adult supervision. The investigation will begin with asking the student questions regarding the threat and who else may be involved either as a witness or assisting them. The student may be suspended until the investigation can be completed.
- If a threat is made off campus, and depending on the nature of the threat the Principal will call the parents of the student accused of making the threat and schedule to meet with them and the student the next day. If the threat is perceived as an imminent threat, the Principal will contact the proper authorities immediately.
- All threats will be reviewed and investigated in a prompt and thorough manner, and the investigation will be kept confidential to the extent possible.
- If the Principal determines the threat to be credible and serious, he/she will contact the appropriate authorities to include the Police Department, the intended victim(s), the Pastor, the student's parents who are alleged to have made the threat, and the School Board

Chairperson.

- If the Principal, after investigating and consulting with the Police, the School Board, Pastor and teachers there is sufficient evidence of a risk to another student, staff person, or property, the student will be suspended until a meeting between the parents and the School Board can be arranged to determine if the student will remain enrolled. This will be determined on a case by case basis.
- If it is determined that the accusation is false and there is enough evidence to indicate as such, the student making the accusation may be suspended or expelled from school depending on the level of seriousness of the accusation and through consultation with the Principal, Pastor and School Board.
- If the evidence is not conclusive of a credible threat, the accused student will be allowed to return to school with no further consequences.

## Controlled Substances

The use, sale, or distribution of “controlled substances” is prohibited for students. Controlled substances are marijuana, alcohol, tobacco products, vaping devices, misuse of prescription medication, or other illegal drugs. Students using, selling, or distributing any of these substances on or off campus may be suspended or expelled from school. If a staff member believes a student has in their possession any of these substances, the student will have his/her person and belongings searched.

## Code of Conduct Agreements

### *SCHOOL STANDARDS*

The aim of St. Peter is to maintain peace, and provide a fruitful learning environment. We intend to help each child grow in self-control.

Students agree:

- I will have assignments completed and ready at the beginning of each school day.
- I will be truthful and honest in all communication and work.
- I will show proper respect for the person, the rights, and the property of others.
- I will avoid fighting, arguments, put-downs, teasing, inappropriate language, and other hurtful and divisive actions.
- I will attend school and classes daily and on time.
- I will follow other rules as published or announced. Students will always follow the directions

of all school staff and volunteer supervisors or chaperones.

Parents agree:

- I/we will ensure that my/our child attends school each day and I/we will promptly report and explain an absence or tardiness to the school.
- I/we will provide my/our child with the resources needed to complete class work and homework.
- I/we will discuss report cards and work assignments with my/our child.
- I/we will ensure my/our child is dressed appropriately according to the school dress code.
- I/we will assist my/our child in being healthy, neat, and clean.
- I/we will attend Parent/Teacher conferences.
- I/we will pray daily with our child.
- I/we will attend worship and/or Bible study with our child on a regular basis.
- I/we will refrain from using profanity, abusive language or inflammatory actions in personal interactions.
- I/we will seek changes in an orderly and approved manner.
- I/we will supply lunch every day to my/our child, either from home or purchased from St Peter's hot lunch program. I/we understand that St Peter's policy restricts teachers or staff from microwaving a child's lunch.
- **IMPORTANT: Any parent/guardian who acts in an unacceptable manner (i.e. gross disrespect, threatening, or causing disruption to professional or academic climate) towards any staff member or student may be banned from the school for the duration of the school year. In addition, such behavior may constitute grounds for dismissal of a student from school. The Principal has the authority to determine when a parent/guardian would be temporarily banned from the school until the School Board can investigate and determine the final consequences.**

St Peter Staff agree:

- I will model a Christ-like attitude showing love, respect, patience, kindness, grace and mercy to children and parents.
- I will treat every child with kindness and respect without showing any favoritism, prejudice or partiality.
- I will promote safety, security, and acceptance, and will always avoid bullying, hostility, neglect, dishonesty or offensive conduct by children and myself.
- I will build strong relationships with school staff, parents, coworkers, and administrators.
- I will work with parents to find ways to motivate their child in performing to their

God given ability.

- I will communicate with parents in multiple ways, including entering grades into the online gradebook on a weekly basis, via emails, weekly newsletters, and phone calls.
- I will respond to parent communications within 24hrs in the work week (Monday-Friday).
- I will be available to schedule in-person meetings at an agreed upon time and date.
- I will provide materials to assist parents in homework assignments to help their child.

## ***GENERAL RULES OF COOPERATION***

**At all times the students will:**

- Pass quietly and in an orderly fashion in the building and on sidewalks.
- Never run within the building.
- Keep hands (and other body parts) to yourself.
- **NOT** bring gum to school. , electronic games, or squirt guns to school.
- **NOT** curse, swear, and use vulgar language, cheat, or steal.
- **NOT** ride skateboards, roller skates/blades, or bicycles on school property.
- Use the phone only with permission from a teacher for school related business only.
- Stay on school/church property while at school, unless express permission has been granted from the Principal
- Stay in designated areas (blacktop, the field, and the playground equipment areas). The church sidewalks and lawns as well as the areas between the buildings are not playground areas and are off limits.
- Spend the recess periods on the playground, unless the classroom teacher decides otherwise due to weather conditions or other reasons.
- Follow the designated rules for movement to and from recess, chapel, assemblies, etc.
- Not throw rocks, sticks, other projectiles, or balls with intent to strike and harm another student.

## ***PLAYGROUND RULES***

General rules for proper play at recess are necessary to keep students safe. Listed below is a current list of playground rules. These rules are designed to be flexible and therefore are subject to change when necessary. Please note that the school staff may alter these rules at any time without notifying parents.

- Tag may only be played on the grass area, not on the playground or blacktop.
- When students climb the play structures, the waist must be below the top-most bar. This is to reduce the risk of falling.
- No jumping off the equipment from any height.
- No hanging upside down.
- One person on the slide at all times.
- Feet first on your bottom while sliding down the slide.
- No climbing the slide.
- Leave sticks and wood chips on the ground.

### ***Dating***

- Dating and romantic relationships are strictly prohibited.
- This includes, but is not limited to, hand holding and other displays of public affection.
- Discussions and conversations about romantic relationships among students is also prohibited.

## **Student Records Policy**

Cumulative records are kept on file for each student attending St. Peter Lutheran School. Parents have access to their student's records as long as the teacher or Principal is present. The cumulative records are transferred to the student's new school when a written request is received from the new school.

## **PTL (Parent Teacher League)**

PTL is a parent and teacher-run organization that provides support to the educational and extracurricular programs of St. Peter Lutheran School as well as increases communication between parents and the faculty. Our goal is to positively impact the lives of our students and teachers - doing it with a christian attitude so that our students can learn from examples.

We encourage everyone to attend our monthly PTL meetings which are posted on our website or on Social media. We encourage every parent to get involved and join our PTL. Being a part of PTL not only benefits your children, but it is a rewarding experience for all who are involved.

### ***PTL GOALS***

- To enhance community spirit in a Christ-centered way
- To provide services and programs in support of scholastic pursuits and extracurricular activities that impact the majority of the student population
- To provide a forum for exchange of ideas between, Parents, Teachers, Students and administration

- To be advocates for our children
- To assist with fundraising for school classrooms and programs

### ***PTL ROLES***

**The PTL functions as a parent-based information resource that works in consultation with the Principal, Teachers and Students to perform the following functions:**

- Promote communication
- Provide venues for the expression of views and ideas of general interest for parents, faculty and students
- Liaise with the Board, Principal and teachers
- Help teacher in the classroom – at the teachers’ request
- Plan and organize socials and fundraisers
- Give parent input to administration
- Liaise with school families
- Welcome newcomers
- Support families in need through volunteering time and emotional support

### ***FUNDRAISER & SERVICE PROJECTS***

St. Peter Lutheran School has a number of opportunities to fundraise throughout the year for many different reasons. A schedule of fundraising activities is approved prior to the start of each school year.