St. Peter-Immanuel Lutheran School

Parent and Student Handbook

INTRODUCTION

St. Peter-Immanuel Lutheran School is the parochial elementary school of St. Peter and Immanuel Evangelical Lutheran Churches. The churches and their school are members of the Indiana District of the Lutheran Church-Missouri Synod. Control and supervision of the school is exercised by the Voters' Assemblies of each congregation through the Board of Christian Education. The principal of the school acts as the agent of the congregations and of the Board of Christian Education in direct supervision and administration of the school. This handbook is written for and distributed to the school parents so that they are aware of guidelines and policies which govern school life. It is the responsibility of every parent to know and support the contents of this handbook. For any clarification of the handbook, please contact the principal.

PURPOSE OF ST. PETER-IMMANUEL

The purpose of St. Peter-Immanuel School is to provide a Christian education for its students. The school intends to nurture the Christian lifestyle in the children by the example of Christian living. By the guidance of the Holy Spirit, this school exists for the purpose of leading children to faith in their Savior and endeavoring to keep them in that faith, and to help the individual child in Christian growth.

MISSION STATEMENT

The parochial school of St. Peter and Immanuel Lutheran Churches proclaims the Gospel, serves its students, and reaches out to the community.

PHILOSOPHY

In the beginning Man was created in God's own image, in perfect holiness and righteousness. Therefore, Man's will was in perfect accord with God's will. However, when man fell into sin by disobeying God, he lost his holiness and became a sinner. This condition estranged him from God and robbed him of heaven. Yet, God in His mercy did not want man to be lost. Therefore, He graciously chose to save man from damnation. This He did by sending His only Begotten Son, Jesus Christ, to take away our sins so that we might live. Christian education is applying God's Law and Gospel to all aspects of life and learning. It is a vital component of every Lutheran congregation's ministry. Education occurs daily in all subjects to prepare children to serve God and people throughout their lives. Children's faith in Christ is nurtured by the Holy Spirit through God's Word. Children are taught the demands of God's Law and are comforted by the saving Gospel of Jesus Christ. They receive encouragement and instruction to live in service to Christ and others. To prepare for this service they are taught to develop and use their abilities in further schooling and in adult life. All subjects are taught by Lutheran Christians who are academically prepared to teach from the Christian viewpoint. Students and teachers strive for excellence as they use effective and current learning and teaching methods and materials. Students are prepared to become responsible stewards of their talents in joy-filled Christian life. Now through the action of the Holy Spirit, those who believe in Jesus Christ as their Savior have the certain hope of eternal bliss in Heaven.

PARENTAL EXPECTATIONS

1. To respond to God's grace through a desire to grow in the Christian life by regular worship and Bible study attendance, the setting of a good example, and support our churches and their school through gifts of money, talents, and other resources.
2. To be actively involved in their child's education by helping with homework, attending school events, volunteering for assorted projects, and supporting the decisions of the faculty.
3. To pay all fees and to return forms and other items to school by appointed times.

STUDENT EXPECTATIONS

1. To respond to God's grace by committing to the Christian life through love and respect to God, their parents, their pastors, their teachers, their fellow students, and their neighbors.
2. To use their God-given talents and abilities to put forth their best effort in all school activities through study, faithful homework completion, and the maintenance of a positive attitude.
3. To know and obey the regulations of the school and to accept responsibility for their actions and abide by the consequences.

ACCREDITATION

St. Peter-Immanuel Lutheran School is accredited through the Performance Based Accreditation system of the Indiana State Department of Education and National Lutheran Schools' Accreditation. The work of our students is accepted by both North Adams Community Schools and East Allen Schools.

ATHLETIC PROGRAM

St. Peter-Immanuel fields teams in girls' volleyball, boys' soccer, cheer-leading, boys' and girls' basketball teams, and girls' soccer. The athletic program is under the direct supervision of the Athletic Board. Each child must have a current health form signed by a physician. The health form is good from September to the following August. A new form must be on file each year. If the school has no form, the child will not be allowed to participate. This is a state athletic regulation. All parents of athletes are members of the Booster Club and will be expected to support its activities.
Students must maintain a 'C' average with no 'F's or 'U's. A copy of the school's Athletic guidelines is available at the school office.

ATTENDANCE

Regular school attendance is essential to success in school. Students not in their classroom by 8:00 A.M. will be marked tardy. For the health of the affected student and for the health of other students, parents are encouraged to keep their child home all day if they are sick. Parents are to call the school if their child will be absent on a certain day. A note explaining the absence may be required upon the student's return to school in order for the absence to be considered excused. When absences are excused, students will be allowed to make up work they missed on that day. It is the responsibility of the student or parent to request make-up. The teacher will have the assignments ready at 2:30 p.m.. Students who are absent have the same number of days they were absent to make up any missed work.

AWARDS

Academic awards are given at the end each school year to students in grades five through eight. Students with all "A's" are awarded High Honors while those with "A's" and "B's" are awarded Honors for each quarter.

BOOK COVERS

In order to extend their life, all textbooks are to be covered throughout the school year. Book covers should be able to be taken off the books without damaging the books. Parents will be responsible for books damaged due to improper book covers (ie: stretchy book covers that are too small for the book).

CARE OF SCHOOL PROPERTY

Students will be held financially responsible for any and all damage to any school property that they cause through misuse.

CHAPEL AND DEVOTIONS

Worship is an essential part of every Christian's life, including children. Worship services for our students are held each Wednesday. Parents are encouraged to attend. Each morning, school begins with devotions for all students.

CHURCH ATTENDANCE

Since the religious instruction and the program of the school are of vital concern to St. Peter and Immanuel Churches, it is imperative that all pupils attend Divine Worship Services regularly. Regular attendance is in keeping with the Lord's expectations. Each classroom teacher keeps a record of church attendance and this is reported quarterly on the student's report card and to the Pastors, Boards of Elders, and Board of Education.
An update to the Church Attendance policy is attached to this handbook.

COMMUNICATION

In all aspects of school life, Christ's instructions in Matthew 18 are to be followed. When problems, concerns, or questions arise go directly to the faculty or staff member involved to discuss the situation. If you cannot resolve the situation with that person, consult the principal. Do not discuss the situation with others or engage in gossip that is counterproductive to the purposes of our school.

CURRICULUM

St. Peter-Immanuel Lutheran School offers its students a demanding comprehensive curriculum which includes all Indiana State Academic Standards. Each grade level's curriculum includes religion, mathematics, language arts, science, social studies, music, art, physical education, health, and technology.

DISCIPLINE

The purpose of discipline in a school is to promote an environment conducive to academic, social, physical, and spiritual learning. In a Christian setting, discipline is always Gospel orientated in that students are always given the opportunity to admit to and then turn from behavior that is inappropriate. Repentance is always followed by forgiveness. Teachers act in the place of parents, taking action to promote proper conduct that parents would reasonably take in any given situation. The Fourth Commandment and its meaning clearly apply here. Teachers will deal with ordinary discipline matters, such as class disturbance and inattention, among others, in the classroom. When ordinary classroom discipline methods produce no improvement in behavior the following course of action will be taken:

1. Written notice sent home and the teacher communicates with parent/s.
2. Parent, teacher, and principal conference.
3. In-school suspension.
4. Out-of-school suspension. (Length determined by situation)
5. Expulsion.

Instances of dishonesty, disrespect, stealing, disobedience, swearing, or fighting will be immediately referred to the principal and will require the use of at least step three. Students who are in possession of weapons, controlled substances, tobacco, or alcohol will be immediately suspended until the matter can be referred directly to the Board of Education for further disciplinary action.

DRESS CODE

The personal appearance of students has a direct effect upon the educational atmosphere of school. Personal appearance refers to neatness, cleanliness, hair style, and choice of clothing among other characteristics. Good taste and common sense should serve as guidelines in the choice of clothing and hairstyle. The student's personal appearance should give the student a positive image and not detract from the educational purpose of the school. No rips or tears and no inappropriate logos or pictures. If the child wears a skirt, it is recommended that they wear shorts underneath. Parents should take an active role in the choices a student makes in terms of personal appearance. When parents are in doubt concerning personal appearance, they should contact the principal. Students who attend school in unacceptable clothing will be asked to correct the problem. If that is not possible, the student's parent will be contacted and asked to pick the child up from school and take them home to correct the problem.

ENROLLMENT PRACTICES

St. Peter-Immanuel Lutheran School exists primarily to educate the children of our two congregations. Parents who are members of another church may enroll their children as Community Member students. The pastors for St. Peter and Immanuel Churches are always eager to talk with parents about our churches. Please contact them with your questions about the beliefs and practices of our Lutheran Churches.

FIELD TRIPS

Students are required to accompany their class on all field trips. A signed permission form is required from all parents before their child may accompany the class on the trip. In the third and fourth grades, our students travel to Camp Tecumseh every other year for a three day field trip to study Indiana history. In the sixth grade, our students travel to Camp Lutherhaven for three days for outdoor education. In seventh and eighth grade, our students travel to Washington, D.C. every other year for five days as part of their study of United States History. In eighth grade, our students may travel to Chicago for two days as their graduation trip. Students who are absent the day of a field trip will be given alternative assignments. If finances are a problem, the parents are to contact the principal.

FOOD

Food is allowed in the cafeteria during lunch and during special occasions. Food and drinks are not allowed in the classrooms unless supervised and approved by the teacher. Students will be given a snack time during the morning, each day.. Due to the potential damage possible, gum is not allowed anywhere on school property during any school event. Students who wish to bring treats to school to celebrate special occasions may do so with the permission of the teacher.

FORMAL ASSESSMENTS

Students in grades three through eight take ILEARN tests in the spring of each year. All students in grades K through eight will participate in the NWEA MAP Testing. These tests are administered to these students at least twice yearly and focus on language arts and math. Students who are experiencing extreme difficulty in school may be referred by the teacher and principal, in conjunction with the parents, for testing by the Adams-Wells Special Services Cooperative. Grade 3 students will take Indiana's IREAD-3 assessment in the Spring to measure foundational reading standards

GRADING

Report cards are sent home at the end of each quarter. Students in grades 5-8 receiving all A's and only one B on and all S's will be placed on the high honor roll. Students receiving all A's and B's and all S's will be placed on the honor roll. Parents are able to monitor student progress by logging onto our online grading system (RenWeb).

HEALTH AND HEALTH SERVICES

1. It is highly recommended that parents consult a physician and get a health report on their child before sending him or her to school.
2. All elementary school children are required to be immunized against diphtheria, whooping cough, tetanus, measles, rubella, and polio myelitis. Beginning in the 10-11 school year, 6-8th grade students will also require meningitis and chicken pox vaccinations. The only exceptions to these requirements are children to whom the vaccines are medically contraindicated.
3. Parents should provide the school with complete immunization records prior to the beginning of the school year. Complete minimum immunization requirements for all children newly enrolled in kindergarten or grade 1 and less than 7 years of age in grade two or above or 7 years of age and older may be obtained from the school office. **No child will be permitted to attend school for more than twenty days beyond the date of his enrollment unless he or she is either fully immunized or has begun his or her immunizations and has produced a schedule for the completion of them.**
4. The school strives to guard the health of its pupils. Health lessons are given in class. First Aid equipment is maintained in the building to be administered by teachers only.
5. If a child shows signs of illness, rash, fever, etc., parents are urged to keep the child home for 24 hours or until the condition is corrected. The child must be fever free (below 100 degree) for 24 hours. The same request applies to children who have severe colds or coughs.
6. In case of a serious illness or injury, parents are immediately notified so that the child can be placed into the care of the family doctor. Periodic visits are made by the county nurse. Eye and ear exams may be done by a community organizations. Defects found are reported to the parents for correction.

HOMEWORK

The accurate, neat, and total completion of all assignments is vital to success in school. Homework is an out-of-school assignment that contributes to the educational process of the students. Parents and teachers will work together to insure that all students do so. When students are absent, it is the responsibility of the parents or the student to request make-up work. Teachers will have these assignments ready at 2:30 P.M.

LUNCH PROGRAM

Students bring their own lunch. Parents are expected to pack a nutritional lunch for their child. Milk may be purchased daily. Payment for milk should be paid weekly. No soda (pop) allowed. Students in grades 3rd-8th may use the microwaves.

NEWSLETTER

The newsletter is emailed to all families on the last school day of each week. Parents and students are responsible for information contained in the newsletter.

NON-DISCRIMINATION
St. Peter-Immanuel Lutheran School (SPI) admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. SPI employees and families agree to abide by the doctrine of the Lutheran Church-Missouri Synod.

PARENT-TEACHER LEAGUE
Our PTL plays an active role in the life of our school. The PTL functions best when all parents do their fair share by regularly attending PTL meetings and being actively involved in PTL activities.

RECESS
All students will be expected to go outside for recess. Students will only be excused from recess when a written excuse is received from the parent.

SCHEDULE
The school day begins at 8:00 A.M. and ends at 2:35 P.M.. Students are not to arrive at school before 7:45 A.M. and are to be picked up no later than 2:45 P.M. unless special arrangements have been made with the principal. Students who are picked up will be dismissed from the southeast gym entrance. Parents should form a counter clockwise line around the gym parking lot with the first car being at the door. Students will be released to walk to the cars, when all students are in the cars, the cars will be dismissed. Parents who must come into the building to get their children after school are asked to park in the front lot and enter through the front door. Bus students will be dismissed from the main entrance. St. Peter-Immanuel follows the school calendar of North Adams Community Schools when possible; any deviations to that calendar will be announced. For delays and closings, parents should listen for the announcements of North Adams Community Schools. Delays and closings will be reported on most local television and radio stations. Emails and Facebook posts will also communicate delay and closing information.

SCHOOL BUS
Students ride on buses operated and controlled by North Adams Community School. Students are subject to their rules and their system of discipline while on the bus.

SCHOOL SUPPLIES
A Student Supply List is provided to families. Unless otherwise stated, these supplies are to be at school every day.

SCHOOL VISITS
Parents are always welcome to visit school and are encouraged to do so. Please contact the teacher to arrange for a time for visitation.

STUDENT EVALUATION
The following system of reports and conferences are used in order to keep parents well-informed of a student's progress at school:

1. Report cards are issued at the end of each academic quarter.
2. Grades 1-8 have access to RenWeb and can check student progress at any time.
3. Scheduled parent-teacher conferences are held at the end of the first, second, and third quarter.

If a parent feels the need for more frequent reports, they may contact the teacher at any time to confer over the phone or to schedule a conference.
To support our students any 5th through 8th grade student who receives a "D" or lower at mid-quarter or at the end of a quarter will be required to make arrangements with the teacher to receive extra individualized help.

STUDENT RETENTION
If a student is experiencing extreme difficulty in class, it may be necessary to consider retaining that student in his/her current grade for the next school year. Parents will be notified at the end of the second quarter if the teacher is considering such action. Any student receiving more than one failing grade on their fourth quarter report will not be promoted to the next grade until individual requirements are met. Students will not be retained for athletic purposes.

TELEPHONE POLICY

The telephone is for the use of the faculty and staff only. Students will not be allowed to use the phone during the school day and will be called to the phone in cases of emergency only. Parents should call teachers before or after school.

TOYS

Toys may be brought to school with the teacher's permission. Toys brought to school and used improperly will be confiscated and returned personally to that child's parent. Cell phone, portable game systems, MP3 players and other similar devices should be turned off and stored in the student's locker/book bag until dismissal.

Pets

Pets are not allowed without prior permission from the classroom teacher or administration.

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