ST. PETER LUTHERAN
CHURCH & SCHOOL

STUDENT & PARENT HANDBOOK



2026-2027

Revised and Approved by Faculty and Staff 8/2025

STUDENT & PARENT HANDBOOK
ST. PETER LUTHERAN SCHOOL
SCHAUMBURG, ILLINOIS

www.stpeterlcms.org

PREFACE

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

PHILOSOPHY

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

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

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

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

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

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

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

MISSION STATEMENT

St. Peter Lutheran School exists to connect children and their families to their Savior Jesus Christ. We are passionately dedicated to the pursuit of educational excellence, taught in a Christ-centered, enriching environment, which enables students to grow in faith, knowledge and to demonstrate their love for Jesus and others.

……..*FROM THE PRINCIPAL'S DESK*

Welcome to the St. Peter Church and School Family!

We believe children are a gift from God. Our partnership in Christian education provides an environment in which children benefit, as they discover their God given gifts and grow and develop into Christian leaders and life-long learners. Lutheran churches and schools provide opportunities for lives to be transformed and minds renewed through the study and application of God's Word. We are thankful for the sacrifices you make as a parent so that your child may be instructed and brought up in the fear and admonition of the Lord. The educational value you are adding for your child is immeasurable.

St. Peter Lutheran School and all Lutheran schools are concerned about the total child. We exist for the development of children's spiritual, academic, emotional, social and physical growth. We cannot operate in isolation if we are to be truly successful in helping children grow and learn about the world God provides and develop positive Christian values. A close working relationship between school and parents is critical. When teachers, parents and staff work in partnership God's kingdom and His children benefit in the short term and for eternity.

We serve a loving God. Sharing the love of Jesus our Savior is what we are to be about. God's gift of grace and forgiveness allows us to lead transformed lives. We learn from each other and grow daily. St. Peter students graduate with a solid foundation on which to build further learning as they serve their Savior, church, community and nation. We are thankful for the positive reputation our school enjoys in our community.

May God's blessing be upon us as He directs and guides our efforts together so that the children we are entrusted with grow and develop into life-long learners and Christian leaders utilizing the wonderful gifts our loving God so graciously provides.

We are thankful you have joined our St. Peter Lutheran Church and School family! Welcome!

Julie Messina
Principal

…..*A MESSAGE FROM THE SENIOR PASTOR*

Dear Friends in Christ,

As parents we do our best to make sure our children get the highest quality experience they can have in their education. I thank God that you have entrusted St. Peter to the nurture of your child. I can assure you that we are committed to a solid education that keeps Christ in the center of life. It is through the lens of our faith that we teach all of our course concentrations.

As a parent of a child who graduated from the school, I too have placed my trust in the ministry of St. Peter. The most important gift I can give my child is faith in Christ. As a child of God he also functions in the world and needs the tools to be a contributor to society sharing his faith where God gives opportunity. This emphasis is at the heart of our church and school mission of "Loving People, Serving the World."

As a pastor I want you to know that I am fully committed to Christian education. My love for young people led me to my first calling as a youth minister. I have now served three churches with healthy Lutheran schools. Each experience continues to affirm the value of Lutheran education. On top of that, I get to see the children on a daily basis. It is a joy because one of the ways God smiles at us is through the smile of a child!

Once again I say "Thank you." It is a privilege to have your child in St. Peter Lutheran Church & School. If you do not have a church home we would love to have you consider St. Peter as a place where your complete family can be nurtured in the blessings that God has given His church. We are a church family that is carrying out her mission by "Loving People, Serving the World." The mission of the church and school are one and the same. I look forward to our paths crossing in the days to come.

Peace in Christ,

Jerry Hays
Sr. Pastor

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ABSENCE / ATTENDANCE POLICIES

ABSENTEE AND TRUANCY POLICY

When students are absent from school they miss classroom instruction, activity and teacher/student learning interactions that are difficult to recreate. Every attempt needs to be made to have your student present at school. Regular student attendance is essential for the continuity of learning. The Illinois School Code identifies components of absenteeism and truancy. Section 26 2a of the Illinois School Code lists the following as valid causes for student absences.

A. Illness, including the mental health or behavioral health of a student;
B. Observance of a religious holiday;
C. Death in the immediate family or family emergency;
D. Other situations beyond control of the student; as determined by school administration; or
E. Circumstances that cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student.

Students who miss 5% or more of the prior **180 regular school days** without valid cause (a recognized excuse) are considered chronic truants according to the Illinois School Code (105 ILCS 5/26-2a). Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. Alternate schooling may become a necessity to correct truancy issues.

Due to the importance of your child having regular and timely attendance and to avoid unexcused absences, parents need to be in communication with the school office to report or request extended time away from school as per the following school attendance and tardy policies.

Student Illness and Return to School

To protect the health and well-being of all students and staff, the following policy applies to illness-related absences:

If a student is absent due to illness for three (3) or more consecutive school days, a written note from a licensed healthcare provider may be required for the student to return to school.

The note must:

- Be signed by a licensed medical professional
- Confirm that the student is cleared to return to school
- Be submitted to the school office on the day the student returns

This policy helps prevent the spread of illness and ensures students are healthy enough to participate in regular classroom activities.

Parents are encouraged to notify the school office each day a student is absent due to illness. Extended absences may require additional documentation at the discretion of the administration.

Students who are absent will not be allowed to attend or participate in after-school activities on the day of their absence.

If a student has the following symptoms, they should stay home because their illness could affect their ability to participate in school, and there is concern that they might spread an infection to staff and students.

- Fever, including a fever with a new rash.
- Vomiting more than twice in the preceding 24 hours.
- Diarrhea that causes 'accidents', is bloody, or results in greater than two bowel movements above what the child normally experiences in a 24-hour period.
- Skin sores that are draining fluid on an uncovered part of the body and are unable to be covered with a bandage.
- Respiratory virus symptoms that are worsening or not improving and not better explained by another cause, such as seasonal allergies.

If children are vomiting or have a fever (100 degrees Fahrenheit or greater), they will be sent home, and parents will be advised to keep sick children home for at least 24 hours after they stop vomiting or do not show signs of fever, without using fever-reducing drugs (any medicine that contains ibuprofen or acetaminophen).

ATTENDANCE, DAILY

Each classroom teacher takes class attendance daily, first thing each morning. It is important that the teacher and not a student takes attendance as this becomes a legal part of the record.

The office will keep a record of absent and tardy pupils to be used to record attendance on the report card.

The school will provide an absentee phone line. The parents are required to contact the school office to excuse their absent child. If the parents do not call with an excuse, the parent will be contacted.

TARDY POLICY

At St. Peter Lutheran School, our school day starts promptly at 7:45 a.m. (or 9:00 a.m. for the late start pre-school classes). It is important that students be at school 5 to 10 minutes (minimum) prior to that time so he/she has time to prepare for the school day.

Tardiness negatively affects everyone….teachers, classmates, and learning. More importantly, punctuality is a necessary life lesson beneficial for the students to learn.

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

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

Tardy #2 – Student to fill out card in office, go to class.
Tardy #3, 4, 5 – Student to fill out card in office, and go to class. A letter from the principal will also be sent home. Student will be responsible for making up any missed work. On the 5th tardy, the principal will call the family.
Tardy #6 – Same as above, plus the parent and child will be required to meet with the principal.

ACCELERATED READER REQUIREMENT

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

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

Kindergarten – No requirement
First grade – No requirement
Second grade – 1 book at child's level/month with passing score.
Third grade –1 book at child's level/month with passing score.
Fourth grade – 1 book at child's level/month with passing score; 3rd trimester, 8 points
Fifth grade – 1st trimester student must earn 10 points, 2nd & 3rd trimester, 15 points each.
Middle School: Accelerated Reader points will be tied to a Reading/Literature grade in grades 6-8. A minimum of 15 points per trimester is required in 6th grade. A minimum of 18 points per trimester is required in 7th grade. A minimum of 20 points per trimester is required in 8th grade. AR points are entered as a percentage of the minimum and given a test value in the gradebook. Students who do not complete the minimum requirement at the end of the trimester are assigned a reading time during lunch in the library. If the incompletion becomes chronic, students are assigned a reading detention until the minimum for the trimester has been satisfied.

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

1st grades: Students may receive awards for achieving 10 points higher.
2nd-4th grades: Students may receive awards for achieving 25, 50, 75 or 100 points (or higher)
5th grade: Students may receive awards for achieving 50, 75, 100 or 150 points (or higher).
6th- 8th grades: Students may receive awards for achieving 75, 100 or 150 points (or higher).

ACHIEVEMENT TESTING

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

ACCREDITATION

National Lutheran Schools Accreditation
Non-Public School Recognition through the State of Illinois

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

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

St. Peter is an excellent school, one whose teachers and pastors are dedicated to the task of presenting the love of Jesus on a daily basis.

ADMINISTRATION

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

In general, this ministry shall:

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

Specifically, this ministry shall:

1. Advise the Mission and Ministry Council as to school personnel contracted or called.
2. In consultation with the Pastor(s), grant tenure to qualified called faculty and submit candidates for tenure to the Mission and Ministry Council.
3. Serve as admissions committee for the school.
4. Establish class size.
5. Review the curriculum with the principal and make recommendations and suggestions.

6. Review new textbook and curriculum materials as selected by the principal and faculty.
7. Give counsel and direction to the PTL and any other organizations established to support school programs.
8. Review and examine matters pertaining to school finances including the setting of tuition and school fees.
9. Prepare a school budget in consultation with the principal and submit it to the Church Council.
10. Work with the principal in regards to teachers and other school personnel. 11. Review to determine that all requirements of state and federal agencies are met and implemented.
12. Consult with Northern Illinois District and the LCMS on educational goals and objectives.
13. Review and inspect to determine that all health standards are met and that adequate insurance for personal liability and property damage is provided.

ADMISSIONS POLICY

St. Peter Lutheran School serves the entire community. St. Peter does not discriminate on the basis of age, race, color, sex, disability, immigration status, or national ethnic origin in admission of students; in the right to privileges, programs and activities generally made available to students in the school; in administration of educational employment policies; and in administration of athletic or other school administered programs.

The Non-Discrimination Policy of St. Peter Lutheran School complies with Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); the Individuals with Disabilities Education Improvement Act (20 U.S.C. 1400 et seq.); The Age Discrimination Employment Act of 1967 (29 U.S.C. 621 et. Seq); Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C 2000d et seq., 2000e et seq.); The Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), and the Illinois School Code (105 ILCS 5 and relevant case law including Plyler V. Doe 457 U.S. 202, 102 S. CT. 2382, 1982).

St. Peter Lutheran School takes its non-discrimination policy seriously. The School Ministry Team of St. Peter Lutheran School is responsible for implementation of the non discrimination policy and addresses any concerns in this area.

St. Peter Lutheran School is a school for the children of the members of St. Peter Lutheran Congregation and for the children of our community enrollment will be considered in the following order:

1. Children of the congregation when one or both parents are members.
2. Any other children

Application for admission to St. Peter Lutheran School may be made through the school office. An admission interview may be requested.

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

AGE REQUIREMENTS

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

ANTI-BULLYING POLICY

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

Bullying includes, but is not limited to the following actions: (In or outside of the school day)

- Any intentional, written, verbal, graphic or physical act that a student or group of students or school personnel exhibits, toward another particular student more than once in which the behavior causes mental, emotional or physical harm to the other student and is so sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

- Any electronically transmitted acts, such as Internet, cell phone, iPad, tablet, Chromebook or wireless hand-held device that a student has exhibited toward another particular student more than once in which the behavior causes either mental or physical harm to the other student and is so sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

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

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

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

Any allegations of criminal misconduct will be reported to law enforcement. Faculty will be encouraging students in how to deflect bullying behaviors with positive techniques.

ATHLETIC ELIGIBILITY POLICY

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

5th-8th grade student-athletes must not be failing any classes or have multiple Ds. Starting no sooner than 4 weeks into the season, the Principal or Athletic Director will be checking grades weekly to ensure that our student-athletes are students first. During a grade check, if a student is found to have an F or more than one D, he/she will be given a week's notice to raise their grades, before being placed on academic probation.

While on probation, the student will be required to take an active role in their academic improvement, via a personalized plan. Progress while on academic probation will be evaluated every two weeks. If grades are not within the standard, the student may remain on probation as long as sufficient progress has been shown, as determined by the Athletic Director or Principal. If sufficient progress is not apparent, the student will remain on probation but will become ineligible to participate in games. Dismissal from the team may occur after a total 2 weeks of ineligibility at the discretion of the Principal or Athletic Director.

The goal of this policy is to encourage academic success in the classroom. Individual students have differing academic abilities. In some cases, a grade of a D may indicate a student's best effort. Individual allowances to this policy may be made in conjunction with the Resource Teacher.

AWARDS POLICY

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

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

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

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

A. Attendance Awards

1. Perfect Church/Sunday School (and/or combination of both). Will be given at the end of each trimester.

2. Perfect School attendance during all three trimesters of the current school year.

3. Commendable Church/Sunday School attendance awarded to those students missing Church and/or Sunday School no more than 1 time per trimester. Will be given at the end

of each trimester.

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

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

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

2. Eighth Grade Valedictorian – This honor is awarded to the student with the highest GPA (grade point average) during the seventh and eighth grade school years. The student must have attended St. Peter for the full eighth grade year. In the event of a tie, the tying students will be honored.

3. Eighth Grade Salutatorian – This honor is awarded to the student with the second highest GPA (grade point average) during the seventh and eighth grade school years. The student must have attended St. Peter for the full eighth grade year. In the event of a tie, the tying students will be honored.

4. American Legion Award – This honor is awarded each year to outstanding eighth grade student(s) who exhibit the qualities of courage, honor, leadership, patriotism, scholarship, service as determined by their peers and faculty.

5. Wildcat Award – (Grade 8) This honor can be awarded each year to one girl and one boy who have shown excellence in the classroom and in athletics. The students must have participated in at least two athletic seasons during the 8th grade year.

6. President's Award for Educational Excellence – (Grades 4-8) This honor is awarded each year to recognize academic success in the classroom. The criteria for the award is a grade point average of 10.0 or higher for the first two trimesters and to the midpoint of the third trimester of the current school year. Also, the student must have an achievement in the 85th percentile or higher in math or reading on the most recent standardized achievement test.

7. President's Academic Achievement Award – Extra Effort – (Grades 4-7) Awarded to the student who demonstrates academic dedication and excellent effort. They must show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects but do not meet the criteria for the President's Award for Educational Excellence. This honor is awarded to a maximum of two students per homeroom.

8. American Citizenship Award – (Grades 6-7) This honor is awarded each year to recognize two students in each homeroom that make a positive contribution to the school or community. Students participate in school and/or community service, show a positive attitude toward classmates, school and community, display an understanding and appreciation of civic responsibility, possess strength of character and the courage to do what is right, promote citizenship within our school or community through other activities.

C. Non-Academic Awards – These awards are based on participation and achievement as recommended by the faculty advisor and determined by the staff. Certificates will be awarded beginning at 5th grade for some of the following activities. Activities may vary from year to year, but may include the following:

1. Band – faithful participation for the year
2. Choir – faithful participation according to director's requirements
3. Basketball – participation according to coach's requirements
4. Track – participation according to coach's requirements
5. Volleyball – participation according to coach's requirements
6. Cross Country – participation according to advisor's requirements
7. Student Council – participation according to advisor's requirements

D. Accelerated Reader Awards 1st– 4th grade students may receive awards for achieving 25, 50, 75 or 100 points (or higher). 5th grade students may receive awards for 50, 75, or 100 points (or higher). 6th-8th grade students may receive awards for 75, 100, 150 points (or higher).

BAND PROGRAM

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

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

BIRTHDAY TREATS

Children enjoy celebrating their birthdays with their classmates. However, due to ever increasing numbers of students with food allergies, food will not be allowed as a birthday treat. There are many other items students could bring in to share with their classmates, (pencils, erasers, stickers, crafts, etc.). This policy does not apply to holiday parties or other special school events. Food for those occasions will follow the suggestions on the safe food list.

BUILDING ACCESS

For the safety and security of our students, St. Peter Lutheran School uses a building entry card system along with designated arrival and pick-up windows. Parents and guardians are asked to follow the procedures below when entering the building.

Building Entry Cards

- Each family is issued two building entry cards.
- Entry may be granted using the physical card or a clear photo of the card shown to staff at the entry point.
- Entry cards are for use only by the parent/guardian or another individual listed as an authorized contact on the student's pick-up form.
- Lost or damaged cards should be reported to the office promptly.

Morning Arrival

- 7:45 AM Start: Building entry via card is open from 7:30–8:00 AM.
- 9:00 AM Start: Building entry via card is open from 8:40–9:00 AM.
- Preschool parents may walk their child directly to the classroom during their entry window.
- Parents of upper-grade students remain in the entryway during their entry window while students continue to their classrooms independently or as directed by staff.
- Outside these windows, entry cards do not open the building, and visitors must sign in at the office.

Office Visits and Teacher Meetings

- Parents with business to attend to (such as paperwork, payments, or questions for the office) may go to the office during their arrival window.
- Parents needing to meet with a teacher must schedule a time in advance or plan to stop by after school. Teachers are occupied greeting students and starting the school day during morning arrival and are not available for unscheduled meetings at that time.

Afternoon Pick-Up

- Pick-up windows are 2:15–2:30 PM and 3:00–3:15 PM.
- Parents picking up from Kid Care may enter the building using their entry card and proceed to the designated area where students are located.
- Parents picking up from after-school activities (practices, clubs, tutoring, etc.) may also enter the building using their entry card.
- Parents arriving for a purpose other than pick-up should sign in at the office.

Outside of Posted Windows

- At all other times, the main office entrance is the only monitored entry point, and all visitors, including parents, must sign in and may be asked to present photo ID.

CALENDAR

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

CHAPEL SERVICE

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

CHURCH SERVICE

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

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

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

CLASSROOM INSTRUCTION

All instruction at St. Peter Lutheran School is in the English language, except as otherwise permitted pursuant to 105 ILCS 5/27-2.

COMMUNICATION

St. Peter Lutheran School staff will communicate with parents via email, telephone and Parent/Teacher conferences. Parents are encouraged to contact the teacher with questions or concerns. If you have a question or concern or are uncertain about something, please approach the school, not other parents, to resolve the situation. Teachers will respond within 24 hours during the school week.

Parents are asked to use appropriate methods to contact staff. Parents can email staff using their stpeterlcms.org address or call the office to leave a message with the school administration. Contacting staff by using their personal phone or social media is a violation of parent policy unless the teacher has given the parent explicit permission to do so.

Parents are asked to resolve conflicts at the lowest possible level. If there is a question or concern about the class, please contact the teacher first. If you are not satisfied with the answer, then you may contact the principal.

Every week School Notes are e-mailed to families. The School Notes are a very important communication of scheduled events, dates and times. School Notes are also available to families on the St. Peter website. (www.stpeterlcms.org)

Each classroom teacher will also prepare a weekly letter to parents which will be posted each Friday on the teacher's classroom webpage.

Teachers can be reached through email and phone (847-885-3350). If calling, please leave a message with the school secretary during school hours. The message will be given to the teacher who will contact you at their earliest convenience.

Teachers can also be reached through email. **Please understand that the teacher may or may not see your email until the end of the school day as they are working with the students. If there is an emergency or a change about what the student is doing after school, it is best to contact the school secretary, who will then contact the teacher.**

We ask that social media, whether public or private, should not be used to fuel campaigns and voice complaints against the school, church, St. Peter Lutheran staff, parents, or children. We take serious issue with the inappropriate use of social media by a parent to publicly humiliate or criticize another parent, member of the staff, or a child. The principal will contact you to resolve any social media offenses.

CONCUSSION

The school has a policy and procedure to help students that have been diagnosed with a concussion. Due to both short term and long-term potential consequences and the serious nature of this injury students need to be monitored carefully. Faculty, staff, and coaches receive training about the identification, signs and symptoms of concussion.

It is important that the school is notified if a student has been given the medical diagnosis of suffering a concussion or if concussion-like symptoms are present so that appropriate educational action may be taken. Appropriate action includes physical and cognitive rest with leveled return to activities. Coordination between the school, family, and the diagnosing doctor is essential for the child's well-being.

CRISIS MANAGEMENT PLAN

Recognizing that safety and stability at St. Peter contribute strongly to a successful learning environment, our school has adopted a Crisis Management Plan. School safety drills are regularly conducted and coordinated with local government safety agencies. Our Crisis Management Plan includes relocation areas for our students and emergency contingency planning. Our Crisis Management Plan is subject to annual review and discussed as appropriate with students and staff.

CURRICULUM

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

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

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

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

MATHEMATICS: *Number Theory, Problem Solving, Computation, Estimation,*

Measurement, Algebraic Concepts, Real-World Application, Probability/Statistics, Geometry.

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

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

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

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

DENTAL EXAMINATIONS

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

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

DISCIPLINE

Jesus said to St. Peter, "Feed My sheep…. Feed My lambs!"

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

His concern was not only for the big people who gathered around Him to hear His message, He also had an eye for the little ones. "Let the little children come to Me and forbid them not…for of such is the Kingdom of God."
In that spirit, we as Lutheran Christians have joined together to bring our children to their Savior Jesus Christ. No knowledge in all this world is of greater value than that which pertains to the spiritual welfare of eternal souls. Children have not only bodies to be fed, not only minds to be taught, but also eternal souls to be saved.

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

serve their church and country for the welfare of their fellow man and the glory of our God.

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

The greatest monument we can build is a child who knows and loves and serves God. Let us then…feed His lambs.

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

Our Goal….

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

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

PHILOSOPHY:

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

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

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

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

SELF-DISCIPLINE:

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

self-restraint which will make them better students and persons.

METHODS OF DISCIPLINARY ACTIONS:

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

Often teachers will keep students in their own rooms for the detention period to talk about the situation and how to handle it.

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

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

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

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

A School Ministry Team hearing, including the presence of the Senior Pastor, may be held if expulsion is recommended. Before any child is suspended or expelled, parents will be notified of their right to due process.

GENERAL PREMISE:

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

1. Show respect and courtesy to all students and adults in the building.
2. Demonstrate care for the building and equipment.
3. Behave in a manner that maintains a proper learning environment.
4. Use language befitting a Christian person.
5. Overt misbehavior shall be dealt with immediately by the teacher and principal according to established policy. A loving concern for students as children of God means using firm, corrective measures when necessary.

STUDENT CONDUCT AND DISCIPLINE:

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

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

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

Step 1: Parent contact and in-school suspension to be served on the day following the infraction with no participation in any extra curricular activities on the day of the in school suspension.
Step 2: The principal may require a parent to pick up the student from school immediately. A meeting will be held at school with parent(s), teacher(s), student, principal and a pastor if available. After the meeting, the principal will determine if the child will receive an out-of-school suspension.
Step 3: Parents must pick up the student from school immediately. The student is recommended for expulsion. A hearing is set up before the School Ministry Team.

The principal may accelerate or repeat these steps at his/her discretion considering particular circumstances. If the student who received a detention is not sent to the principal's office again within twenty school days from the date on which the detention was given, the student's record of detentions is cleared.

SPECIFIC GUIDELINES:

Damage to School Property: Students must pay for damage or defacement to school property if it is done deliberately or through carelessness. Books should be treated with care since someone will use them later. Any damage beyond normal wear and tear must be paid by the student. We must request the cooperation of students and parents in the area of respect for school property, material, furnishings, equipment and the building itself.
Chewing Gum: Students are not allowed to chew gum at school.
Dismissal from Class: Students are asked to remain seated and quiet until dismissal.
Dress Code: See Dress Code Policy

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

DISMISSAL POLICY

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

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

As a rule, no student should remain inside the building after 2:30 p.m. except with the knowledge of the parent or for a school sponsored activity. Any student not picked up by 2:30 p.m., without prior arrangements being made, will be sent to Kid Care and a fee will be assessed the parents. (For the late start classes, any student still in the building after 3:15 p.m. will be sent to Kid Care if prior arrangements haven't been made.)

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

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

Early Childhood hours are the following:
Half-Day A.M. Pre-School 7:45 – 11:00 Half-Day A.M. Pre-School 9:00 – 12:00
Half-Day A.M. Kindergarten 7:45 – 12:00
Full Day Kindergarten 7:45 – 2:15 (Wednesdays 7:45 – 1:45)
Full Day Pre-School 7:45 – 2:15 (Wednesdays 7:45 – 1:45)
Full Day Pre-School 9:00 – 3:00 (Wednesdays 9:00 – 2:00)
Grades 1-8 hours are the following:
7:45 a.m. – 2:15 p.m. except Wednesday when dismissal is 1:45 p.m.

DRESS CODE

St. Peter Lutheran School is interested in the growth of the whole child, including spiritual, intellectual, physical, social, emotional, and creative growth. As a Christian community, our school encourages and expects proper speech, dress, and manners from its students. We strive to project a distinctive and positive image to each other and to the community. The purpose of these guidelines is to set a standard of acceptable dress and grooming for St. Peter students. Our goal is to maintain an atmosphere conducive to serious educational pursuits. Within the limits of these guidelines, students have the opportunity to express themselves as unique creations of God through various styles of dress.

The basic consideration for student dress is that clothing should be decent, in good taste, modest, neat, and clean, and should not be distracting to the learning situation. Clothing should be worn in such a manner as to present a positive Christian image. It is understood that while some types of clothing are appropriate for younger children, that same clothing becomes inappropriate for older children. At all age levels, modesty and presenting a positive Christian image are the important factors when considering student dress for school.

On Chapel days, children are to dress “up.” This would include shirts with collars (for the boys); sweaters or henleys are also acceptable for boys on Chapel days. Girls and Boys are allowed to wear jeans that do not have holes in them. Girls are encouraged to wear dresses, skirts, and nice pants. T-shirts and sweatshirts with Christian messages are acceptable. T-shirts, athletic pants/shorts, sweat pants/shorts are not allowed on Chapel days. Our goal is to show respect for God's house and for worshipping Him.

General Information

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

Shorts are allowed when weather permits but must come to mid-thigh. Girls' dresses and skirts must be fingertip length, that is, at or below where the student's fingertips reach when arms are held straight down at the sides. We highly encourage girls to wear shorts under dresses and skirts. If girls wear leggings, we encourage the shirts or tops to cover their bottom.
Gym shoes and socks are required for gym class and closed toed shoes are required for recess.
Student hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists, are not prohibited.
Athletic team uniforms may be modified for the purpose of modesty in clothing or attire that is in accordance with the requirements of a student's religion, cultural values, or modesty preferences.

St. Peter allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the School Ministry Team for such modification.

Consequences for Non-Compliance

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

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

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

DR. NOTE FOR MISSING GYM / RECESS

With written verification from you, your child may be excused from physical education or outdoor activities for up to three days following an illness or accident. Any restriction for more than three days requires written verification from a doctor detailing the length and type of restriction.

EARLY ENTRANCE POLICY

St. Peter Lutheran School follows Illinois School Code which specifies that to enter pre school, they must be 3 years old by September 1st. Kindergarten children must be five years of age by September 1st of their kindergarten year and six years of age by September 1st of their first-grade year.

St. Peter uses an early entrance policy similar to School District 54. This policy permits early entrance into kindergarten or first grade for students younger than the entrance age requirements. This is only for students who demonstrate high ability pursuant to the Early Entrance Policy.

This is a decision that needs to be taken seriously. Early school experiences shape self confidence and influence children for the rest of their lives. Children who enter kindergarten or first grade early, may demonstrate social or emotional difficulties due to their relative immaturity, have difficulty fitting in with their peers in social situations as they progress through school and be less likely to excel in sports because of their age and/or smaller size. We ask parents to carefully consider whether enrolling a child early will be of long-term benefit for the child.

Kindergarten – Early Entrance

Early entrance to kindergarten may be considered for a child who meets the following criteria:

1. The child will turn 5 years of age during their kindergarten year.
2. The child is enrolled at St. Peter Lutheran School.
3. The child must score at or above the 95th percentile on both reading and math MAP relative to the national average for the grade level the parent is requesting. 4. If the 95th percentile is reached in both reading and math through MAP testing, a social/emotional questionnaire will be given to parents to be completed. 5. All other entrance requirements as required by St. Peter, i.e., physical, birth certificate, etc.

Decisions regarding eligibility for early entrance to kindergarten will be made by the principal based on meeting the above criteria. **This decision is final.**

First Grade – Early Entrance

Early entrance to first grade may be considered for a child who meets the following criteria:

1. The child will turn 6 years of age during their first-grade year.
2. The child is enrolled at St. Peter Lutheran School.
3. The child must score at or above the 95th percentile on both reading and math MAP relative to the national average for the grade level the parent is requesting. 4. If

the 95th percentile is reached in both reading and math through MAP testing, a social/emotional questionnaire will be given to parents to be completed. 5. All other entrance requirements as required by St. Peter, i.e., physical, birth certificate, etc.

Decisions regarding eligibility for early entrance to first grade will be made by the principal based on meeting the above criteria. **This decision is final.**

ELECTRONIC POLICY

Students are allowed to have cell phones at school; however, they are to be turned off and kept in backpacks and/or lockers during the school day (7:00 a.m. – 2:15 p.m.). Apple/Smart watches need to be set in school mode during the school day (7:00 a.m. – 2:15 p.m.). Inappropriate or unauthorized usage will result in confiscation of the device. The device will need to be picked up by the parent/guardian.

I-pads, eReaders, tablets, etc., may be used by students in class with teacher permission. Each teacher and the administration reserve the right to restrict usage during the school day (7:00 a.m. – 2:15 p.m.). Electronic devices are to be used for educational purposes as defined by the teacher within the context of the school day. Inappropriate or unauthorized usage will result in confiscation of the device. The device will need to be picked up by the parent/guardian along with discussion of future school use and/or possible disciplinary action. The loss of electronic devices is not the responsibility of St. Peter Lutheran Church and School. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. School officials may not request or require students or their parents/guardians to provide a password or other related account information to gain access to a student's account or profile on a social networking website.

EMERGENCY INFORMATION

Every student must have emergency information on file in the school office completed through Digital Academy. The information must be completed by the parent or guardian and submitted electronically, on Digital Academy, to the school office by the first day of the school year. Each year the card must be updated to ensure current all information is correct. Failure to do so may result in the child not being admitted until the card is on file in the office. The school must be notified immediately in case of change to any pertinent information.

Field trip permission and publicity permission must also be completed prior to the beginning of the school year. This is done through the registration/re-enrollment process.

EMERGENCY SCHOOL CLOSING

In the event of inclement weather, it may be necessary to close school. If this happens, an announcement will be carried over radio and television and on our school website (www.stpeterlcms.org). Parents will also receive an automated phone, text, and/or email message upon the closing of school. St. Peter will follow District #54 regarding school closings. If District #54 closes schools, please understand that St. Peter will automatically be closed. If for some reason St. Peter decides to remain open, you will be notified.

ENRICHMENT ELIGIBILITY POLICY

For those students in grades 2-5, who exhibit the necessary skills and abilities, a designated Enrichment class is offered.

The program provides opportunities for students to practice critical thinking, and problem solving skills. Additionally, the program provides a challenging learning experience for those students who have already mastered some of the grade level curriculum.

Eligibility for this "pull-out" class is based on a combination of the following factors:

MAP scores (math or reading) at or above the 90th percentile from the most recent MAP testing session and teacher recommendation.

Students recommended for the Enrichment class, or who meet the above requirements, will be notified of eligibility prior to the beginning of the school year.

Students participating in the Enrichment program are expected to maintain their regular class workload and grades. If work, grades, or behavior show consistent decline, reconsideration of enrollment in the Enrichment program will be evaluated. This reevaluation will include input from the classroom teacher, principal, and enrichment teacher.

EXTRA CURRICULAR ACTIVITIES

St. Peter offers extra curricular activities that afford the child a variety of experiences. These activities practice and perform outside school hours. The child needs parent support in order to faithfully attend all scheduled rehearsals and performances. Activities vary from year to year, but may include the following:

Music:

Sonbeams Kindergarten –
2nd grade Sonshine Grades 3-5
Chosen Grades 6-8
Band Grades 4-8

Sports: (Physical examinations are required prior to tryout.)

Basketball
Volleyball
Cheerleading
Cross Country
Track & Field Junior Wildcats

Other:

Student Council
Geography Club
LEGO Club

EXTRACURRICULAR PARTICIPATION

Any student who has met academic and behavioral criteria for an activity is eligible to participate in extracurricular activities. A student may participate in more than one activity simultaneously if he/she can handle the schedule demands of both. Coaches/directors will set standards for participation that are consistent with the

philosophy of St. Peter Lutheran School. Any student not at school the day of the special activity will not dress or participate. The principal may give permission due to special circumstances. Students should be in attendance half of the school day. The principal will make the final decision concerning half time.

EXTRA-CURRICULAR UNIFORMS

St. Peter Lutheran students are active in extracurricular activities. For this we are most grateful. Many of these activities require some type of uniform. Directors of each extra curricular activity will notify the team members of the uniform needs for that activity.

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

FIELD TRIPS

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

FOOD ALLERGIES

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

GRADING SCALE

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

GRADUATION (8TH) REQUIREMENTS

A graduation ceremony is held for all graduating eighth-grade students, usually the last week of school. The exact date is set when the school calendar is set and approved. All eighth-grade graduates are required to wear caps and gowns for the ceremony. In order for an eighth-grade student to participate in the graduation ceremony, the student must pass the U.S. Constitution Test and the State Constitution test as well as successfully complete academic assignments one week prior to the graduation ceremony. It will be the student's responsibility to turn in all late or missing assignments. Participation in the ceremony is also at the discretion of the school administration.

Extreme inappropriate behavior could cause a student to be excluded from the graduation ceremony at the discretion of school administrators.

GRIEVANCE/DUE PROCESS PROCEDURES

Matthew 18:15-17 tells us, “If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.”

Christian ethics demand that in most cases (an example of an exception would be a criminal matter) where offense has been given or taken that people are encouraged to go and resolve the problem face-to-face. The procedural steps of due process of a grievance with a teacher are as follows:

1. If a parent has a complaint, they are to discuss it with the teacher. A complaint will not proceed beyond this step if the issues have not been discussed between the parent and the teacher.
2. If step one fails to resolve the offense, the complainant will contact the principal and a conference will be scheduled with the teacher and the principal. A complaint will not proceed beyond this step if the issues have not been discussed between the parent, teacher, and Principal.
3. If steps one and two fail to resolve the offense, the complainant will contact the Senior Pastor and schedule a conference with the teacher, the Principal, and the Senior Pastor. A complaint will not proceed beyond this step if the issues have not been resolved between the parent, the teacher, and the Principal.

It is our fervent hope and prayer that all grievances will be resolved in a timely and Scriptural manner.

The procedural steps of due process of a grievance with the principal are as follows:

1. If a parent has a complaint, they are to discuss the particular complaint with the principal. A complaint will not proceed beyond this step if the issues have not been discussed between the principal and the parent.
2. If step one fails to resolve the offense, the complainant will contact the Senior Pastor and schedule a conference with the Principal and the Senior Pastor. A complaint will not proceed beyond this step if the issues have not been discussed between the parent and the Principal.

It is our fervent hope and prayer that all grievances will be resolved in a timely and Scriptural manner.

HEALTH SERVICES

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

Safe 2 Help- Seek Help Before Harm
This program offers students a safe and confidential way to share information that may help prevent suicides, bullying, school violence, and other threats to student safety. 1-844-4-SAFEIL Always Available. Always Confidential
Send a Text to 72332
www.Safe2HelpIL.com

List of Counselors:
Pastor Hays (847)885-3350 x 201
Pastor Matt Dubensky (847)885-3350 x 202
Beth Lebert (847)999-3236

HOMEWORK

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

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

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

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

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

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

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

HONOR ROLL

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

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

Grades 4 and 5:

Grade point average is computed as follows:
Religion 0.5 credit, Memory 0.5 credit, Social Studies, 1 credit, Science 1 credit, English 1 credit, Reading Comp 0.5 credit, Reading Skills 0.5 credit, Math 1 credit, Spelling 1 credit, Art 0.2 credit, PE 0.4 credit, Music 0.2 credit, Handwriting effort. TOTAL 7.8 credits

$GPA = \sum / TOTAL$

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

Grades 6-8:

Grade point average is computed as follows:
Religion 1 credit, History 1 credit, Science 1 credit, English 1 credit, Math 1 credit, PE 1 credit, Literature 0.5 credit, Vocab 0.5 credit, Art 0.2 credit, Music 0.2 credit. TOTAL 7.8 credits

$GPA = \sum / TOTAL$

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

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

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

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

HOURS

Students are not supervised before 7:30 a.m. or after 2:15 p.m. (1:45 p.m. on Wednesdays) and should not arrive before or stay later than that time unless they are participating in a scheduled event. Students needing to arrive early or stay late should take advantage of our Kid Care Program. Car riders arriving before 7:30 a.m. are to wait

in the car either by the north door, or in the parking lot with their parents until the doors open at 7:30 a.m. **Parents are asked to drop their children off at the front not to walk their children to the classroom (except for preschool).** There are certain instances when we understand it is necessary to do this, but as a rule, parents should not be in the classrooms in the morning.

Parents picking up after school are to wait in the carline or near the front door for dismissal. Parents are asked not to wait by the classrooms in order to keep the hallways clear for bus dismissal. **Unless it is an emergency, parents are asked to wait for dismissal at the end of the day and not to pick up their children prior to buses leaving the parking lot.** If a parent needs to talk with a teacher after school, we ask that you wait until the hallway is clear before heading to the classroom.

For Red School students, parents are to wait with their children prior to the beginning of school either in their cars or on the "back deck" until the teacher opens the door. Parents are asked to do the same at the end of the school day.

INCLEMENT WEATHER

The principal or designee will use discretion in determining if children are to be outside during recess periods. Students will be supervised whether inside or outside. Children are required to go outside unless arrangements have been made with the teacher in writing for times other than inclement weather. Here at St. Peter, no child will go outside when the temperature is 10 degrees F. or lower – actual temperature or wind chill.

INTERSCHOLASTIC ATHLETICS

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

LIBRARY

A large variety of materials are housed in our Library. This gives the teachers and students a great selection to choose from for a wide range of interests to help aid in academic success.
Twice a year a Book Fair is held to help raise funds for the Library and to make books available to the children and their families.

LUNCHES

The children eat their lunches in the Cafeteria, Fellowship Hall, or classrooms. Milk is available for purchase. Hot lunch is available every week. Lunch brought from home will not be heated for the children.

MEDICAL EXAMINATIONS

The regulations of the State of Illinois require all children entering Pre-School, Kindergarten and Sixth Grade to receive a complete physical examination before they

enter school in the fall of that year. Forms for this will be issued to such persons upon request. For the well being of our children, and for the sake of meeting our state requirements, examinations and immunizations must be completed prior to the opening day of school – or you may show evidence of a doctor's appointment. Please be alerted to the fact that your child may not be permitted to start school unless you comply with the state code.
A sports physical is also required prior to tryouts for any athletic participation. It would be advisable to have this done in the summer after June 1st since the exam is applicable for one year.

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

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

MEDICATION

Responsibility for administering medication rests solely with the parents. However, it is recognized that at times, medication must be given during the school day. In such cases, the administering of medication to students is subject to the following guidelines as determined by Illinois School Law.

The policy of St. Peter Lutheran School is that the administration of medication or supervision of self-medication to students during regular school hours should be discouraged unless necessary to maintain the student in school, or in the event of an emergency. The objective of any medication program is to promote self-responsibility. The school nurse or her/his designee can facilitate this process by providing information to the parent(s) or guardian and students on the process to be followed in administration of medication during school hours.

The school will insure and indemnify personnel designated to administer or supervise the self-administration of medication when such personnel follow the policy and procedures put forth in this document. School personnel will not diagnose or treat illnesses. Illinois School Law dictates that a certificated school nurse or registered nurse must manage the medication administration program following the *Recommended Guidelines for Medication Administration in Schools* developed by the Illinois Department Human Services IDHS) and the Illinois State Board of Education (ISBE), September 2000. A designated administrator will be responsible for medication administration or supervision of self-medication when a nurse is not available. Since St. Peter Lutheran School does not have a full-time school nurse, it is the responsibility of the principal, school secretary or their designees to distribute the medication to the students. Teachers or other employees cannot be required to administer medication or supervise self-medication although they may volunteer to do so.

STUDENT MEDICAL AUTHORIZATION

No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication unless the **Authorization and Permission for Administration of Medication** form has been filed with the school which will forward it to the certificated school nurse, registered nurse, or the designated administrator. This form shall be completed by the student's parent or guardian and licensed prescriber and shall be on file at the school prior to the dispensing of any

medication to a student. The **Authorization and Permission for Administration of Medication** form must be renewed annually at the beginning of each school year. Forms are available in the school office.

MEDICATION ADMINISTRATION

A. All medications given in school, including non-prescription drugs, shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status. Such written documentation must be maintained in the student's individual medication record.

1. A written order for prescription and non-prescription medications must be obtained from the student's licensed prescriber. The order includes:

• Student's Name

• Date of Birth

• Licensed Prescriber Name, Signature and Date

• Licensed Prescriber Phone and Emergency Number(s)

• Name of Medication

- dosage
- route of administration
- frequency and time of administration

• Diagnosis Requiring Medication

• Intended Effect of the Medication /Possible Side Effects

• Other Medications Student is Receiving

• Time Interval for Re-Evaluation

• Approval for Self-Administration

• Approval for students to carry emergency medication on their person (i.e. inhaler, Epi-Pen)

2. Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber.

c) **Prescription medication shall display:**

• Student's Name

• Prescription Number

• Medication Name and Dosage

• Administration Route or Other Directions

• Date and Refill

• Licensed Prescriber's Name

• Pharmacy Name, Address and Phone Number

• Name or Initials of Pharmacist

d) Over the Counter Medication (OTC):

OTC (non-prescription) medication shall be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container.

B. In addition to the licensed prescriber's order, a written request shall be obtained from the parent(s) or guardian requesting that medication be given during school hours. The request must include the name of the student, the parent(s) or guardian's name and phone number in case of emergency. It is the parent(s) or guardian's responsibility to ensure that the licensed prescriber's order, written request and medication are brought to the school. Medication Administration continued….

C. Students should be evaluated on an individual basis regarding the need to carry emergency medication. A written statement signed by the student's physician and parent verifying the necessity and student's ability to self-administer the medication appropriately should be on file in the school office.

D. Medications must be stored in a separate locked drawer or cabinet. When the medication being stored is a controlled substance, the locked cabinet must be securely affixed to the wall. Medications requiring refrigeration must be kept in a locked refrigerator separate from food products.

E. At the end of the school year or the end of the treatment regime, the student's parent(s) or guardian will be responsible for removing from the school any unused medication. If the parent(s) or guardian does not pick up the medication by the end of the school year, the certificated school nurse or registered nurse will dispose of the medication(s) and document that it was discarded. Medication must be discarded in the presence of a witness and documentation signed by both parties.

F. Accepted nursing practice allows that nurses are responsible for their own actions regardless of the healthcare provider's written order. It is the nurse's responsibility to clarify any medication order which is deemed inappropriate or ambiguous. Nurses have the right and responsibility to decline to administer a medication if they feel it jeopardizes student safety. In such instances, the nurse must notify the parent or guardian and student's physician.

G. A student has the right to refuse medication, and in some instances may do so. In such instances, it is the nurse's responsibility to explain to the student as fully and clearly as possible the importance of taking the medication. If the student continues to refuse to comply, the parent(s) or guardian and student's physician must be notified.

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

Parents waive any claims they might have against *St. Peter Lutheran Church & School*,

its employees and agents arising out of the administration of medication. In addition, parents hold harmless and indemnify *St. Peter Lutheran Church & School*, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries incurred or resulting from the administration or attempts at administration of medication.

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

P.T.L.

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

PUBLIC SCHOOL DISTRICT

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

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

RECESS

Students are supervised at all times while at recess. They are walked across the parking lot to the playground or the grove for recess or accompanied into school if sick or injured.

The principal or designee will use discretion in determining if children are to be outside during recess periods. Students will be supervised whether inside or outside. Children are required to go outside unless arrangements have been made with the teacher in writing for times other than inclement weather. Here at St. Peter, no child will go outside when the temperature is 10 degrees F. or lower – actual temperature or wind chill.

Safety rules are reviewed with the students before utilizing playground equipment. Field games, as well as bat and ball games, are restricted to designated areas which will be determined by the teachers.

For safety reasons, parents and their children are not to be on the playground when school children are present.

For safety reasons, shoes that cover toes and heels are required.

RECORDS

Records are kept in the school office for each student. Records are transferred to another school upon request of the other school or the parent. All transfer requests are honored within ten days. Certified copies of records of students transferring in must be requested within 14 days of enrollment.

These rights include:

1. Right to inspect: The parent has the right to look at all of their child's records maintained in the official school file on school premises upon reasonable notice to the principal.

2. Right to prevent disclosures: The school will not disclose anything to third parties from the child's records unless: a) The parent consents in writing prior to the disclosure, or b) The information is directory information that the parent has not requested be kept confidential.

3. Right to request correction: The parent has the right to present evidence that the school should amend any part of the child's record which the parent believes to be inaccurate, misleading or that otherwise violates the student's rights. (Those rights include but are not limited to, an equal education, safe environment, and due process). If the school decides not to change the record, the parent may insert an explanation in the record.

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

REPORTS TO PARENTS

Reports to parents of pupil progress are done on a regular basis. Two scheduled parent/teacher/student conferences are held per year. These consultations can only help in better interpreting your child's progress. In order to evaluate and help each child as best we can, a close co-operation between home and school is of the utmost importance. The school would like to emphasize that teachers will be contacting parents regarding matters pertaining to the child. Mid-term reports are given to students once per trimester indicating the child's progress. Grades for students in grades 5^{th}-8^{th} are available to parents on-line. Parents should feel free to make special appointments with the teachers to discuss a child's progress. These conferences can be made in addition to the two regularly scheduled conferences. Parents should make these appointments outside of school hours so that the teacher is not taken from the classroom. If you want to discuss your child with his/her teacher, please do not hesitate to call or e-mail the teacher for a conference at your mutual convenience.

RESOURCE CRITERIA

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

Students with individualized service plans have been evaluated by a local public school

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

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

SCHOOL PROPERTY

Children are expected to keep the school grounds, their classroom, and common areas neat and free from waste paper and other debris. Children are not permitted to leave the school building or St. Peter property during school hours except by written permission.

SCHOOL SUPPORT

St. Peter Lutheran School is owned, operated and maintained by St. Peter Lutheran Congregation. Each family is required to pay tuition for their children. This support of St. Peter Lutheran School is essential to the operation and maintenance of Christian education. All parents pay a registration fee prior to the beginning of school. Additional fees (insurance, milk, damage fees, etc.) are collected also. These fees are detailed in the enrollment documentation filled out at the time of registration. Please contact the Financial Office for any questions regarding tuition or payments.

THREAT ASSESSMENT ADMINISTRATIVE PROCEDURES

Purpose

The guiding principle in dealing with threats is the goal and duty of all school personnel to safeguard the physical welfare of students and colleagues. The purpose of this document is to outline the goals, components, and administrative procedures relative to evaluating and responding to potential threats as governed by Board Policy 477 (Violence Prevention and Threat Assessment).

Definitions

- A *threat* is a concerning communication or behavior that indicates that an individual poses a danger to the safety of school staff or students through acts of violence or other behavior that would cause harm to self or others. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means; and is considered a threat regardless of whether it is observed by or communicated directly to the target of the threat or observed by or communicated to a third party; and regardless of whether the target of the threat is aware of the threat.
- A *threat assessment* is a fact-based process emphasizing an appraisal of observed (or reasonably observable) behaviors to identify potentially dangerous or violent

situations, to assess them, and to manage/address them.

- *Aberrant behavior* is that which is atypical for the person or situation and causes concern for the safety or well-being of those involved. Aberrant behavior for an individual involves actions, statements, communications or responses that are unusual for the person or situation; or actions which could lead to violence toward self or others; or are reasonably perceived as threatening or causing concern for the well-being of the person. These can include (but are not limited to):
- Unusual social distancing or isolation of subjects from peers and family members;
- Sullen or depressed behavior from an otherwise friendly and positive person; • Out of context outbursts of verbal or physical aggression;
- Increased levels of agitation, frustration, and anger;
- Confrontational, accusatory, or blaming behavior;
- An unusual interest in or fascination with weapons; and/or
- Fixation on violence as means of addressing a grievance.

A low-risk *threat* is one in which the individual/situation does not appear to pose a threat of violence or serious harm to self/others, and any exhibited issues/concerns can be resolved easily.

A *moderate risk threat* is one in which the person/situation does not appear to pose a threat of violence, or serious harm to self/others, at this time; but exhibits behaviors that indicate a continuing intent and potential for future violence or serious harm to self/others; and/or exhibits other concerning behavior that requires intervention.

A *high-risk threat* is one in which the person/situation appears to pose a threat of violence, exhibiting behaviors that indicate both a continuing intent to harm and efforts to acquire the capacity to carry out the plan; and may also exhibit other concerning behavior that requires intervention.

An imminent threat exists when the person/situation appears to pose a clear and immediate threat of serious violence toward others that requires containment and action to protect identified or identifiable target(s); and may also exhibit other concerning behavior that require intervention.

A direct threat is one in which the person poses a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures, or by the provision of auxiliary aids or services. The direct threat standard applies when the threat assessment team or school administration determines that a subject poses a direct threat, and the administration also determines that applicable disciplinary procedures are not available or sufficient to mitigate the threat. If the administration makes such a determination, the school division is not required to permit the student to participate in or benefit from the services, programs, or activities of the division. A determination that a person with a disability poses a direct threat may not be based on generalizations or stereotypes about the effects of a particular disability and must be based on an individualized assessment, based on reasonable judgment relying on current medical evidence or on the best available objective evidence, to determine: the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures will mitigate the risk.

Threat Assessment Process

Threat assessment is a systematic process that is designed to:

1) Identify individual(s)/situation(s) whose behavior causes concern for

violence; 2) Gather additional relevant information in a lawful and ethical manner through interviews, consultations with others, and a review of records;
3) Assess the individual(s)/situation(s) in context based on the totality of the information available, and;
4) Manage the individual situation to prevent violence and mitigate the impact of harm.

Reporting Potential Threats
All school division employees, volunteers, and contractors are required to report immediately to the school administrator or designee any expression of intent to harm another person, concerning communications, or concerning behaviors that suggest a student may intend to commit an act of targeted violence. The school threat assessment team shall strive to make the reporting process both understandable and highly accessible and to discourage a "code of silence" that may be a barrier to reporting. Faculty and staff, students, volunteers, and other members of the school community need to know: • their role and responsibility to report concerns;

- what to report;
- where and how to report it;
- that reports are wanted and will be acted upon appropriately.

Members of the school community should be encouraged on an ongoing basis to report any threatening communication or troubling behavior and be reminded that reporting is an act of caring and not "snitching."
When a threat is reported, the school administrator and/or threat assessment team leader shall initiate an initial inquiry/triage and, in consultation with the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible in accordance with St. Peter's Student Threat Assessment Guidelines.

Clear and Immediate Threats
Upon notification of threatening behavior or communications, the school administrator or threat assessment team leader shall determine if an imminent threat is believed to exist. If the individual appears to pose a *clear and immediate threat of serious violence,* the administrator shall notify law enforcement as soon as possible.

Initiating Threat Assessment When No Clear and Immediate Threat If there is *no reasonably apparent imminent threat present*, or once such an imminent threat is contained, the threat assessment team leader shall ensure that the situation is screened/triaged to determine if the full threat assessment team needs to be involved. This triage may include (as necessary and appropriate):

- Review of the threatening behavior or communication.
- Review of school and other records for any prior history or interventions with the individual(s) involved.
- Conducting timely and thorough interviews (as necessary) of the person(s) who reported the threat, the recipient(s) or target(s) of the threat, other witnesses who have knowledge of the threat, and where reasonable, the individual(s) who allegedly engaged in the threatening behavior or communication. The purpose of the interviews is to evaluate the individual's threat in context, so that the meaning of the threat and intent of the student can be determined. If it is determined that the threat is not identifiable or a low threat of violence or harm to self or others, and the threat assessment team determines that no further assessment, intervention, or monitoring is required at this time to prevent violence:
- The threat assessment team leader shall ensure that the incident and review are

adequately documented.

- If the individual (about whom the report was made) does not pose a threat but could benefit from or is in need of some other need of assistance, the threat assessment team leader shall ensure that the individual is referred to the appropriate school or community-based resources. If it cannot be determined with a reasonable degree of confidence that the alleged threat is no/low threat, then a more in-depth assessment is to be undertaken by the threat assessment team to determine the nature and degree of any safety concerns and to develop strategies to prevent violence and reduce risk, as necessary. The assessment may include but not be limited to reviews of records; interviews and consultation with staff, students, or community who know the individual; and interviews of the individual and the target/recipient of the threat(s). Based on the information collected, the school threat assessment team shall determine strategies to mitigate the threat and provide intervention and assistance to those involved, as needed.

Parent/Guardian Communication

In instances where the threat is deemed *moderate risk or high risk,* or requires further intervention to prevent violence or serious harm, the school administrator shall notify the parent and/or guardian of any student who is the target/recipient of a threat as well as the parent and/or guardian of any student who made the threat (when and/or applicable). In cases involving no/low risk threats, the school administrator may notify the parent guardian of any student who is the target/recipient of a threat and/or may notify the parent and/or guardian of any student who made the threat.

When any of the incidents listed below occur in the school, the principal or his/her designee, immediately notifies the Schaumburg Police Department; and the principal or his/her designee, within three days of each incident notifies the Illinois Department of Police through the School Incident Reporting System (SIRS).

- Drug violations
- Firearms incidents
- Written complaints from school personnel concerning battery committed against school personnel

In order to promote a safe and secure environment for students, staff and visitors, the possession by students of weapons is strictly prohibited. A student who uses, possesses, controls or transfers a weapon or any object that can reasonably be considered, or looks like a weapon, shall be expelled from school. The expulsion period may, however, be modified by the principal, on a case-by-case basis.

A "weapon" means:

1. possession, use, control or transfer of any gun, rifle, shotgun, a weapon defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification act, or use of a weapon as defined in Section 24-1 of the Criminal Code;

2. any other object, if used or attempted or intended to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or

3. "look alikes" of any weapon as defined above.

Such items as baseball bats, pipes, bottles, locks, sticks, pencils and pens may be considered weapons if used or attempted to be used to cause bodily harm.

Students are urged to check clothing, backpacks and pockets to be sure that weapons are not present before coming to school or to any school-related activity. Possession of these types of weapons, even briefly and without intent to use, is a violation. Students must recognize that they may not pick up any item and attempt to threaten to use it to harm another student, staff member or any other person on school grounds, at a school-related activity or any place where such use of a weapon is related to school. All school officials, including teachers, guidance counselors, and support staff shall immediately notify the principal's office in the event they observe any person in possession of a firearm on district property.

Administrative Procedures

A. Administrators will assess the situation and notify the family of the Student Suspension and/or Expulsion from School.

B. The expulsion of students who bring a weapon to school will be for at least one (1) calendar year, however the principal may modify the mandatory length of expulsion on a case-by-case basis.

C. Students with Individualized Student Plans.

1. The amendments to IDEA allow a school to place a student in an interim alternative educational setting for up to forty-five (45) calendar days. The interim alternative educational setting must be decided by the participants in the student's ISP team.

2. A student with a disability who brings a weapon to school may be suspended from school for up to ten (10) school days. If the conduct was not a manifestation of the student's disability, the student may be expelled under the district student discipline policy, although a free, appropriate public education must continue at no cost to the student/parents/guardians.

3. St. Peter Lutheran School may seek a court order if it believes that the student's continued presence in the classroom is substantially likely to result in injury to the student or to others.

ST. PETER LUTHERAN SCHOOL THREAT ASSESSMENT TEAM MEMBERS
Administration - Julie Messina
Mental Health/Teachers - Ingrid Timms
Teacher/Behavior Interventionist - Karen Young
Law Enforcement - Schaumburg Police Department

TOYS

Toys are not allowed at school unless part of a special “show and tell” or other such

activity.

TRANSPORTATION

Bus transportation is made available through School District #54 for those living on or near the bus routes at no extra cost to the parent. For further information, call the school office at 847-885-3350. Schedules are available in late August.

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

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

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

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

TRIAL PERIOD

New students are enrolled on a six-week trial basis. If during the first six weeks, the teacher, in consultation with the principal and parents, finds that a particular student's needs would be better served in another educational setting, the student will be dismissed from the school.

TUITION

Parents agree to auto-pay their student's tuition according to each year's tuition scale in an agreement made with St. Peter through the school finance office. Most often tuition is paid according to a 10 month deduction plan. Tuition reduction incentives are available for family referrals to stimulate enrollment. Discounts are offered when paying in full or in two payments according to established deadlines.

Please note that any account that becomes two (2) weeks in arrears, a $30.00 late fee will be charged to your account. If fees are not brought current or payment arrangements have not been made, at the Principal's discretion, the student(s) may not be able to attend the program until the account is current. Parents also agree to the addition of reasonable attorney fees and costs of collection if you fail to pay under the terms of this agreement.

Financial difficulties should not prevent students from attending St. Peter. Based on independent data analysis, need-based financial assistance can be offered to families unable to afford current tuition rates for their children.

Funding for financial assistance is made possible through generous donations to our scholarship funds. One such assistance fund is the Kirsch/Flett Scholarship Fund named after longtime St. Peter church workers Roger Kirsch and Doug Flett. For more information about tuition assistance, please contact the school principal or the finance office.

VISION EXAMINATIONS

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

VISITS TO SCHOOL

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

VOLUNTEER HOURS

As per the admission contract, all parents are asked to give 10 Volunteer Hours per school year. This could be in many forms including, helping in the classroom, driving for field trips, helping at a PTL activity, etc. St. Peter Lutheran School is blessed to have the volunteer help of so many people.

This Student and Parent Handbook was Revised and Approved by Faculty and Staff
6/2024



ST. PETER LUTHERAN
CHURCH & SCHOOL

ST. PETER STUDENT AND PARENT HANDBOOK

2026-27 School Year

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received the Parent Handbook and understand that it is my responsibility to read the Handbook and know its provisions.

Name of Student: _____Grade: _____

Name of Student: _____Grade: _____

Name of Student: _____Grade: _____

PARENT SIGNATURE DATE _____

PARENT NAME (PRINTED) _____

This form should be signed and returned to
St. Peter Lutheran School Office by 9/4/2026
This Student and Parent Handbook was Revised and Approved by Faculty and Staff 8/2025